



# Supply Chain Strategy and Retained Funding Fees Policy

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## DOCUMENT CONTROL

Version	Name	Comment	Date
1.0	Steve Lidgard	New Issue review due 03.12.2022	03.12.2021
1.0	Alison Dann	Review	11.01.2023
2.0	Ben Waite	Review and updated to Group Policy	29.09.2023

*For the purpose of clarity, the term "B2W" refers to the family of B2W Group organisations – Back to Work Complete Training and Just IT*

## 1.0 Context

The policy details how Back2Work Group (B2W) applies funding to all supply chain activity supported with funds supplied by:

- Education and Skills Funding Agency
- Greater Manchester Combined Authority
- West Yorkshire Combined Authority
- Sheffield City Region
- North of Tyne Combined Authority
- Tees Valley Combined Authority
- Greater London Mayoral Authority
- West Midland Combined Authority
- Cambridgeshire & Peterborough Combined Authority

This policy describes the principles underpinning the acquisition, selection, management and development of B2W subcontracted provision, to ensure that it meets the required standard. Our subcontract Partners are selected based on the type of provision delivered, their location to ensure national and regional coverage whilst effectively responding to the employer and learner demand plus reflecting local skills priorities. Our selection helps to provide greater choice for learners and maintain the delivery of niche provision.

## 2.0 Strategic Aims

We work with a range of sub-contract Partners who share our values of transforming businesses by up-skilling their current employees, helping them to recruit new talent and supporting them through the process of hiring an apprentice. All subcontract Partners will undergo a comprehensive due diligence process prior to any delivery. This will include a credit check and a detailed review of information submissions, including financial accounts, information security arrangements, safeguarding and Prevent awareness and policies and various other documents which help us to see the extent of delivery experience and expertise.

To meet the needs of residents in the areas we contract, we will procure high quality Partners to enhance and widen the reach of our provision, in the following circumstances to:

- Support B2W to deliver high quality niche provision in areas where Partners' have extensive and focused specialist expertise
- Deliver specialist programmes to complement our own provision to enhance and broaden our offer
- Assist employers to recruit and develop new and existing employees in priority sectors
- Meet local and regional community needs which B2W is not able to provide directly, such as specialist training for the unemployed/economically inactive

- Widen the range of progression opportunities for learners, both from Partners' to B2W's programmes and vice versa
- Provide good development opportunities for both B2W and its Partners, to share best practice and new ways of working
- Provide opportunities for learners and employers to access a wider range of training to meet skill shortages
- Support smaller supply chain Partners to access funding which will assist building their capacity and quality provision
- Provide opportunity of an entry point for disadvantaged groups and also for individuals who share protected characteristics where B2W would not ordinarily be able to engage with those individuals

We will ensure no more than 25% of contract delivery will be undertaken by subcontract Partners.

### **3.0 Curriculum Sectors**

Our curriculum, and that of our subcontract Partners has been designed and is delivered to meet a wide range of sector needs. This currently includes:

- Arts, Media & Publishing
- Business, Administration & Law
- Construction, Planning & the Built Environment
- Education & Training
- Engineering & Manufacturing Technologies
- Health Public Services & Care
- Information Communication Technology
- Leisure, Travel & Tourism
- Preparation for Life & Work
- Retail & Commercial Enterprise

To meet emerging priorities driven by the environment, external market forces and employer demand we will vary this offer.

### **4.0 Improving the Quality of Teaching and Learning**

We are committed to providing all learners with a high standard of teaching, learning and assessment. This applies to learners who embark on qualifications directly with us as well as those who study with our subcontract Partners.

B2W adopt a simultaneous and consistent approach to analysing the quality of provision for both internal and external provision. Through the adoption of Ofsted's Education Inspection Framework (EIF) the primary objective of all quality assurance activities is to assess what it is like to be a learner at B2W. The approach taken is short notice curriculum review visits and activities include OTLAs, work scrutiny, learner, staff, and employer voice all of which we promote through joint activities. As a result of findings obtained, a detailed report with

specific action points will be shared and monitored to aid improvements and to celebrate best practice. Furthermore, subcontractors are invited to attend all CPD sessions tailored to

the results of curriculum reviews and to improve the expertise of tutors and curriculum offered to learners.

We complete robust due diligence checks on a variety of areas which impact teaching, learning and assessment prior to sub-contractors coming on board such as teaching qualifications, functional skills approach and policy, initial and diagnostic assessment approach and policy and the subcontract Partners self-assessment report.

## **5.0 Retained Funding**

Prior to any subcontracting relationship, we will ensure that all Retained Funding Fees are discussed and agreed with all parties, confirming how they are:

- Formulated in a consistent, fair and transparent manner
- Appropriately tailored to reflect each individual subcontract Partner
- Broken down into related costs of how B2W will provide the individualised support services relating to performance management, quality monitoring, compliance and administration

For all funded provision, we pay the full value allocated by the funding body less a 'Retained Funding Fee'. The retained funding is to ensure that B2W can meet all of the obligations of its funding authority main contracts. For the academic year 2021/2022 the retained funding will be on a sliding scale of between 15% and 25%.

Payments to the subcontract Partner will be made throughout the learners programme with 80% once the start qualifying period has been evidenced in line with AEB funding rules and the remaining 20% will be paid on evidenced programme achievement.

Each contract issued will contain a Retained Funding Fee breakdown, which will list all services provided by B2W in support of each delivery contract. Funding will be clawed back in the event that a Partner over delivers on their allocated profile or where submitted paperwork is subsequently rejected by the funding body.

Information will be provided to subcontract Partners about the amount of funding retained to cover the management and monitoring, administrative functions, quality assurance, support activities and quality monitoring including:

- Programme set up, on-boarding and on-going query support
- Compliance and system training
- Access to IT engagement and delivery systems
- Enrolment input and compliance checks of documentation
- Monthly review of data in relation to retention, achievement, etc.
- Updates in relation to funding, provision and curriculum planning
- Observation of Teaching and Learning
- Monthly performance review meetings and quarterly strategic meetings

- Access to training, CPD and forums undertaken by B2W
- Information Advice and Guidance for learners from a Matrix accredited team
  
- Assistance with self-assessment reporting
- Health, Safety & Environment advice and support
- Mandatory Safeguarding training and support
- Learner evaluation collation and summary
- Assessments/audits

## 6.0 Payments

Payments are calculated, reconciled and paid monthly. B2W will provide details of the evidence requirements and payment arrangements in individual contracts and will ensure Partners understand the arrangements specific to what they are delivering.

We are contracted to a number of public funding bodies and work within requirements of these, which includes when and how payments are made to subcontract Partners. We will make all verified payments due to Partners within 30 days of B2W receiving funds from the appropriate funding bodies. We will publish details of all funding received and payments made to individual subcontract Partner on an annual basis.

Adjustments may be made to specific payments where evidence of eligibility, participation or achievement cannot be validated by B2W. Any amendments will be based on guidance provided by the current funding body rules.

At the end of contract year subcontract Partners will be paid for all activity that is submitted as per the agreed monthly cut off dates. Any late notified starts, leavers, achievers will be paid after final reconciliation has taken place (usually October) and once B2W has received payment.