



AEW Supply Chain Fees and Charges Policy 2019-20

1.0 Purpose

The purpose of this policy is to provide subcontractors and potential subcontractors with information on Adult Education Wolverhampton (AEW) fees and charges for the services provided to manage the subcontract arrangements.

2.0 Scope

The policy applies to all Council adult education provision subcontracted for education and training using the West Midlands Combined Authority funds. The Council recognises the importance of building effective relationships with its subcontractors to deliver excellent outcomes and develop that relationship within a partnership context.

The Council is subcontracting provision in the 2019-20 academic year to support its mission, strategic curriculum intent and wider priorities:

- To evolve the curriculum to maximise its contribution to the priorities of the West Midlands Combined Authority and the City of Wolverhampton.
- To work collaboratively, and in partnership, to maximise the use of all resources and be a part of a 'one City' approach to employment and skills provision.
- To widen participation in learning to those furthest from employment; reducing barriers to learning through a well-designed, flexible and targeted curriculum offer.
- To provide a high-quality offer at every point on the learning journey ensuring every student gets the best experience and opportunity possible.

Subcontracted provision is a direct result of the growth opportunity provided by the WMCA.

3.0 Policy

This policy is a mandatory requirement of the West Midlands Combined Authority as stated in the funding and performance rules 2019-20.

The funding for learning that is retained by Adult Education Wolverhampton will be related to the costs incurred.

Adult Education Wolverhampton's standard policy is to retain 20% of the funding drawn down against the provision to be delivered.

This figure is to cover the following support costs:

- Pre-contract meetings and support
- Enrolment function and MIS returns
- Monthly funding reports
- Regular support and monitoring meetings
- Training and development opportunities
- Access to online mandatory training modules
- Regular partnership meetings
- Audit compliance checks
- Quality monitoring and support
- Teaching, learning and assessment support

In line with our quality improvement cycle, Adult Education Wolverhampton will support, develop and share good practice to improve the quality of teaching and learning through; quality reviews, compliance visits, compliance meetings, observations of teaching and learning, and learner and employer feedback.

Payment will be made within 30 days of a valid claim.

If services are provided that are above what would be considered reasonable within the 20% management fee, then a charge for these services would be negotiated with the subcontractor prior to being provided.

4.0 Review and Publication

In compliance with the WMCA and other funding agency rules that apply, AEW will publish its subcontracting fees and charges policy on its website before entering into any sub-contracting arrangements for the 2019-20 funding year. AEW will also send data on the actual level of funding paid and retained for each of its subcontractors in 2019-20. This data will be sent to the WMCA within 30 days of the 2019-20 ILR closing.

AEW will publish the following details on its website annually:

Name of subcontractor

UKPRN number of the sub-contractor

Contract start and end date

Type of provision

Funding paid by the WMCA to AEW for provision delivered by the subcontractor in that academic year.

Funding paid to the sub-contractor for provision delivered by the subcontractor in that academic year.

Funding retained by AEW in relation to each subcontractor for that academic year.

This policy will be reviewed on an annual basis or when significant changes to funding rules occur. This policy will be reviewed in August 2020.

Current Subcontracting Arrangements

Name of Subcontractor	UKPRN	Contract Dates	Funding earmarked from Adult Education Budget	Funding paid to Subcontractor	Funding retained
A2B	10026387	1/09/19 - 31/07/20	£45,000	£36,000	£9,000
BRC	10008990	1/09/19 - 31/07/20	£75,000	£60,000	£15,000
Jobchange	10044996	1/09/19 - 31/07/20	£60,000	£48,000	£12,000
TLC College	10006920	1/09/19 - 31/07/20	£75,000	£60,000	£15,000
YMCA Wolverhampton	10008990	1/09/19 - 31/07/20	£45,000	£36,000	£9,000