



St Helens College



University Centre  
St Helens

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# St Helens College

# **Supply Chain Fees and Charges Policy**

# **2021-22**



METROMAYOR  
LIVERPOOL CITY REGION



## **SUPPLY CHAIN FEES AND CHARGES POLICY 2021-22**

### **Rationale for subcontracting**

St Helens College recognise the benefits that effective subcontracting can bring in extending the range and accessibility of provision that we offer. The College believes that key to developing sustainable college partnerships is the delivery of high quality provision with success rates that consistently exceed national benchmarks. The College will enter into subcontracting arrangements where there are opportunities to engage in partnership working for mutual benefit, utilising the skills of St Helens College's staff and the skills of the subcontracted provider (s) to create enhanced delivery programmes for both employers and learners. The College will only seek to partner with subcontractors who can complement or extend existing provision, specifically in niche areas or markets linked to Skills for Growth and Local LEP agreements.

Each subcontract will include one or more of the following reasons for award:

- To enhance the opportunities available to learners.
- To fill gaps in niche or expert provision or provide better access to training facilities.
- To support better geographical access for learners.
- To support an entry point for disadvantaged groups.
- To support individuals who share protected characteristics, where there might otherwise be gaps.

### **The contribution to improving the quality of teaching and learning**

The College is committed to the development and delivery of high quality learning programmes that meet both the needs of employers and learners which respond to changing demand. The College is keen to improve progression pathways between ourselves and subcontractors, and will seek to provide a structure in which to share good practice between all subcontractors. By working together to create programmes and or packages of skills developments, both the College and its subcontractors can ensure continued improvement in teaching and learning. Shared staff development opportunities which will enable professional and/or industrial updating for staff will further support improvements in the quality of teaching and learning for the College and its subcontractors.

### **Management fee structure**

Due to the variety of permutations as to how the sub-contract agreement is constructed, it is the intention that management fee rates will vary. The structure is based on a flat rate fee, plus additional amounts to account for a number of risk factors and/or additional services. The

range of fees retained to manage subcontractors, and how this range is calculated is shown below.

Flat rate fee	New sub-contractor to the College	Not on the National Training Register (under £100K)	Additional services supplied by STHC (e.g. marketing, IV, teaching, staff support)	Quality Assurance checks on Learners outside of the North West Region.
15%	+1%	+1%	+ 1% to 5%	+1% to 5%

### Support for Subcontractors

In return for the management fee agreed, the College will provide the following services to its subcontractors:

- Provision of all relevant contract documentation to enable delivery.
- Monitoring of contract performance, to include on site bi-monthly visits, monthly checking of MIS data and claims, interim support visits, observations of delivery staff and mock OFSTED inspections.
- Review of contract quality via bi-monthly reviews and on site quality audits.
- Support with staff development opportunities, and facilitation of shared good practice opportunities.
- Contract evaluation, to include annual self-assessment and audit, end of contract review, planning future sub-contracting arrangements/opportunities.

### Payment Terms

Payment terms between the College and subcontractor, including the timing of payments in relation to the delivery of provision, timescales for paying invoices, and claims for funding received will be specified in a formal sub-contract that reflects the primary contract with St Helens College.

### Communication of Policy

This policy is published on the Website of St Helens College and is also available on the College intranet.

The policy is communicated to potential subcontractors during due diligence process and in pre-contract meetings, and is discussed with current subcontractors on a bi-monthly basis.



The policy will be reviewed annually, on 1<sup>st</sup> October of each year.

This policy will be updated annually and published on our website.

**Please note: Any subcontractor wishing to be considered for funding from St Helens College must successfully undertake a College Due Diligence process and must operate in accordance with government funding rules.**