

Springboard Sunderland Trust

Sub-contracting Fees and Charges Policy

Springboard Sunderland delivers a range of programmes to young people and adults funded by the Education Funding Agency and Skills Funding Agency. Springboard may engage with and enter into sub-contracting arrangements with other organisations to undertake some of their delivery.

This policy sets out the arrangements for the operation of subcontracted provision and provides the required information as set out in the Skills Funding Agency's Funding Rules for 2013/14.

Reason for Sub-contracting

Springboard Sunderland will subcontract work for a variety of reasons which may be (this list is not exhaustive):

- A qualification or programme is not offered by Springboard Sunderland in that locality
- The expertise for a particular qualification or programme is available within a locality from another partner and there is a demand for this offer from learners within that locality.
- Other organisations may have specialist skills we wish to use

Approval Process for new Sub-Contractors

Due diligence checks are undertaken in respect of any potential sub-contractor and include:

- Health and safety arrangements
- Quality assurance arrangements including safeguarding and equality and diversity are adequate and in place
- Staff qualifications and experience
- Financial health check and controls
- Completed Agency Register (online due diligence process)
- Delivery health check

A formal contract is produced as a Service Level Agreement and is legally binding.

Management Fees and Services Provided

For the academic year 2013/2014 Springboard will charge a management fee of between 10% and 15% depending on programme and the level of risk identified with delivery partners.

The management fee covers the range of the strategic, administrative and quality assurance duties undertaken by Springboard Sunderland. Depending on the programme subcontracted this includes, but is not limited to:

- Ongoing development of strategy

- Developing practice in conjunction with funding regulations
- Assuring the delivery of high quality and relevant programmes
- Contract and performance monitoring
- Provision of bespoke Information, Advice and Guidance services
- Mentoring support
- Employer engagement support
- Tutor training / staff development days
- Financial management
- Provider compliance and delivery audit
- Dedicated accounts manager
- All data entry
- MI Reports
- Management and payment of bursary payments to learners
- Self Assessment Report
- Printed materials/advertising

Subcontractors also have day to day access to the Springboard management team including the Trust Secretary, Finance Manager, Account Managers, Standards Coordinator, Learning and Support Manager, Functional Skills support staff, Mentoring and Employment Engagement Officers amongst others. Some subcontractors also have access to Springboard transport and on site facilities at the Alec Dickson Centre.

Payment Terms

A payment schedule will be negotiated with the subcontractor and payments made each month. Quarterly reconciliations will take place with a full reconciliation at year end. Management fees will be deducted at source.

Publication of Information Relating to Subcontracting

In compliance with funding agency rules Springboard will publish its subcontracting fees and charges policy and actual end of year sub-contracting fees and charges on its website before the start of each academic year (and in the case of actual end of year data, as required by SFA).

Monitoring and Review

This policy will be reviewed at the end of each academic year and updated as required. The policy will be monitored by the Standards Coordinator.

Communication

This policy will be published on the Springboard Sunderland's website during August. Potential subcontractors will be directed to it as the starting point in any relationship.