

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 SFA 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 SFA 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 SFA 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 provides to ensure their subcontractors are successful.

List of subcontractors and volumes 2016-17

Subcontractor UKPRN	Subcontractor Name	Individual Contract Value
10004927	ACTIVATE LEARNING	£37,241.00
10000560	BASINGSTOKE COLLEGE OF TECHNOLOGY	£156,109.00
10023705	BEST PRACTICE TRAINING & DEVELOPMENT LIMITED	£80,000.00
10000820	BOURNEMOUTH AND POOLE COLLEGE, THE	£5,997.00
10001696	CORNWALL COLLEGE	£22,759.00
10026277	DYNAMIC TRAINING UK LIMITED	£100,488.00
10002143	EASTLEIGH COLLEGE	£3,222.00
10040718	FIRST INTUITION READING LIMITED	£108,006.00
10042003	FIRST INTUITION CHELMSFORD LIMITED	£144,000.00
10019798	MANLEY SUMMERS HOUSING PERSONNEL LIMITED	£1,842,130.00
10036143	SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE	£9,248.00
10045486	TIGERS TRAINING CENTRE LIMITED	£171,839.00
10007527	WILTSHIRE COLLEGE	£1,417.00

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


 2.3.17
 C.B. HESLOP, Esq.
 Chairman