



# Sub-Contractor Supply Chain Fees and Charges Policy and Procedure

Myerscough College is aware of the benefits that effective sub-contracted provision can provide in widening its curriculum offer, geographic area and links into local communities. The Funding Agencies are increasing regulation with respect to sub-contracting arrangements and complete transparency is expected. A stipulation of The Funding Agencies is that the supply-chain data is published and available to view on the College's website.

The purpose of the policy is to ensure fully transparency in the College's sub-contracting arrangements and to provide guidance to members of the College regarding sub-contractor supply-chain fees and charges.

It is our aim to ensure that the College's teaching expertise in the relevant subject area and internal Teaching and Learning assessment team will be utilised to ensure the highest standard of delivery in all sub-contracted provision.

This policy is applicable to all College staff at all centres.

## Procedure

Myerscough College's teaching expertise in the relevant subject area and internal Teaching, Learning and Assessment team will be utilised to ensure the highest standard of delivery.

The sub-contractor will be paid once documents are received as per the contract, relevant evidence of delivery is received and funding is claimed by the College.

Apprenticeships & Skills and Workplace Learning sub-contractors will be paid on profile each month in arrears. Payments will then be reconciled against actuals following the R06, R09, R11 and R14 ILR returns.

The College will retain a percentage dependent on the level of support, supervision, administration and assistance required. This amount covers assessor support, the collection and procession of data, quality assurance and the registration of learners.

This policy will be reviewed annually and will be freely available on the College's website. This policy will be presented to current and new sub-contractors during the initial stages of contract negotiation and as and when requested from thereon in.

A sub-contractor Supply Chain Checklist form must be completed and contain, as a minimum, the following information:

- Name of the sub-contractor;
- UKPRN number of the sub-contractor;
- Contract start and end date;
- Type of provision (for example, 16-18 Apprenticeships, 19+ Apprenticeships, classroom learning, workplace learning);
- Funding paid to the College for provision delivered by the sub-contractor in that academic year;
- Funding paid by the College to the sub-contractor for provision delivered in that academic year;
- Funding retained by the College in relation to each sub-contractor for that academic year;
- If appropriate, funding the sub-contractor has paid to the College for services or support provided in connection with the sub-contracted provision;
- Any information on fees and charges alongside the supply chain fees and charges policy to allow the College's supply-chain fees and charges information to be viewed in context.

## Appendices:

Supply Chain Checklist

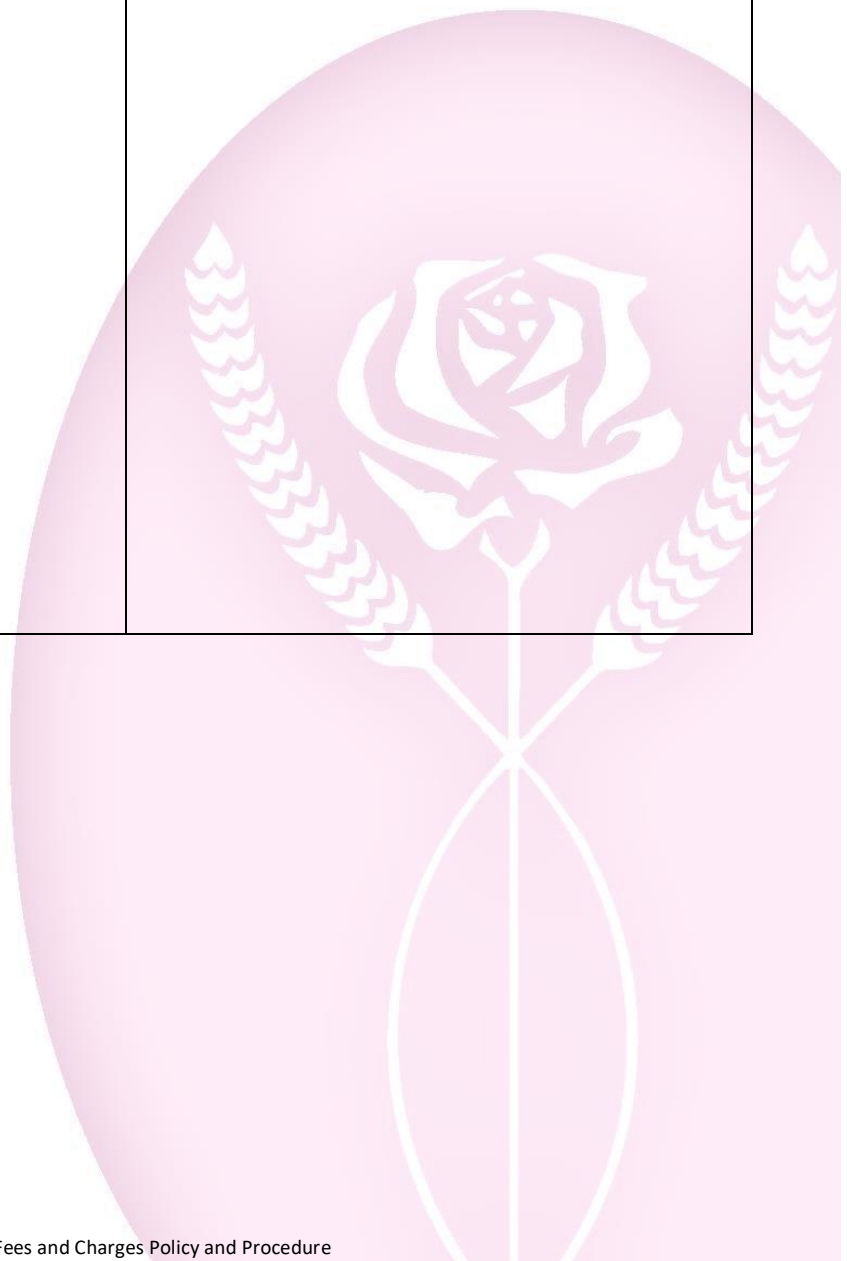



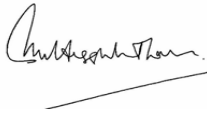
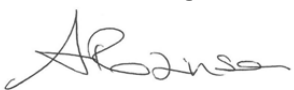
### Myerscough College Sub-contractor Supply Chain Checklist

Name of the Sub-contractor	
UKPRN Number of the Sub-contractor	
Contract Start and End Date	
Type of provision (for example, 16-18 Apprenticeships, 19+ Apprenticeships, classroom learning, workplace learning)	
Funding paid to The College for provision delivered by The Sub-contractor in that academic year	
Funding paid by The College to The Sub-contractor for provision delivered in that academic year	
Funding retained by The College in relation to each Sub-contractor for that academic year	
If appropriate, funding The Sub-contractor has paid to The College for services or support provided in connection with the subcontracted provision	

Any information on fees and charges alongside the supply chain fees and charges policy to allow The College's supply-chain fees and charges information to be viewed in context

Any other information



Document History			
<b>Author:</b>	Assistant Principal Partnerships and Liverpool	<b>Ref and Document Version:</b>	Sub-Contractor Supply Chain Fees and Charges Policy and Procedure – V2
<b>Approval:</b>	Finance and Resources Committee	<b>Approval Date:</b>	June 2020
<b>Approved by:</b> (Insert signature)	Chair of the Governors 	Chair of F & R Comm. 	Chief Accounting Officer 
<b>Review Date:</b>	June 2021		
<b>Publication:</b>	Staff Intranet College Website		
Quality Assurance			
This Policy and Procedure maps to the following external quality assurance frameworks			
Framework		Framework Section Reference(s)	
<b>Education Inspection Framework</b>			
<b>MATRIX</b>			
<b>QAA</b>			
<b>QIA</b>			
<b>ESFA</b>			
Key Changes to Document			

**All Myerscough College Policies are subject to screening for Equality Impact Assessment**

Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, marriage or civil partnership, sex or sexual orientation

Myerscough College not only fulfils its legal position in relation to current and future equality legislation, but additionally goes beyond compliance in providing and promoting “Opportunities for all to succeed”, free from any aspect of discrimination, harassment or victimisation.

All staff have a duty of care to look after the interests of and support their colleagues. *This policy takes account of our commitment to eliminating discrimination, identifying and removing barriers and providing equal opportunities for our learners, staff and visitors to ensure that no one feels excluded or disadvantaged.*

**Safeguarding, Learner Protection and Prevent**

All staff have a responsibility to support and promote the College’s commitment to providing a safe environment for students, staff and visitors. Additionally, all staff have a responsibility to report any safeguarding or Prevent issues to the Designated Senior Lead for Safeguarding and Prevent.