RACC
Richmond Adult Community College

Subcontracting Strategy

The College engages with subcontractors in order to better meet its strategic aims and enhance the breadth of offer for our learners. All subcontracted provision must fulfil at least one of the following aims:

- To support the strategic objectives of the College
- To provide a curriculum offer that meets identified government priorities
- To serve a specific demographic need that would not otherwise be met
- To secure positive local community benefits
- To provide access for a new range of learners
- To work with other providers to build capacity
- To provide niche delivery where the cost of developing direct delivery would be prohibitive

In addition to the above, all subcontracted provision must:

- Add value by enhancing the quality of the College's provision
- Be delivered within reasonable travel distance from the College site, unless there is a particular business need, or unless required under a specific contract (e.g. European Social Fund regional funding).
- Not compete with existing College provision, unless for specific reasons relating to quality of provision

The College aims to build supportive and mutually rewarding relationships with its subcontractors, built on trust and respect, for the benefit of the local community and recognises that it is fully accountable for the delivery of any activity which it subcontracts. The quality of the provision will be monitored and managed through the existing College processes and procedures.

Supply Chain Fees and Charges

In compliance with Skills Funding Agency rules, the College will publish its subcontracting fees and charges policy and actual end of year subcontracting fees and charges on its website.

The College management fee (between 15-20%) is calculated to cover day-to-day management of subcontracted delivery including; monitoring of learner progress, collecting and updating due diligence, ensuring audit compliance, dealing with partner queries, coordinating self-assessment processes, quality and compliance monitoring. The fee also includes administration support e.g. to process the data, ILR management, management of funding and finances (preparation and processing of payments).

The management fee may be increased where:

- A College Risk Assessment deems a subcontractor to be a Medium or High risk, or;
- If a higher level of administrative and management support is necessary for a particular subcontractor.

Owner:	Deputy Principal	Approved by:	Governing Body
Review interval:	Annual	Approved on:	27 July 2017
Date of next Review:	July 2018	Post to website:	Yes

The management fee may be decreased where:

- A College Risk Assessment deems a subcontractor low risk, and;
- The level of administrative and management support required is significantly lower than for other subcontractors.

The College will endeavour to ensure that the fee arrangements for different subcontractors are fair and equitable based on these parameters.

If additional/exceptional services are required of the College in assuring quality subcontractor provision, there will be a separate fee required above core management fee based on usage (such as Internal Verification, additional training etc.). This will be outlined in a schedule to the contract where applicable.

Procedures

Subcontracts will be reviewed and awarded annually. Subcontracting proposals for each year will be developed by the Deputy Principal and signed off by the Executive Group before presentation to the Governing Body for approval. As part of this process, it will be demonstrated how the proposed subcontracted provision meets the Subcontracting Strategy. This will also apply to any additional in-year subcontracting.

A Subcontracting Procedures document, to be reviewed annually and accompany annual subcontracts, will set out the full detail around:

- In-year contract management processes
- Data processing and management information
- Expectations for both parties
- Annual due diligence and ongoing quality assurance/audit and compliance checks
- Process for sourcing and selecting any new subcontractors.