

West Anglia Training Association

Supply-Chain Fees and Charges Policy

1.0 INTRODUCTION

The Chief Executive of the Skills Funding Agency (SFA) must make the best use of resources when securing provision of education and training; due to this an additional requirement has been added to the Funding Rules 2013/2014. The new requirement is for all lead contractors to have a Supply Chain Fees and Charges Policy which is published on their websites. Additionally there is also a requirement to publish data annually detailing the actual level of funding paid to each partner; this has to be completed within 30 days of the ILR closing. These changes will ensure the SFA can monitor all fees and charges associated with sub-contracting to make sure enough funding is being allocated for providing high quality education and training.

2.0 POLICY STATEMENT

West Anglia Training Association (WATA) vision is “to be the number one Group Training Association delivering a curriculum which fully reflects the needs of our membership and enables them to compete at the forefront of British Industry”. We will achieve this through the provision of outstanding apprenticeship provision delivered either directly or by working with high performing sub contractors.

3.0 IMPROVING THE QUALITY OF TEACHING AND LEARNING

WATA is committed to working with all partners to ensure consistency in high quality provision; this will be achieved by effective contract management, reviews of performance, observation of teaching learning and assessment and on the basis of open, transparent and honest relations.

4.0 MANAGEMENT FEES

WATA operates two contractual funding models.

The first model is based upon WATA retaining a management fee for all of its subcontracted provision, the fees range from 7.5% to 15%. The fee is deducted from the SFA national base rate for each qualification. The fees charged reflect the cost of the procurement process and the strategic and operational management of the contracts. The fees applied vary for each partner, dependent on a number of areas including but not limited to; experience of partner, proven track record, success rates (overall and timely), type of provision, Ofsted and audit performance (where relevant), references and risk rating as determined by the due diligence process. Partners are highly valued by WATA and therefore are provided with significant support and guidance and access to systems, including;

- Dedicated Contract Manager
- Support and advice on funding rules and compliance
- Regular updates in changes within policy, funding, government priorities and other relevant/useful information
- Electronic uploads to PICS
- Monthly review meetings
- Quality networking meetings

- Partnership meetings
- Annual Health and Safety Check
- Access to WATA standardisation meetings to share good practice
- Meetings with Senior Management Team as required
- Observations of Teaching and Learning
- Bespoke paperwork which is fit for purpose
- Quality assurance checks and audits on paperwork
- Continuous professional development opportunities, bespoke and other
- training/qualifications
- Opportunities to work on joint new opportunities e.g. joint tendering on financial bids and joint delivery of new qualifications
- Support in sourcing additional funding sources as required.

The second model is whereby WATA agree an hourly rate for the delivery of Functional Skills, Principle Engineering Operations Qualification and Technical Certificates. Providers funded under the second model receive similar level of support to model one, are subject to equally stringent contractual arrangements and quality reviews.

5.0 PAYMENT TERMS

WATA does not require partners to submit invoices for payment of funding. Payments are made to each partner on a monthly basis at the end of the following month in which the activity is successfully processed and uploaded to the SFA. WATA will calculate the monthly payment to the partner based on the level of income received from the SFA in that month multiplied by the percentage agreed in the call-off contract.

A payment schedule is submitted to each partner for approval prior to payment being released. Each partner will check the data and payment amounts and approve this prior to payment being processed. Payments are made electronically.

Under the second model payments are normally made on receipt of a correctly validated invoice within 30 days. Invoices are to be submitted termly broken down by learner for the end of the term period. WATA will not fund programmes beyond the agreed GLH for each element without prior written agreement.

6.0 POLICY REVIEW

The policy will be reviewed yearly and/or when significant changes in the Funding Rules occur.

7.0 PUBLISHING FUNDING DATA

WATA will publish data detailing the actual level of funding paid to each partner annually and within 30 days of the ILR closing.