



Training
Consultancy
Business Development

Supply Chain Fees and Sub-Contracting Policy 2018/19

SCOPE

The content of this policy has been developed in line with the Education & Skills Funding Agency ("ESFA") Funding Rules.

This policy relates to activity funded through the Education Skills Funding Agency where Opps enters into a subcontracting agreement with a supplier for recruitment learners and delivery of training services.

In its sub-contracting arrangements Opps retains full accountability for contract delivery.

RATIONALE FOR SUBCONTRACTING

Opps uses sub-contractors to:

- Ensure that delivery is in the best interests of learners and employers
- Widen participation amongst learner groups that would otherwise be "hard to reach" and other individuals that face barriers to participation in learning and work.
- Extend the breadth of its provision: for example, through widening the range of apprenticeship standards offered to employers and learners and broadening the range of sector subject areas or business sectors that can be covered.
- Provide human or learning resources that Opps cannot provide itself

QUALITY IMPROVEMENT

Opps:

- Actively works with subcontractors to improve the quality of the teaching and learning they deliver and as a result improve the overall quality of teaching and learning for all Opps' learners.
- Undertakes observations on all aspects of teaching and learning including information, advice and guidance, progress reviews and assessment.
- Carries out learner and employer surveys to gather feedback.
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- Audits management systems
- Supports subcontractors to implement effective policies and procedures relating to teaching and learning including assessment and verification policies and procedures.
- Ensures that subcontractors have appropriate policies and procedures in place to fulfil Opps' safeguarding obligations and duties under PREVENT
- Supports subcontractors to develop an effective Self-Assessment Report (SAR) and Quality Improvement Plan (QIP) and will incorporate subcontractors SARs and QIPs into Opps' SAR.
- Supports sub-contractors with implementation of ESFA funding rules
- Undertakes annual Cycle of Improvement

MANAGEMENT FEE

Opps will retain a Management Fee of 15-20% of total funding (grant, fees or levy and employers contribution) in 2019/20.

The Management Fee is calculated based on the level of resource required to:

- Manage effectively the individual subcontractor relationship
- Ensure funding returns and requirements are met
- Ensure that the high quality of delivery to learners is maintained and that any risk to Opps and the ESFA is mitigated.

PROVISION OF SUPPORT TO SUBCONTRACTORS

Opps has the following staff supporting sub-contractors:

- A Director with responsibility for the management of relationships with sub-contractors and other partners.
- A Manager of Quality to ensure that the quality of subcontractor's delivery meets agreed standards and to support the continuous improvement of the subcontractor's provision.
- Head of Administration to ensure the timely and accurate recording of learner information.



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Opps commits to:

- Undertake a regular and substantial programme of quality assurance checks on the education and training provided by sub-contractors, including visits at short or no notice and face-to-face interviews with staff and learners. These checks include whether the learners exist and are eligible and involve direct observation of initial guidance, assessment and delivery of learning programmes.
- Ensure that all of the subcontractor's delivery meets the ESFA Funding Rules.
- Manage its subcontractors to ensure delivery is value for money, meets contractual requirements and meets minimum standards of performance

PAYMENT TERMS

Payment will be based on fees earned related to the sub-contractor's delivery as listed in the ESFA's monthly reports less the agreed management fee.

Payment to the sub-contractor are made at the end of the month following the month in which the activity is successfully processed and uploaded to the ESFA data service by Opps.

Following payment by the funding authority Opps will make payment based on the agreed unit costs for each contract.

Payment will be made electronically.

COMMUNICATION

The Fees and Charges Policy will be discussed with current subcontractors as part of the contract review process and with potential subcontractors as part of the procurement process.

This policy is available online at <http://staging.oppsdevelopments.co.uk/about-opps/>

Version	01
Date of last review	September 2018
Next review date	September 2019
Person responsible for policy and review	Managing Director