

Scope and Purpose

All education providers who intend to subcontract Government or ESF monies in 2018/19 and 2019/20 are required to produce an annual Supply Chain Fees and Charges Policy.

This policy is produced in accordance with the Education & Skills Funding Agency's funding guidance and rules, applies to all potential and actual subcontracting. This policy outlines our procurement processes, the reasons for utilising subcontractors to support delivery of Manchester University's NHS Foundation Trust's education programmes, the support we provide to subcontractors and the range of management fees that are charged, fulfilling our obligations to both learners and commissioners.

This policy is provided to all potential subcontractors during the procurement exercise and existing subcontractors during the re-contracting process. It is available on Manchester University Foundation Trust's website within the Apprenticeship page.

This policy is approved by MFT's Head of Apprenticeships who is the contract signatory for the EFA contract.

Rationale for Subcontracting

MFT is an Employer Provider providing Apprenticeship programmes to its employees within a range of sector areas. We are dedicated to the goal of developing our workforce enabling each member of staff to reach their potential. We design and deliver programmes that equip people with the skills, advice, attitude and support they need to improve the experiences for patients, carers and their families.

Our education services provide Apprenticeship programmes (focussed on Level 2 and level 3 vocational learning, English, maths and employability training) to MFT employees across hospital sites and local community organisations. We work with subcontractors who's aims and objectives to:

- Enhance the offer to our learners, creating a wider network of opportunities
- Respond to local and regional demand
- Build capacity into new areas, both geographical and within new skill areas
- Build on the best from across the city- strong local partnerships with like-minded organisations to broaden our offer in a single geographical area
- To share good practice between organisations to the benefit of learners and MFT as an employer

We subcontract the delivery of Education & Skills Finding Agency programmes, including: Apprenticeships Procurement

For all contracts over £100,000 tendering opportunities are advertised on our website and via SPS Contracts Finder. Interested suppliers are required to complete a Pre Qualifying Questionnaire (PQQ), Invitation to Tender (ITT) and funding profile. A clear programme specification, including set funding models and performance targets are included in the tender advert. Contracting Suppliers who pass are invited to a pre-contract meeting where further quality checks are undertaken, including assessment of safeguarding, health, safety and welfare and quality assurance arrangements.

A contract is then issued with an indicative funding allocation included.

Re-Contracting Existing suppliers are required to submit a refresh and funding profile for review each year, with on-going due diligence checks undertaken.

Fees and Charges

MFT –Employer Provider do not have a standard management charge. We calculate a charge based on a number of factors, including the type of contract, outcomes of the due diligence process and risk assessment.

However, we seek an indicative management fee of a maximum 15% of published funding rates.

We provide pricing schedules and funding models that are transparent, fair, realistic and achievable.

Funding models are designed to drive performance, with payment based on volumes of starts, retained and successes, based on an original agreed profile.

What we provide

We provide enhanced support from our dedicated Contracts Manager and Quality Assurance Manager to ensure all learning is of the highest quality and work with our subcontractors to continuously improve learning through regular support, self-assessment and quality improvement.

Day-to-day management support is provided to support the smooth running of the contract, with additional support provided from a range of specialists, and risk-based regular quality improvement reviews. Where required, subcontractors get access to our licences for BKSB and One-File. We provide a large range of high quality weekly and monthly performance data to aid performance and planning, enabling high levels of success and retention.

We will ensure that subcontractors are included in MFT's quality cycle and are guided and supported by MFT to follow this process. MFT will provide support as necessary to subcontractors in completing the Self- Assessment Review (SAR) and the Quality Improvement Plan (QiP). Subcontractors then discuss the completed SAR and QiP with the Head of Apprenticeships. Any actions arising are addressed in co-operation between the Apprenticeship management team and the subcontractor

In return for the management fee charged by MFT, subcontractors will receive: -

- Advice and guidance
- Regular meetings to discuss a wide range of issues which would include contract planning, audit feedback, performance monitoring reports etc.
- Teaching and learning quality updates and training sessions.
- Regular monitoring visits with detailed feedback identifying good practice and areas for improvement.
- Enrolment and audit compliance training.
- Safeguarding service
- SAR support.
- On-going administration support including in-depth checks of evidence submitted and regular feedback on issues identified.
- Ofsted guidance and requirements
- Input of enrolment documentation submitted.
- Submissions of data to funding agencies.
- On-going data checks and support to resolve data queries.
- On-going support to address any areas for improvement.

Compliance

We provide all necessary contract compliance paperwork and associated training (including guidance on funding rules) and undertake regular paperwork audits to ensure high levels of contract compliance and reducing funding risks to both parties. Additionally, our Governance and Information

Manager processes all paperwork centrally, as well as providing day-to-day advice and guidance to subcontractors.

Monthly payments

We provide subcontractors with monthly payment based on actual delivery, with invoices paid on 30 day terms. Learner Support, we oversee the entirety of the ESFA Learning Support process for each subcontractor and provide access to High Needs Student Funding and Discretionary Learner Support Funding to ensure all learners get suitable levels of enhanced learning support.

What we anticipate from partners

As an NHS Trust, it is important that our partners share our ambition and strategic aims. We expect subcontractors to provide safe, supportive and engaging learning environments that equip learners with the skills, knowledge and behaviours that prepare learners for life in modern Britain.

We expect timely communication and adherence to all ESFA and MFT contractual requirements.

How and when the policy is communicated

This policy will be reviewed annually and published on our website. The policy will be discussed with existing providers during their annual review and potential subcontractors will be directed to it as the start point of procurement.

2018/2019 ESFA Funding Paid and Retained (Provision Subcontracting)

Service	100% rate	85% rate	Volume	Payment
Maths Functional Skill Qualifications	£471.00	£400.35	Variable	20% payable on learner achievement (£80.07) £330.28 / 3 payments = £106.76 per learner per instalment
English Functional Skill Qualification	£471.00	£400.35	Variable	20% payable on learner achievement (£80.07) £330.28 / 3 payments = £106.76 per learner per instalment