



**SPARSHOLT**  
COLLEGE HAMPSHIRE

**ANDOVER COLLEGE**  
prepared for life

# Associate Delivery-Supply Chain Fees and Charges Policy

*Integrity*



With excellence in  
Environmental and Land Based Training

Recognising the best organisations  
for training and development solutions



Principal: Tim Jackson BTEch (Hons), PGCE

## Our Mission

To inspire learners to recognise and achieve their full potential

## Our Values

Excellence, Passion, Team Work, Integrity, Innovation,  
Sustainability, Valuing Others and Supportiveness

<b>Sparsholt College Hampshire, incorporating Andover College</b>	
The Associate - Supply Chain Fees and Charges Policy was updated and its extension was approved in April 2018. This policy is effective from April 2018.	
Equality Impact Assessment	Conducted: April 2018
Originator: Vice Principal (Corporate)	Located: College Policy Document Library and college website
Date of next scheduled review:	<i>December 2018</i>

# **Supply Chain Fees and Charges Policy**

*Excellence, Integrity, Valuing Others, Teamwork and Supportiveness*

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# **SPARSHOLT COLLEGE HAMPSHIRE incorporating ANDOVER COLLEGE**

## **Associate Supply Chain Fees and Charges Policy**

*Excellence, Integrity, Valuing Others, Teamwork and Supportiveness*

### **1. Policy**

Sparsholt College Hampshire (“the College”) is committed to using the majority of its Adult Skills Budget and 16-18 Apprenticeship funding to best service the needs of learners in Hampshire and surrounding region.

Each year the College subcontracts a small amount of our allocation through sub-contracting Apprenticeships and Adult Classroom Delivery. Associate subcontractors are selected following Due Diligence assessment and on the basis that they share the same values of the College. All subcontractors are subject to rigorous compliance and quality assurance checks that enable the College to ensure that the needs of all learners are being fully met.

In exceptional circumstances, where a potential Associate provider also offers provision outside of region, the College will consider extending the scope of sub-contracting apprenticeship delivery, provided there is sufficient volume to warrant the training intervention. Acceptance of delivery outside of Hampshire and the surrounding counties will only be authorised following an enhanced review of risk which is agreed unanimously by College Strategic Leadership Team (SLT) members.

The College also has European Social Fund subcontracting arrangements with Enterprise M3 colleges which sit outside of the scope of this policy and where different quality assurance arrangements and fee structures are in place which reflect the partnership arrangements which are in place for the delivery of EM3/ESFA contracts with a consortium of local colleges. All non-college partners delivering on ESF contracts do fall within the scope of this policy.

### **2. Strategic Plan reference to Subcontracting Activity**

Priority 4 – The forging of key strategic alliances to secure our market prominence and influence, in order to be able to focus on projects and products with high-value impact for our commercial customers, our learning communities and the College.

Objective 13 – Have key partnerships in place with trusted and reliable College and business partners which provide an increased range of high quality direct or indirect learning offers to business or which maximise, effectiveness and impact.

### **3. Fee Structure and Services Provided**

For academic year 2017/2018 and 2018/2019 the College is capping fees at 20 per cent of the value of the learning. Payments will be made 30 days from date of invoice on condition all evidential documentation has been submitted in a timely manner. Monies will be paid in accordance to the claims made by the College.

#### College Services include:

- Learner Pre-eligibility checks and learner validation telephone calls
- Enrolment
- Compliance Audit
- Self-Assessment support
- Quality Improvement Plan Support
- Teaching and Learning Observations for each area of delivery (TALO)
- TALO reports
- Assessment Observations
- Learner Surveys mid-point and completion
- Employer Surveys
- Learner Voice Meetings
- 6 weekly contract review meetings
- Annual unplanned Drop in Visit
- Midpoint learner audits (30% to 100% samples according to learner feedback)
- Template documentation
- Flying Start Process
- Additional Third Party External Compliance Audit

### **4. Publication of Supply Chain and Charges Policy**

This Policy will be published in April 2018 on the College website. The College will also make an annual declaration to the ESFA detailing the amount that the College has spent each academic year on Subcontracting fees and the details of each organisation that the College has worked with.