

Breakdown of support the sub contractor will receive (Idverde)	Funding Proportion KEITS will retain	How does the funding retained contribute to delivering high quality training?
Monthly review, collation and dissemination of sub-contractor's performance.	0.25%	This activity ensures that the sub contractor is meeting the targets set in the quality manual.
Eligibility & authenticity checking, processing, auditing, and storage of all employer/learner paperwork and information for audit/funding and compliance.	1.40%	Ensuring that learners are eligible, authentic and are receiving training and being kept in compliance.
Observation of Teaching, Learning and Assessment	1.50%	OTLA ensures that the teaching, learning and assessment is high quality and relevant.
Assessment and QA prior to EPA	1.50%	This activity ensures that learners work is at the required standard prior to booking of the EPA and that all relevant paperwork is present and correct prior to booking the EPA.
Outsourced compliance audit	0.75%	External assurance to validate that KEITS is complying to the ESFA funding rules.
MIS data validation and uploads to ESFA hub on a monthly basis	0.30%	Ensuring that learners are eligible, authentic, receiving off the job training, are on target via validation and other audit checks. Clean, accurate and timely data ensures correct funding is drawn down.
Support with interpreting government initiatives/documents and guidance.	0.15%	By ensuring that sub contractor staff are current and up to date with all relevant requirements.
Meetings (remote and face to face where possible)	0.75%	This activity ensures that the sub contractor is able to discuss any concerns, queries and keep the relationship open and transparent.
Monthly detailed provider funding reports per provider.	0.25%	Ensures that the sub contractor is kept fully informed of their funding in an open and transparent way. This enable the sub contractor to support existing cohorts and plan futures cohorts.
Detailed monthly individual learner progress monitoring tracking and updating of FS delivery, and updates on FS progress.	1.00%	Progress monitoring reports are detailed at individual learner level, discussing, progress on main aim, functional skills, first aid, PA1 and off the job. The opportunity to raise concerns, discuss safeguarding or any other matters arising are invaluable for maintaining a two way consistent dialogue. So that the lead and the sub contractor can discuss the progress of the various elements that each deliver. This ensures that learners are kept on target or if there are any concerns they are dealt with as soon as they occur.
Manage financials received from the employer and the ESFA and make appropriate payments. Provision of nominated finance staff for the administration/queries regarding all payments and incentives.	0.75%	Ensures that the sub contractor is kept fully informed of their funding in an open and transparent way. This enable the sub contractor to support existing cohorts and plan futures cohorts.

Oversee the relationship with the end-point assessment provider and book all EPA's	2.00%	By KEITS managing and overseeing this process it ensures that the sub contractor can focus on the support for the learner and the employer. This process is managed in a timely manner and ensures that the relationship with the EPAO is maintained.
Ensure high quality delivery through observations of the apprentices journey, monitoring of progress, undertaking learner IAG checks, learner and employer exit reviews (internal and ESFA), auditing and compliance.	2.50%	Monitoring and management of the learner journey from sign up to completion to ensure high quality delivery throughout using a number of tools to evaluate provision.
Provide nominated safeguarding and Prevent co-ordinator details for queries, concerns and reporting of incidents (Investigate complaints or allegations made against the sub-contractor if applicable.	0.65%	Lead and support sub contractor staff in the management of safeguarding and prevent cases.
Direct delivery and assessment costs associated with the delivery of First Aid, PA1 including centre costs	5.75%	First Aid and PA1 are required for the Standards to get to gateway and these qualifications are facilitated by KEITS.
CPD / Sector support for Sub contractor's delivery team	0.50%	Sub contractor staff join KEITS internal sector meetings to ensure parity between KEITS Horticulture provision and Sub Contracted provision.
Total proportion retained	20.00%	
Total Proportion of Funding Paid to Sub Contractor	80.00%	

How is this retention of funds reasonable and proportionate.
this reflects the costs incurred for overheads and staff resources, required to ensure high quality and effective monitoring and management of activity.
this reflects the costs incurred for overheads and staff resources, required to ensure public funding is being used appropriately.
this reflects the costs incurred to provide highly qualified and experienced staff, who are able to offer sector specific guidance towards improvement and sharing of best practice, to ensure quality of provision.
this reflects the costs incurred to provide a comprehensive, individually planned process implemented by highly trained and experienced staff, supported by auditable documentation.
This reflects the market costs of this activity.
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<p>This involves a significant number of KEITS staff at all levels as well as impacting on overheads and is therefore is considered reasonable and proportionate.</p>
<p>Leadership and mangement is provided by Directors and Senior Staff to ensure effective, high quality support which justifies the % of funding retained.</p>
<p>This is proportionate to the costs of delivering these qualifcations.</p>
<p>this reflects the costs incurred to provide highly qualified and experienced staff, who are able to offer sector specific guidance towards improvement and sharing of best practice, to ensure quality of provision.</p>