

WBTC Subcontractor & Supplier Strategy 2017-18

Introduction

'Suppliers' is the term we shall apply to colleges and other providers that offer specific services to WBTC direct learners.

'Subcontractors' refer to partner provides who deliver on WBTC contracts. Subcontractors provide a whole service i.e. recruitment, training and quality assurance to their own learners.

This document outlines an approach to the selection and procurement of subcontracting arrangements. The Trustees of WBTC have approved subcontracting where in enhanced quality and contributes to our charitable values. Therefore the guidance below takes into consideration these two strategic motivations.

In all cases the current funding rules or procurement rules must be taken into account when selecting delivery partners. This will include approval on government registers such as RoATP and ROTO and any relevant thresholds for financial delivery that exist.

Selection criteria for subcontractors

1. Motivation. The Managing Director and Director of Training will satisfy themselves that the subcontractor will add to quality outcomes and/or help achieve one or more of WBTC's charitable objectives. The Board of Directors will have final authority on the selection of all subcontractors.
2. Quality assurance: A subcontractor must complete our quality assurance process (Schedule 2) and renew this annually. This process also includes due diligence requiring 3 sets of financial accounts to ensure that they are a stable entity. Conflicts of interest will also be investigated, declared and mitigated as appropriate. As part of due diligence the Managing Director will take a view as to the sustainability of the subcontractor and its financial stability in undertaking a contract with WBTC.
3. Service Level Agreement: All terms and conditions should be detailed in the SLA and be accompanied by a health & safety risk assessment.
4. Subcontractors must agree to a management schedule by WBTC to aid our ongoing quality assurance process. This schedule will be proportionate to the volume and/or risk of the subcontractor.
5. Schedule 3 of the SLA: This document outlines the number of learners, the qualifications and the agreed financial terms. The financial terms should always be expressed as a percentage of the funding organisation rates i.e. 70%, 80% etc AND mirror the way in which WBTC is paid. This will secure WBTC cash flow and prevent overpayment to subcontractors. Schedule 3 should be clear in the timescale of the agreement. Normally this would not exceed 1 contract year.
6. Fees: Generally the subcontractor management fee that WBTC will take administer will be 15%. Any rate below 15% will need to be approved by the Managing Director.
7. Indemnity: It is essential that all subcontractors are aware that they indemnify WBTC for any financial loss of funding incurred by their non-compliance both against the funding rules and relevant legislation.

Selection criteria for suppliers

1. Supplier policy: It is important to determine if the supplier has a policy to act through another provider. Some colleges prefer to only deal directly with learners and employers
2. Financial terms: It is next vital to determine if we can afford the supplier fees. Some suppliers do not mirror funding but charge flat rate fees. Prior to any progress in enrolments there must be a sound financial basis for the arrangement.

3. Quality assurance: The supplier must complete our quality assurance process. They must also be fully aware and signed up to our ongoing quality assurance process including audits, progress review tracking, assessment and training observations.
4. Service Level Agreement: All terms and conditions should be detailed in the SLA and be accompanied by a health & safety risk assessment.
5. Schedule 3 of the SLA: This document outlines the number of learners, the qualifications and the agreed financial terms. It should be as detailed as possible
 - a. Learner name, DOB, age at start
 - b. Qualifications in full plus learning aim references
 - c. Start date of each qualification
 - d. Planned end date of each qualification
 - e. Components supplier will deliver and those WBTC will deliver
 - f. Delivery site of qualification i.e. campus
 - g. Supplier named contact for the learner i.e. programme manager

Example

Matt Smith, 11/7/95 Age 16 at start

Assistant Accountant Apprenticeship Standard

Qualification #1: AAT level 3. Delivered at First Intuition Reading. Price: £xxxx

Qualification #2: NCFE Int. Award in Skills & Behaviours. Delivered by WBTC.

EPA: AAT is the EPAO. Price is £550 with FI Reading to support arrangement

Detail and other services that the supplier is being paid for.

Delivered at BCOT, Worting Road South Site

Functional Skills – Exemptions apply

WBTC named contact – Brian Smith

BCOT named contact – Graham Jones

6. Financial Schedule: Along with Schedule 3 a further financial schedule should be attached showing the payments to the supplier by amount and date. This will facilitate better monitoring of invoices and finances. This is provided by the WBTC accounts department using figures generated by our PICS system.
7. All of these documents should be signed by the appropriate person for WBTC and the supplier. Please then scan the document to a safe place on the server and keep the original copy somewhere secure.

New sales enquiries

When an employer has a new enquiry that involves suppliers i.e. recruiting a craft Apprentice it will be the role of Business Development to broker the provision and set the employer contribution.

Where the match between employer and supplier is obvious i.e. an extension of existing provision then this is a straight forward process and simply involves reserving a space with the supplier. For example SPX take on 3 new Apprentices and BDT reserve 3 spaces at BCOT. The fees are agreed with the employer as above.

Where the enquiry requires new supplier provision then BDT will shop around to find a new source. This will mean

1. Internet search for the right course and a local provision i.e. college or provider
2. Calling the provision to see if they are prepared to supply the service
3. Agreeing the supplier's rate of fee and comparing it to funding rates
4. Checking their current success rates and researching their performance on FE Choices

If the supplier appears to be good and affordable then BDT reserve a space(s) PENDING successful outcome of quality assurance by the Director of Training. BDT will inform the supplier of this. We will also explain that the Director of Training has the full and final decision on any supplier relationship.

BDT will pass these details to the Director of Training to conclude the process.

Schedule 3 – The Delivery Schedule

Basingstoke College of Technology

Project: Provision of qualifications for Apprenticeships

Description: Training, assessment, quality assurance, registration certification and all other relevant activities for the project in line with the applicable ESFA/EFA funding guidance, awarding Organisation standards, legal requirements and WBTC quality assurance processes outlined but not restricted to schedule 2. Minimum cover per claim £10,000. Risks to be insured against: Public and Product Liability.

Learner Consultation and progress visits will be carried out by WBTC.

Learner Details:		Start Date	End Date	Notes
Name:	(Learner Name)			
Date of Birth:	13/02/2001			
Age at Start	16			
Framework	Intermediate Apprenticeship in Improving Operational Performance			
Sector Skills Council	Semta			
Competency Qualification	Level 2 NVQ Diploma in Performing Engineering Operations – Engineering Practices 601/2547/0	12/09/2017	28/09/2018	WBTC to deliver
Knowledge Qualification	City & Guilds Level 2 Diploma in Engineering 600/0881/7	13/09/2017	28/09/2018	
Functional Skills Maths Level 2	Functional Skills Maths Level 2 500/8907/9	13/09/2017	28/09/2018	
Functional Skills English Level 2	Functional Skills English Level 2 500/8683/2	13/09/2017	28/09/2018	
Employee Rights & Responsibilities	Basingstoke College of Technology to deliver			
Personal Learning & Thinking Skills	Basingstoke College of Technology to deliver			
Delivery Site	Basingstoke College of Technology			
WBTC Contact	Brian Adams Training Consultant	brian@wbtc-uk.com 01635 35975	Claire Richards Work Based Learning Manager	claire@wbtc-uk.com 01635 35975

Employer Details	Marley Eternit Grange Lane, Bath Rd, Beenham, Reading. RG7 5PU	(Mentor Name)	 (mentor name)@marleyeternit.co.uk 0118 9715555	
BCOT Contact	(BCOT Name) Lead IQA/Assessor	 (BCOTstaff)@bcot.ac.uk	Judi Hobson Head of Apprenticeships & Compliance 01256 306332	 Judi.hobson@bcot.ac.uk

Payment Rates:

The supplier will invoice/receive fees from WBTC on a termly basis and details the following:

Supplier Cost (Overall price)	
12 x OPP	
20% Outcome Payment	
Functional Skills	

Fees are pro rata to last attendance in event of early exit from the course.

Friendly Neighbour Clause

The Supplier agrees that any work sub contracted to them by WBTC constitutes a customer of WBTC and not the Supplier. The Supplier agrees for the duration of this agreement not to solicit, directly or indirectly, the business of WBTC customers.

I confirm my acceptance of the above arrangement on behalf of Basingstoke College of Technology.

For supplier:	Position:
Signed:	Date:
For WBTC: Mikaela Collins	Position: Director of Training
Signed:	Date: