

Darlington College Subcontracting Supply Chain Fees and Charges Policy

1. Policy Statement

1.1 Darlington College is committed to growing and diversifying the range of courses it delivers to widen participation, deliver to niche markets, engage in new and emerging markets and meet the regional and local economic development agenda. In order to achieve this, the College has taken the strategic decision to subcontract part of its provision to partner organisations who can demonstrate high quality delivery and are able to contribute to improving the breadth and quality of teaching and learning available to the College’s students.

2. Scope

2.1 The policy applies to all funded activity subcontracted by the College to partner organisations.

3. Overarching Principle

3.1 Darlington College will commit to the overarching principle to optimise the impact and effectiveness of service delivery to the end user by:

- Aligning it’s processes with the Learning and Skills Improvement Service supply chain management guidance, found on the Association of College’s website
- Undertaking fair and transparent procurement activities
- Conducting robust due diligence procedures
- Relating the funding top-slice to the costs of the services provided by the College.

4. Subcontracting Rationale

4.1 Upon commencement of the subcontracting process, Darlington College will consider a Business Case Proposal to ensure that the subcontracting will be in the best interests of all parties.

4.2 The College will ensure that:

- The proposed delivery is in the best interests of learners and employers
- The proposed delivery has a clear strategic fit with the college’s mission, objectives and values
- There is sufficient expertise within the College to quality assure the provision
- There is sufficient staff resource in support areas to administer the processes
- The Partner is approved by the due-diligence process
- There is sufficient funding available within the contracted funding allocation
- The Partner agrees to work within the terms of the College’s Partnership Contract.

5. Improving the Quality of Teaching and Learning

5.1 Subcontracted partners will be expected to meet Darlington College’s quality assurance standards. Darlington College is committed to supporting, developing and sharing good practice and professional development of staff through quality

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reviews, operational meetings, observations of teaching and learning and learner and employer feedback.

5.2 Subcontracted activity is a fundamental part of Darlington College’s provision. The quality of this provision will be monitored and managed through the existing quality improvement process with the College’s Self-Assessment Report / Quality Improvement Plan process ensuring continuous improvement in all parts of the learner journey. This will be augmented by Business Review meetings held at least quarterly with each Partner.

6. College Support Function

6.1 Darlington College top-slices up to 20% from all subcontracted partner funding. This figure represents the total cost that the College incurs in effectively identifying, selecting and managing all sub-contracted provision. This includes all aspects of quality assurance to ensure sub-contractors are supported in delivering high quality teaching, learning and assessment to maximise high success rates.

6.2 The exact mix and level of support for each Partner will vary depending on the needs of the individual Partner. However, they will receive a high level of support and guidance and access to College systems, including:

- Quality management systems
- Certification and registration with awarding bodies if required
- Management Information Services and data control advice
- Audit of management systems and delivery and observation of teaching, learning and assessment
- Subcontracting Supply-chain Fees and Charging Policy
- Safeguarding of Young People and Vulnerable Adults procedures
- Health and Safety compliance
- Partner Portal
- Teaching, Learning and Assessment observations and coaching
- CPD Opportunities and planned training and development
- Policy development
- Support with Funding Rules compliance
- Regular national updates regarding funding and policy guidance
- Quarterly Business Review meetings
- Equality and diversity support
- Administration of the AGE Grant process
- UK Border Agency (UKBA) advice, guidance and monitoring.

6.3 The College support function top-slice may vary dependent upon the level of support required, the experience of the Partner, their target learners; their track record, published success rates and the level of risk as determined by the due diligence process.

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7. Payment Arrangements

- 7.1 Payments are made on a monthly basis by the end of the following month in which the activity is successfully processed and uploaded to the Data Service by Darlington College.
- 7.2 Darlington College will supply learner and funding details to Partners on a monthly basis based on validated Individual Learner Report (ILR) data. Partners will use this information to supply invoices to the College.
- 7.3 Following validation and matching of the evidence in the ILR return and Partner invoices, the College will make the appropriate payment to the Partner based on the level of income calculated by the validation process in that month less the agreed funding top-slice.
- 7.4 Darlington College expects that the Partners will fully engage in the assessment of accuracy of payments and they therefore have the responsibility to review their monthly reports to identify any inaccuracies.
- 7.5 In all cases invoices will be paid no later than 30 days from approval.

8. Policy Communication

- 8.1 This Policy is available on-line at www.darlington.ac.uk
- 8.2 The Policy will be discussed with all current and future Partners during contract negotiation meetings and reviewed at least annually. Any changes will be notified to Partners as part of their regular performance review or via separate correspondence.

9. Responsibility

- 9.1 The Corporation of Darlington College actively supports and promotes equality and diversity in all matters relating to education and employment. Consequently, the Corporation aims to identify and eliminate attitudes, practices and procedures which discriminate against people on grounds of age, gender, race, sexual orientation, disability, religion/belief, gender re-assignment, civil partnership, social background, marital status, civil partnership, nationality/citizenship or any personal characteristic of the individual(s) and where the actions or comments of another person(s) are viewed as demeaning and unacceptable to the recipient.
- 9.2 The Senior Manager responsible for Curriculum will monitor this Policy and will provide regular reports and recommendations to the Executive and Corporation Board as appropriate.

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10. Approval

Signed:

Date: 23.6.20

Kate Roe
(Principal/Chief Executive)

Endorsed by the College Corporation

Signed:

Date: 23.6.20

Mr Pat Howarth
(Chairman)

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