

## Sub-contractor Fees and Charges Policy

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### Policy Statement

This policy covers the key principles for fee arrangements between the Encompass Group and commercial partners who deliver assessment and training through provision sub-contracting arrangements.

The Managing Director of Encompass takes responsibility for the leadership, management and oversight of the entirety of Encompass' sub-contracting arrangements.

Encompass may award contracts to partners who demonstrate high quality provision, the ability to deliver education and training which complements the overall skills priorities for the area as well as demonstrate relevant progression opportunities.

Encompass recognises that learners registered with partners on sub-contracted programmes are learners of Encompass and as such will make reasonable endeavours to ensure that learners are aware of the support and services they can access through Encompass' sites across the country.

### Fee Structure

In entering into subcontracting arrangements Encompass will have regard to the nature of the relationship which is required with the partner. Fees charged by Encompass will be set at 20%, and is relevant to the funding received from the relevant funding body for the awards that learners are registered for.

In determining the fee, regard will be given to:

- Level, frequency and type of assurance visit required to be provided by Encompass
- The overall quality of the provision being offered by the partner and the track record in delivery
- The ability of partners to 'self-manage' relevant processes, including,
- Learner & employer satisfaction assessment
- Self-assessment of provision
- Type of Contract
- Assurance of the quality of teaching, learning and assessment

# Encompass Group

- Relevant requirements of awarding bodies
- Processing funding claims and submission returns to Encompass

Support and oversight from Encompass will be proportionate to the partner's ability to deliver high quality provision and high quality outcomes. Support will include:

- Monthly (for all new subcontractors) quality meeting, growing into a quarterly review based on the needs and requirements of the subcontractor
- Experienced staff as a point of call and support to enable the subcontractor to contact Encompass for any questions and queries relating to their provision, funding arrangements and quality improvement;
- Access to the Encompass' Onefile which provides learning materials and other resources (where required)
- Invitations to Encompass' training days which are flexible and meets the most frequently asked questions and areas for improvement. These include:
  - safeguarding
  - equality & diversity
  - health and safety
  - funding
  - self-assessment reporting
  - quality improvement planning
  - success rates
  - teaching and learning strategies
  - observations of teaching, learning and assessment

In addition to the direct support, Encompass provides a broad range of management information and performance reports to support the effective and timely delivery to learners and to monitor performance against agreed targets for the partner

Encompass will pay the Partner Provider for activity delivered at the end of the month following delivery and within 30 days of Encompass receiving funding from the ESFA.

Ultimately any fees agreed between Encompass and a partner are the subject of a commercial negotiation process and agreement of contractual terms

## General

The policy will be communicated and discussed with all current and potential subcontractors prior to the commencement of any contract

The policy will be published on Encompass' website within the policies section.

<b>SUBCONTRACTING DATA 2017/18</b>			
<b>2017/18 Academic year</b>	<b>Portull Training</b>	<b>RDS Training</b>	
UKPRN	10023972	10064591	
Contract start date	01/11/2017	01/11/2017	
Contract end date	31/07/2018	31/07/2018	
Type of provision	Classroom Learning	Classroom Learning	
Funding received from ESFA 17/18	384,751	17,656	
Funding paid to Subcontractor from ESFA 17/18	307,801	15,008	
Funding retained by Encompass	76,950	2,648	
<b>SUBCONTRACTING DATA 2018/19</b>			
<b>2018/19 Academic year</b>	<b>Portull Training</b>	<b>RDS Training</b>	<b>Directive Training</b>
UKPRN	10023972	10064591	10064591
Contract start date	01/08/2018	01/08/2018	01/08/2018
Contract end date	31/07/2019	31/07/2019	31/07/2019
Type of provision	Classroom learning	Classroom Learning	Classroom learning
Funding Received from ESFA 18/19	342,556	33,666	3,014
Funding paid to Subcontractor from ESFA 18/19	291,173	26,933	2,411
Funding Retained by Encompass	68,511	5,050	603
<b>SUBCONTRACTING DATA 2019/20</b>			
<b>2019/20 Academic year</b>	<b>Portull Training</b>	<b>RDS Training</b>	
UKPRN	10023972	10064591	
Contract start date	01/08/2019	01/08/2019	
Contract end date	31/07/2020	31/07/2020	
Type of provision	Classroom Learning	Classroom Learning	
Funding received from ESFA 19/20	£376,234	£104,031	
Funding paid to Subcontractor from ESFA 19/20	£300,987	£88,426	
Funding retained by Encompass	£75,247	15,605	