

Supply Chain Fees and Charges Policy 2023/24

1. Introduction

This policy outlines the approach KEITS Training Services Limited will take to sub-contracting. It will outline how we retain fees and charges to organisations subcontracted to work in conjunction with KEITS. It is published in line with ESFA requirements stated in the following funding rules for 2023/24

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1092179/Using_subcontractors_in_the_delivery_of_apprenticeships.pdf

2. Reasoning for sub-contracting

KEITS only sub-contract to meet a specific business need; for example, to enhance the opportunities available to employers & learners by offering a service which compliments existing work, to offer niche or expert provision, to support geographical access for learners and offer an entry point for disadvantaged groups.

3. Selection Process

KEITS are not actively looking to engage in new sub-contracting arrangements and are not obliged to offer due diligence to all enquiries.

4. Contracting and working in partnership

Sub-contractors are issued with a legally binding contract. The contract is accompanied by the quality manual which outlines the expectations from partners and in return what they can expect from us.

5. Support the sub-contractors will receive in return for the fees

- Monthly dissemination of information on sub-contractor's performance.
- Processing and storage of all employer/learner paperwork and information for audit/funding and compliance.
- Observation of Teaching, Learning and Assessment.
- MIS data uploaded to the hub via KEITS staff.
- Support with interpreting government initiatives/documents and guidance.
- Meetings (remote and face to face where possible)
- Monthly detailed provider funding reports per provider.
- Detailed monthly individual learner progress monitoring tracking.
- Investigate complaints or allegations made against the sub-contractor if applicable.
- Manage financials received from the employer and the ESFA and make appropriate payments.
- Oversee the relationship with the end-point assessment provider and book all EPA's.
- Ensure high quality delivery through observations of the Apprenticeship journey, monitoring of progress, undertaking learner and employer exit reviews auditing and compliance checking paperwork and data to ensure eligibility and authenticity.

Location	Title	Responsibility	Date Created	Version/updated	Review Date
All Company Policies	Supply Chain Fees and Charges Policy August 2023/24	JLC	Aug 2020	3	July 23



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- Provide nominated safeguarding and Prevent co-ordinator details for queries, concerns and reporting of incidents.
- Provide nominated finance staff for queries regarding payments and incentives.
- Directly deliver some of the apprenticeship training and or on programme assessment.
- CPD Sector Support

6. Funding retained by KEITS

KEITS will retain a maximum of 20% of funding to cover the costs associated with KEITS's delivery and Quality Assurance as outlined above.

All sub-contractors are paid monthly via BACS transfer as soon as we receive payment from ESFA.

The policy is reviewed annually and is issued at the commencement of the new contract year along with the sub-contractor agreement and quality manual.

7. Policy Review and Publishing

This policy is reviewed annually in accordance with the ESFA funding rules and is published on KEITS website. Each sub-contractor is issued with a copy of this policy annually.

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