

Supply Chain Management Policy

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Background

Colchester Institute is the principal contract holder for a number of subcontractors delivering apprenticeships funded through the Education and Skills Funding Agency ("Funding Agency") contract. Colchester Institute acts as a "Prime" according to definitions found in *Supply Chain Management good practice guide for the post-16 sector*.¹

This policy outlines Colchester Institute's approach to the identification and selection of subcontracting organisations and the distribution of funds that are passed to the subcontractors. The policy has been developed in line with the Common Accord, Supply Chain Management: a good practice guide for the post-16 sector and the ESFA Funding rules.

This policy will be available on the College's public facing website from 1st August 2018 and applies to existing contracts established before May 2017 (with carry in learners) and new contracts permitted under current funding regulations.²

1. Subcontracting Process

1.1 Pre Contract

A Questionnaire is prepared and forwarded to potential sub-contractors to provide information in line with due diligence.

1.2 The Approval Process

Colchester Institute will review potential contracts with new subcontractors.

All subcontractors must be registered on the Register of Apprenticeship Training Providers (ROATP) if they are delivering over £100,000 of funded training.

It is recognised, however, that the Prime has ultimate responsibility for all aspects of the provision it is contracted to deliver, including subcontracting, and it is understood that the Register alone is insufficient evidence that a sub-contractor is equipped and capable of delivering the proposed volumes and high quality standards required.

Providers who are potential subcontractors will be invited to an individual meeting to discuss delivery and quality assurance ahead of contract issue.

1 ELP Supply Chain Management: A good practice guide for the post-16 skills sector, AoC, 2012 page 7

2 www.colchester.ac.uk

13 Issue of Contracts

Contracts will normally be issued prior to the commencement of the contract start date, which will normally be 1st August. The contract will include Appendices showing funding streams covered by the contract and the applicable funds to be distributed as well as a planned profile for the contract period.

Service Level Agreements are also appended to the contract and include the following actions and areas:

- o Submission of data, ensuring data is uploaded in a timely fashion with minimal errors
- o Performance monitoring of success rates, learner numbers against profiles, retention
- o Contract Review Meetings and production of associated action plans for follow up
- o Financial audits
- o Health and Safety audits
- o Quality of Teaching Assessment and Learning, including observation processes and CPD
- o Monitoring the use of Apprenticeship Vacancy service
- o Identifying any trends in complaints received
- o Ensure adherence to Equality and Diversity and Safeguarding standards
- o Methods for sharing good practice, including regular meetings

2. Subcontracting Arrangements

21 Reason for Subcontracting

Colchester Institute as the Prime can opt to subcontract to complement its own delivery if requested by an employer at the start of an apprenticeship.

Colchester Institute will draw up an agreement with the employer at the beginning of the Apprenticeship to clearly show who is delivering each of the elements of the Apprenticeship.

22 Contribution to Improving quality of teaching, learning and assessment

Subcontracting provision allows Colchester Institute to offer learners the most suitable programme for them, using specialist providers. A number of subcontractors have access to specifically trained and qualified staff to ensure that the quality of provision is of the highest standard. Regular monitoring of provision delivered by subcontractors will ensure a constant focus on the quality of teaching learning and assessment and any areas identified which require improvement will be given due attention through action planning and support.

23 Distribution of Apprenticeship Funding

For 2018-19 academic year, the distribution of funds will be dependent on size of contract and nature of contract.

Distribution of funding will be based on the income received from the Funding Agency for each learner each month as shown on the Data Service PFR and from additional reports for Levy and Non-Levy employers. Payment will be by BACS transfer on set monthly dates notified within contracts, which reflect receipt of monies from the Funding Agency.

2.4 Support Available to Sub-Contractors

- Day to day contract management support and operational support via a named link within the Quality Team under the supervision of the Executive Vice Principal: Curriculum, Planning and Quality
- Regular Health and Safety monitoring (with at least one full audit annually) undertaken by the College or its appointed person.
- Support through the Register validation process
- Preparation and delivery of a legally binding contract as required by part 2 of the Financial Memorandum
- Subcontractor training as required – this could include quality, data, health and safety, safeguarding, Prevent, equality and diversity, functional skills, etc.
- Continuous quality monitoring, audit compliance and control by the Quality Adviser or an appointed person.
- At least one substantive contract compliance audit per annum undertaken by either the College or an appointed third party specialist organisation to obtain independent assurance.
- Regular (monthly) distribution of funds against earnings.
- Access to the Colchester Institute portal for up to date information relating to Health & Safety and password protected areas to upload data.
- Observation of teaching staff by Colchester Institute observers, with full feedback given to teachers and reports to a named organisational contact.
- Support from the College's Funding and Information Team in respect of data queries and funding guidance.
- Support for entering learner details into digital accounts for levy payers
- Direct payment of all incentive payments direct to employers

2.5 Publication of this Information

This policy is published on the College's website (www.colchester.ac.uk) and will be made available to any potential sub-contractor after an enquiry has been received. It will be included in the formal agreement between the College and any new sub-contractor and issued annually to all existing/continuing sub-contractors.

2.6 Policy Review

This policy will be reviewed annually or more often should there be significant changes to Funding Rules.

2.7 Monitoring and Evaluation

The Executive Vice Principal Curriculum, Planning and Quality will be responsible for ensuring that the policy is evaluated prior to annual review and will invite feedback from colleagues within the College Executive and subcontractors as part of this process.

3. Approval

We confirm that this Supply Chain Management Policy has been submitted to the Board of Governors and approved as part of the procurement and due diligence process for subcontracting apprenticeship provision.

Signed: 

Name: Christopher Bridge

Title: Chairman

Date: 25/7/18

Signed: 

Name: Alison Andreas

Title: Principal and Chief Executive

Date: 25/7/18