



Isle of Wight
Council

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**Adult Community
Learning
Subcontractor Fees
and Charges Policy**

Academic Year 2024/25

1. Document Information

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2. Contents

1.	Document Information	1
2.	Contents	2
3.	Policy Statement	3
3.1.	Scope	3
3.2.	Overarching Principle	3
3.3.	Subcontracting and Commissioning Process	3
3.4.	Improving the Quality of Teaching and Learning	4
3.5.	Management Fees	5
3.6.	Payment Terms	6
3.7.	Policy Communication	6
3.8.	2024/25 Academic Year Subcontractors	7

3. Policy Statement

The Adult Community Learning Service is part of the Corporate Services Directorate of the Isle of Wight Council. The Service is funded by the Education and Skills Funding Agency to provide post-19 learning programmes.

The Service delivers a range of learning opportunities including introductory and short programmes, Entry, Level 1 and level 2 essential skills qualifications. The Service has taken the strategic decision to subcontract part of its provision. Subcontractors are engaged if they support better geographical reach, they target disadvantaged groups, or they provide niche or expert provision.

3.1. Scope

This policy applies to all supply chain activity supported by funds supplied by the Education and Skills Funding Agency. This includes subcontracting of full programmes. The Isle of Wight Council retains full accountability for contract delivery.

3.2. Overarching Principle

The Isle of Wight Council is committed to optimising the impact and effectiveness of service delivery to learners by:

- Complying with the Ofsted Education Inspection Framework.
- Aligning our processes with the Association of Employment and Learning Providers Supply Chain Management Guide.
- Undertaking fair and transparent procurement activities and conducting robust due diligence procedures.

3.3. Subcontracting and Commissioning Process

The Isle of Wight Council operates a 2-stage commissioning process to establish a provider network that offers high quality teaching and learning. Details of subcontracting opportunities are published annually. Prospective subcontractors will complete a Pre-Qualification Questionnaire (PQQ) to ensure there are no grounds for exclusion from delivery and that partners are experienced enough to realistically deliver all statutory and service expectations as outlined in the Commissioning Prospectus.

Providers who are successful at the PQQ stage will be invited to apply for funding by submitting a business case. Applications for funding will be assessed by the ACL commissioning panel on an annual cycle.

We will ensure that:

- The proposed delivery is in the best interests of learners and employers
- The proposed delivery has a clear strategic fit with our mission, objectives and values
- There is sufficient expertise within the Isle of Wight Council to quality assure the provision

- There is sufficient staff resource in support areas to administer the processes
- The Subcontractor is approved by our due-diligence process
- There is sufficient funding available
- The Subcontractor agrees to work within the terms of their contract

3.4. Improving the Quality of Teaching and Learning

Subcontracted partners will be expected to meet The Isle of Wight Council quality assurance standards. The Isle of Wight Council is also committed to supporting, developing and sharing good practice and professional development of staff through quality reviews, operational meetings, observations of teaching and learning and learner feedback.

The quality of the provision will be monitored and managed through our existing quality improvement processes and the Isle of Wight Council's Self-Assessment Report / Quality Improvement Plan, ensuring continuous improvement in all parts of the learner journey. Subcontractors must meet requirements defined within contracts including: -

- Providing written progress reports at the end of the autumn, spring and summer terms. At the end of the grant period the subcontractor will complete an end of project report including evidence of impact on learners participating in programmes and report on the achievement of agreed performance measures.
- Attending termly meetings between the subcontractor and the nominated lead officer to identify any issues and variations to the programme and the delivery of its outcomes, objectives and undertakings.
- Ensuring programmes meet quality assurance standards informed by the Ofsted Education Inspection Framework. Subcontractor will ensure that all tutors are issued with the Tutor Handbook and complete the standard documentation to ensure that the courses meet the minimum standards for quality. Subcontractor will comply with the requirements of the overall Isle of Wight Council policies and procedures as outlined in the Tutor Handbook.
- Ensuring that tutors hold a recognised teaching qualification. Tutors should also participate in Continuous Professional Development activities each year.
- Ensuring that all delivery staff have undertaken a Disclosure and Barring Service check where working with children or eligible vulnerable adults. The funder reserves the right to exclude tutors who it feels represent a risk to our clients.
- Allowing Council Officers, the Education and Skills Funding Agency, the Secretary of State, Ofsted Inspectors and commissioned external consultants the right to visit all or any sites and view operations relating to the provision, inspect relevant documents, financial and learner data, observe teaching and learning and interview learners and staff.

- Implementing the Adult Community Learning Service fees and remission policy where applicable.
- Providing some standardised course file information such as scheme of work and lesson plans; staff and venue information; enrolment forms and Individual Learning Plans which recognise and record progress and achievement, and learner evaluation surveys. This information is shared with the Education and Skills Funding Agency and Ofsted.
- Submitting accurate management information paperwork about the programmes to the service within 1 month of a course ending. This will include course details, enrolment forms, registers, achievement data, fees and learner surveys.
- Attending Learning Network events in order to contribute to curriculum development and work in collaboration with other providers to develop a co-ordinated island wide programme of learning opportunities for adults and families with clear progression routes.

The exact mix and level of support for each subcontractor will vary depending on the needs of the individual subcontractor. However, they will receive a high level of support and guidance and access to The Isle of Wight Council 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 observation of teaching, learning and assessment
- Safeguarding of Young People and Vulnerable Adults procedures
- Health and Safety compliance
- 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
- Adult Community Learning Network Meetings
- Equality and diversity support

3.5. Management Fees

The Education and Skills Funding Agency provides grant funding to the Isle of Wight Council through the Adult Skills Fund. 80% of this funding is used to deliver non-accredited tailored learning. 20% is used for adult skills qualifications funded at the rates defined in the learning aims database and ESFA funding is dependent on successful outcomes.

Currently, the Service does not sub-contract its Funding for Qualifications provision and therefore does not retain any management fees. If the Service subcontracts funding for qualifications in the future it will retain 20% of the contract value to cover staffing and associated support costs.

There are management costs in meeting the requirements of the ESFA contract, Ofsted quality standards, awarding body standards for qualifications and managing and supporting sub-contractors. Itemised costs are as follows:-

- ACL Service management and administration (£59,000)
- Contract management and procurement process (£16,000)
- Compliance and performance monitoring (£20,000)
- Quality system development, monitoring and support (£22,000)
- Accreditation support – IV, EV and accrediting body certification costs (£21,000)
- Data entry, validation and Individualised Learner Record submission (£18,000)
- Management Information (MI) System management and support (£12,000)
- Currently these central costs account for approximately 45% of the Service budget.

3.6. Payment Terms

Payments are made on an academic year basis in two instalments. Payments are made in September and February if the subcontractor compliant with the Funding Agreement issued by the Isle of Wight Council.

Payments are made by BACS within 28 days of receiving an invoice.

The Isle of Wight Council expects that the subcontractors will fully engage in the assessment of accuracy of payments, and they therefore have the responsibility to review their invoices to identify any inaccuracies.

The grant should only be used as set out in the application for grant funding and is limited to the funding of the agreed programme and related goods and services. The IW Council can at any time ask to see evidence that the Grant is being used as intended.

3.7. Policy Communication

The Policy is available on-line and can be made available in alternative format upon request.

The Policy will be discussed with all current and future subcontractors during contract negotiation meetings and reviewed at least annually in August of each year. Any changes will be notified to subcontractors as part of their regular performance review or via separate correspondence.

3.8. 2024/25 Academic Year Subcontractors

Sub-Contractor Name	UKPRN.	Funding Allocation	Funding Retained for Management Costs
Bodster Equine Assisted Learning Centre	10081983	£4,631	0
The Crossley Company	10054689	£12,000	0
New Carnival Company	10035543	£5,894	0
HTP Apprenticeship College	10003162	£25,000	0
Isorropia Foundation CIC	10096224	£2,000	0
Isle of Wight College	10003406	£37,500	0