

ACCESS TRAINING SUPPLY CHAIN FEES AND CHARGES POLICY

1. Introduction

Access Training has a long established reputation for effective partnership working.

- ‘We work as a team through internal and external partnerships’ Access Training - Core Values

This Policy details how Access Training will apply fees and charges to Sub-Contractor Agreements with organisations for the delivery of training on the company’s behalf and is published in line with ESFA funding rules.

We make potential sub-contractors aware of this Policy prior to entering any final agreement.

2. Reasons for Sub-Contracting

- To maintain our business at reasonable contract levels
- To support like-minded (smaller) training providers who would like to benefit from our contract management experience
- To use our experience and positive approach to partnership working to develop quality provision across all parties
- To create efficiencies of scale that lead to financial benefits for all parties
- To further develop the range of our ‘offer’ to employers and learners

3. Selecting Partners

We aim to work with partners who:

- Are unable/unwilling to secure ESFA funding in their own right
- Have established demand for their training provision within the North East region
- Share similar views on delivering quality training programmes and customer service
- Can add to or complement our current offer to employers and learners
- Can prove to us that they have the capacity and financial viability to sustain high quality training programmes
- Can demonstrate a commitment to improving the quality of teaching and learning through collaborative working

4. Fee Strategy

The typical range of fees we charge to manage sub-contracted/partnership provision is between 10 and 25%. Fees are usually calculated taking into consideration the following:

- Previous ESFA contract experience
- Previous/recent Ofsted inspection results
- Quality systems in place
- Administration/management systems in place
- Experience/history of delivering planned provision
- Geographical base (distance from Tyneside)
- To encourage delivery to priority groups, eg 16-18 Apprenticeships, fees may be charged at lower rates

5. Payment Terms

Payments to sub-contractors mirror ESFA payments, ie paid on actual delivery within overall allocation restrictions. Payment to sub-contractors is made within 5 days of receiving ESFA funds.

6. Support Partners/Sub-Contractors Would Receive

Dependent on experience, capacity and performance, Access would provide some or all of the following:

- Contract management - liaising with ESFA (negotiating allocations, profiles, quarterly reviews, growth cases etc).
- Contract administration - either inputting ILRs and claims paperwork or arranging for remote access, system training and monitoring of administration.
- Provision of, and training in the use of, Enrolment Forms, Commitment Statements, learner reviews etc.
- Inclusion in quality forums (sharing of good practice etc) and help towards improving the quality of Teaching and Learning.
- Performance management (regular reviews, OTL, quality audits and provision of MIS reports).
- Staff training and development.
- Support to gather customer feedback (use of common questionnaires etc).
- Support with PR and marketing (including website links).

7. Policy Publication and Review

This Policy is reviewed annually (August each year). Our sub-contractors are made aware of any changes. It is published on our website, but is also available on request. We submit details of all sub-contracted provision to the ESFA who publish a Sub-Contractor Register twice per year. Details of actual payments received and retained for sub-contracted provision is also published on our website (to comply with ESFA funding rules).