

WBTC Fees Policy for Subcontracting

West Berkshire Training Consortium has a Supplier and Subcontracting Strategy and this fees policy outlines the management fee system and services to subcontractors.

WBTC chooses to subcontract whole provision for the following reasons:

1. To widen the opportunity for learners in other geographical areas
2. To enable to the further of WBTC's charitable values through subcontracting partners

Management Fee

All subcontractors of WBTC are paid on the basis of EFSA payment schedules i.e. OPPs and outcome payments. WBTC takes a management fee at source from the subcontractor revenue in the form of a pre-agreed and contracted percentage.

WBTC operates a policy that aims to have a standard management fee of 15% for EFSA funded learning. This may vary in the following circumstances:

The fee may be lower

1. Where a subcontractor is generating exceptional numbers of learners
2. Where a subcontractor inputs their own data
3. Where a subcontractor responds to government priorities
4. Where a subcontractor responds to WBTC's charitable priorities

The fee may be higher

1. Where a subcontractor works in a low priority sector or age group
2. Where a subcontractor requires significant support from WBTC in their development
3. Where a subcontractor generates very low numbers of learners
4. Where a subcontractor is new and untested

WBTC service

The management fee covers the following services including but not restricted to

- Inputting of ILR data to claim funding
- Managing the payments to subcontractors
- Auditing of subcontractors paperwork
- Sampling of subcontractor learners for audit purposes
- Annual due diligence and assurance processes
- Sharing of good practice, WBTC policies/procedures and paperwork
- Advice and guidance on EFSA requirements, funding changes and other contractual changes
- Inclusion of subcontractor staff in WBTC training events
- Account management meetings
- Quality assurance processes
- Observations of teaching & learning
- Support before and during Ofsted inspections

In addition to this there is a significant amount of problem solving and ongoing support that WBTC providers to ensure their subcontractors are successful.

The fees and charges policy is shared and reviewed with all current and potential subcontractors at the beginning of any new or renewed contract.

The policy is reviewed annually in June and is published on West Berkshire Training Consortium's website at <http://www.wbtc-uk.com/policies-procedures>

West Berkshire Training Consortium

Headquarters: Consortium House, 7 Cheap Street, Newbury, Berkshire, RG14 5DD
Tel: 01635 35975 Fax: 01635 552831 email: info@wbtc-uk.com www.wbtc-uk.com

Registered Charity No. 298851 Registered in England No. 1760271
Chief Executive Officer: Tamera Easterling

WEST BERKSHIRE TRAINING CONSORTIUM

List of subcontractors and volumes 2017-18

Name of the subcontractor.	The UKPRN number of the subcontractor	Contract start and end date	Type of provision (for example, 16 to 18 apprenticeships, 19+ apprenticeships, classroom learning, workplace learning)	Funding paid to West Berkshire Training Consortium for provision delivered by the subcontractor in that academic year	Funding West Berkshire Training Consortium have paid to subcontractor for provision delivered in that academic year	Funding West Berkshire Training Consortium have retained in relation to each subcontractor for that academic year	If appropriate, funding subcontractor has paid to West Berkshire Training Consortium for services or support provided in connection with the subcontracted provision
ACTIVATE LEARNING	10004927	01/08/2017-31/07/2018	16-18 Apprenticeship	25341	14032	11309	0
ACTIVATE LEARNING	10004927	01/08/2017-31/07/2018	19+ Apprenticeship	9982	5688	4294	0
BASINGSTOKE COLLEGE OF TECHNOLOGY	10000560	01/08/2017-31/07/2018	16-18 Apprenticeship	137422	78991	58431	0
BASINGSTOKE COLLEGE OF TECHNOLOGY	10000560	01/08/2017-31/07/2018	19+ Apprenticeship	57169	32227	24942	0
BASINGSTOKE YOUTH ACTION TRUST LTD	10000561	01/08/2017-31/07/2018	16-18 Apprenticeship	29535	26210	3325	0
BASINGSTOKE YOUTH ACTION TRUST LTD	10000561	01/08/2017-31/07/2018	19+ Apprenticeship	8447	6757	1690	0
BEST PRACTICE TRAINING & DEVELOPMENT LIMITED	10023705	01/08/2017-31/07/2018	Classroom Learning	46372	38914	7458	0
BOURNEMOUTH AND POOLE COLLEGE, THE	10000820	01/08/2017-31/07/2018	16-18 Apprenticeship	1987	1589	398	0
CORNWALL COLLEGE	10001696	01/08/2017-31/07/2018	16-18 Apprenticeship	1748	1398	350	0
CORNWALL COLLEGE	10001696	01/08/2017-31/07/2018	19+ Apprenticeship	6944	5555	1389	0
DUTTON FISHER	10031127	01/08/2017-31/07/2018	16-18 Apprenticeship	4900	1956	2944	0
DUTTON FISHER	10031127	01/08/2017-31/07/2018	19+ Apprenticeship	45063	17234	27829	0
DYNAMIC TRAINING UK LIMITED	10026277	01/08/2017-31/07/2018	16-18 Apprenticeship	1216	1033	183	0
DYNAMIC TRAINING UK LIMITED	10026277	01/08/2017-31/07/2018	19+ Apprenticeship	6369	5414	955	0
EASTLEIGH COLLEGE	10002143	01/08/2017-31/07/2018	16-18 Apprenticeship	5394	3759	1635	0
FIRST INTUITION READING LIMITED	10040718	01/08/2017-31/07/2018	16-18 Apprenticeship	121738	94102	27636	5400
FIRST INTUITION READING LIMITED	10040718	01/08/2017-31/07/2018	19+ Apprenticeship	113504	94265	19239	4400
FIRST INTUITION CHELMSFORD LIMITED	10042003	01/08/2017-31/07/2018	16-18 Apprenticeship	105351	94832	10519	6600
FIRST INTUITION CHELMSFORD LIMITED	10042003	01/08/2017-31/07/2018	19+ Apprenticeship	67410	64970	2440	4400
MANLEY SUMMERS HOUSING PERSONNEL LIMITED	10019798	01/08/2017-31/07/2018	16-18 Apprenticeship	619842	578506	41336	37400
MANLEY SUMMERS HOUSING PERSONNEL LIMITED	10019798	01/08/2017-31/07/2018	19+ Apprenticeship	682651	605950	76701	9800
MANLEY SUMMERS HOUSING PERSONNEL LIMITED	10019799	01/08/2017-31/07/2019	Classroom Learning	7126	6057	1068.9	0

Name of the subcontractor.	The UKPRN number of the subcontractor	Contract start and end date	Type of provision (for example, 16 to 18 apprenticeships, 19+ apprenticeships, classroom learning, workplace learning)	Funding paid to West Berkshire Training Consortium for provision delivered by the subcontractor in that academic year	Funding West Berkshire Training Consortium have paid to subcontractor for provision delivered in that academic year	Funding West Berkshire Training Consortium have retained in relation to each subcontractor for that academic year	If appropriate, funding subcontractor has paid to West Berkshire Training Consortium for services or support provided in connection with the subcontracted provision
SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE	10036143	01/08/2017-31/07/2018	19+ Apprenticeship	1808	1447	361	0
SPARSHOLT	10006050	01/08/2017-31/07/2018	16-18 Apprenticeship	2018	1614	404	0
TIGERS TRAINING CENTRE LIMITED	10045486	01/08/2017-31/07/2018	16-18 Apprenticeship	112615	101827	10788	6975
TIGERS TRAINING CENTRE LIMITED	10045486	01/08/2017-31/07/2018	19+ Apprenticeship	24322	21667	2655	900
OXFORD ENERGY ACADEMY	10041773	01/08/2017-31/07/2018	16-18 Apprenticeship	25819	21946	3873	0
OXFORD ENERGY ACADEMY	10041773	01/08/2017-31/07/2018	19+ Apprenticeship	19005	16154	2851	0
WHITEHAT GROUP LTD	10055902	01/08/2017-31/07/2018	16-18 Apprenticeship	7367	6630	737	0
WHITEHAT GROUP LTD	10055902	01/08/2017-31/07/2018	19+ Apprenticeship	27447	24702	2745	0

Subcontractor Declaration by WBTC Board

Your governing body / board of directors and your accounting officer (senior responsible person) must be satisfied that all subcontracting you undertake meets your strategic aims and enhances the quality of your offer to learners. Examples of the senior responsible person are: chief executive, managing director, principal or their equivalent. The reasons for subcontracting set out in your published supply chain fees and charges policy should reflect your strategic aims. You must not subcontract to meet short-term funding objectives.

· Paragraph 14 - Minutes of governing body / board of directors meetings and written evidence of accounting officer (senior responsible person) sign-off. The strategic aim should reflect the reasons for subcontracting set out in the published fees and charges policy.

Declaration

On behalf of the Trustees & Directors of WBTC we hereby authorise the Managing Director to enter into subcontracting arrangements with the providers and to the amounts detailed above. The Trustees & Directors authorise subcontracting arrangements in order to meet the specific needs of our employers, raise quality standards and meet the charitable objectives of WBTC.

Signed



Colin Heslop
Chairman of WBTC Board

Date: 22nd March 2018