



Supply-chain fees and charges Policy

POLICY STATEMENT

An open and transparent approach to subcontracting and supply chain operations will be adopted by the college which is supportive to subcontractors.

REASONS FOR THE POLICY

The supply-chain fees and charges policy provides information to subcontractors and suppliers on the college policies in relation to subcontracting and supply chain agreements and sets out the principals in which we operate supply chains and subcontracting agreements.

POLICY OBJECTIVES

To explain the College approach to subcontracting and provide information on the principals which will be adopted when undertaking subcontracting and supply chain agreements with suppliers.

POLICY

REASON FOR SUBCONTRACTING

The college will seek to subcontract provision to suppliers for the following reasons:

- To enable the college to broaden its offer to the communities that it serves.
To complement existing provision in situations where the college is unable to offer complementary provision itself.
- To serve niche markets within its locality with specialised provision.

QUALITY AND SUPPORT

The college will seek to subcontract provision that is of high quality and will undertake due diligence to ensure that quality standards are maintained within the subcontracting organisation both before and during subcontracting agreements.

The college is committed to supporting quality delivery within its subcontracted provision by offering subcontractors the following where appropriate:



- Standardisation meetings and support with relevant curriculum representatives.
- Access to and explanation of quality assurance measures that the college adopts and support to implement them across any subcontracted provision.
- Inclusion of subcontracted learners in learner views surveys, inspections and other projects.
- Access to all college facilities to subcontracted learners.
- Regular monitoring visits by qualified staff as well as quantitative and qualitative feedback and action plan with each subcontractor.
- Named individual support for funding, policy and administrative queries and issues.
- Sampling of the subcontractors data, data viability checks and associated support.
- Standard paperwork, branding guidelines and best practice.

SUBCONTRACTING FEES AND CHARGES.

The College adopts a management fee approach to the support it offers to subcontractors. This management fee is decided by the Vice Principal Information Systems with reference to the following considerations:

- Whether the subcontractor is offer a "full" subcontracting service or asking the college to undertake elements of the delivery of provision which is being subcontracted.
- The volume of subcontracted provision and associated costs to the College.
- The exact nature of subcontracted provision and the associated risks and costs.
- The results of the due diligence examination of the provider and any associated risks to the college.

The College will typically charge a Management Fee of at least 15% of funding for the above services.

PAYMENT TERMS

Payments to subcontractors will be made within 30 days on receipt of an agreed invoice.

Payments will be made in a transparent way and will be linked in all instances to "actual" funding received from the EFA/SFA.

Payments to subcontracting providers will not be made before payment of "actual" funding relating to subcontracted learners has been received by the college.

DEFINITIONS

Risk is the uncertainty of an event: assessing risk addresses both the likelihood of the event's occurrence and the implications of its impact (which may be either favourable or adverse).

RELATED POLICIES AND PROCEDURES

Admissions policy
Quality Assurance Policy
Due Diligence process

CONTACTS

John Revill, Vice Principal
Eileen O'Gara, Director of Commercial Development



WHO SHOULD KNOW ABOUT THIS POLICY

All College stakeholders.

RESPONSIBILITY

The Vice Principal has responsibility for overseeing subcontracting within the College as a whole. The College Leadership Team and middle management are responsible for promoting good subcontracting and supply chain practice within their delegated areas of responsibility and will be given training and support to enable them to do so.

REVIEW

This policy was first published and adopted in August 2013 and will be reviewed on an annual basis.

Policy reviewed and updated December 2015