



**Wandsworth Borough Council Lifelong Learning**  
**Supply Chain Partners Management Fee Policy 2017/18**

Aiming to improve the quality of life skills and employability of residents in the Borough - making Wandsworth a vibrant, prosperous learning community.

**Updated February 2018**

# Fees Policy Document for Academic Year 2017/18

## 1. Purpose

The purpose of this document is to detail the fees policy for Wandsworth Lifelong Learning for the academic year 2017/18. The document details the fees to be paid by learners for any courses attended and the management fees Wandsworth Lifelong Learning applies to sub-contractors on various projects.

In addition, this policy ensures the effective management of sub-contractors and other Supply Chain partners in order to reduce and mitigate potential risks to Wandsworth Lifelong Learning and other Funding Bodies.

Wandsworth Lifelong Learning works with a diverse supply chain across a number of government programmes to meet the needs of our clients and funders. By utilising various specialists and niche providers, Wandsworth Lifelong Learning is better equipped to provide a specialist service that caters for the needs of the individual. We believe that this raises the standard of our provision and promotes social, economic, cultural and commercial development within the borough.

Through subcontracting arrangements, Wandsworth Lifelong Learning support and build the capacity of organisations, which result in desirable long-term benefits for both programme participants and partner organisations.

Wandsworth Lifelong Learning considers, above all, a subcontractor's ability to deliver specific outputs, and the added value of specialist partners in order to ensure value for money, compliance and quality of provision.

Through working with subcontractors and partner organisations, Wandsworth Lifelong Learning hopes to promote sustained businesses, the creation of jobs and to boost the local economy.

### Lifelong Learning Mission Statement

*"All Wandsworth residents will have access to a wide range of high quality learning opportunities in a safe learning environment. Provision will be demand-led, flexible and held at time and in places designed to meet the needs of learners, employers and the local community. The Lifelong Learning Team aims to improve the quality of life skills and employability of residents in the Borough, making Wandsworth a vibrant, prosperous learning community".*

## WANDSWORTH LIFELONG LEARNING STANDARDS

Wandsworth Lifelong Learning is committed to providing the community with the best possible learning experiences. All providers commissioned by Lifelong Learning must adhere to the following standards, which underpin all monitoring and review processes. Performance indicators for each standard are set out in the Quality Contract Compliance framework and Provider Guidance document.

It is an expectation that learners and apprentices:

- Are recruited with integrity thereby ensuring that the large majority complete their programme successfully.
- Receive detailed, comprehensive information, advice and guidance at entry so that they understand the demands and implications of their choice including opportunities for progression.
- Undertake initial assessment/ diagnostic testing that is actively used to inform the allocation of support, target setting, teaching strategies and the monitoring of their progress - recorded in an Individual Learning Plan.
- Will be provided with a safe and secure learning environment and receive training to understand their responsibilities and that of others.
- Through the receipt of well-planned teaching and assessment, delivered by qualified and enthusiastic teachers and assessors, will receive at least a consistently good learning experience.
- Through the embedding and promotion of English and maths, will improve their skills with the large majority passing relevant national qualifications including community learning as appropriate.
- Will regularly have their work accurately assessed and appropriately annotated with comments, their progress checked and explained to them, and be routinely set and achieve meaningful targets for success.
- Will (apprentices) meet with their assessor every month and complete a progress review every 8 weeks (minimum) to review and record progress, set meaningful targets and review/develop apprentices' understanding and application of wider learning for example. Equal Opportunities, Diversity, Life Skills and Health and Safety.
- Routinely receive high quality advice and guidance and towards the end of their programme be guided towards appropriate lateral progression or towards relevant further/higher education, training or meaningful employment.
- Will benefit from continuous programme improvements, driven by robust self-assessment that embraces the 'learner voice', lesson monitoring designed to improve their learning experience, comprehensive destination monitoring, detailed quality improvement planning and ongoing, customized professional development for all staff.
- Will routinely celebrate, explore and develop their understanding of equality of opportunity and diversity issues, throughout learning programmes.

Wandsworth Lifelong Learning currently delivers learning activities under the following funding streams:

- ❖ Adult Education Budget
  - Community Learning
  - Classroom
  - Traineeships
- ❖ 16-18 Apprenticeships
- ❖ 19+ Apprenticeships
- ❖ ESF Funded programmes

If any organisation is interested in becoming a provider under any of the funding streams please see the Wandsworth Lifelong Learning web site ([www.wandsworthlifelonglearning.org.uk](http://www.wandsworthlifelonglearning.org.uk)) or call 020 8871 8618.

This document has been communicated with current subcontractors, is circulated upon update with feedback requested and is available on the Wandsworth Lifelong Learning website. Potential subcontractors are also supplied with this document.

## **2. Learner Fees**

### **2.1 Community Learning**

#### **2.1.1 Main Providers**

Wandsworth Lifelong Learning has one main provider, South Thames College, and a number of smaller providers throughout the Borough that deliver a large range of courses. These providers were agreed in line with the decisions of the Education and Children's Services Overview and Scrutiny Committee.

The providers set the fees they charge locally and independently, however annual rises in charges must be agreed at the regular review meetings held with the Wandsworth Lifelong Learning team. The providers are encouraged to offer discounts to those who are on benefit (in particular those seeking employment) and those who are over the age of retirement.

#### **2.1.2 Community Learning Fund Providers**

In addition to the main providers above Wandsworth Lifelong Learning commissions other organisations to deliver engagement style courses to specific groups of learners. The procedures used in this procurement process are detailed in our documents on our website ([www.wandsworthlifelonglearning.org.uk](http://www.wandsworthlifelonglearning.org.uk) for details). The courses delivered are either Family Learning or widening participation courses and the expectation is that there will be no fees charged to the learners for these courses (except for sundries). Occasionally the panel, who consider the tenders, may suggest a small fee is required from the learners if they feel this would not deter the target group. These courses are delivered by small voluntary and community organisations and the decisions on the fees charged are determined locally.

### **2.1.3 Direct Delivery**

Wandsworth Lifelong Learning does deliver a small number of courses either using council employed staff or by using sessional tutors. For those courses that are either Family Learning or basic skills (English, maths etc.) Wandsworth Lifelong Learning will charge no fee to the learners. For the few other courses that are delivered directly Wandsworth Lifelong Learning may charge a £10 fee for each term.

## **2.2 Adult Education Budget**

Wandsworth Lifelong learning delivers three types of learning activity through Education and Skills Funding Agency (ESFA) Adult Education Budget (AEB) funding. The fees that apply to the learner are summarised below.

Details of the differences between fully funded, co-funded and full cost can be found on the Education and Skills Funding Agency website. Funding received from the ESFA has no impact on learner fees – we do not charge learners any subsidy fees for ESFA funded programmes.

### **2.3 16-18 Apprenticeships**

No fees are charged to 16-18 year olds on apprenticeship programmes.

### **2.4 19+ Apprenticeships**

No fees are charged to 19+ year olds on apprenticeship programmes.

### **2.5 ESF Programmes**

No fees are charged to any participant on these programmes.

### **2.6 Traineeships**

No fees are charged to 19+ year olds on apprenticeship programmes.

### **2.7 Classroom based courses**

No fees are charged to 19+ year olds on apprenticeship programmes.

### **3. Management Fees to Providers**

#### **3.1 Community Learning**

No management fees are charged to those organisations delivering Community Learning. The funding provided to these organisations is determined by the Children's Services Overview and Scrutiny Committee in the case of the main providers or via the procurement process for the Community Learning fund providers.

#### **3.2 Adult Education Budget**

For those organisations delivering apprenticeships the maximum management fee is 25%. However if Wandsworth is performing the matching service an additional fee of 20% may be charged.

For those organisations delivering other work based learning activities then the maximum management fee is 25%.

For those organisations that deliver accredited classroom based learning activities the maximum management fee is 25%. However if Wandsworth Lifelong Learning provide other services such as IAG, quality assurance support etc. an additional fee of up to 12.5% may be charged.

25% of all payments for any new starts from January 2015 will be held back until the individual has successfully completed the apprenticeship framework. Where 20% of the monies withheld will be made if the individual is successful and a further 5% if this is in a timely manor.

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25% of all payments for any new starts will be held back until the individual has successfully completed the apprenticeship framework. Where 20% of the monies withheld will be made if the individual is successful and a further 5% if this is in a timely manor.

### **3.4 Traineeships**

For those organisations delivering traineeships the maximum management fee is 25%.

### **3.5 Youth Contract**

As Wandsworth Lifelong Learning is a sub contractor on this programme it does not commission any other subcontractors.

### **3.6 Support on offer to Subcontractors**

Wandsworth Lifelong Learning offer a multitude of services and support which subcontractors will receive in return for the management fee charged.

Examples include, but are not limited to;

- Monthly performance reviews
- Monitoring Reports
- Weekly telephone updates
- Detailed Management Information Packs, including caseload analysis, financial performance, and identification of 'at risk' delivery.
- Training Sessions
- Formal PIP reviews, where required
- Referrals, both direct and between subcontractors
- Quality and Compliance visits
  - Observations
  - Audits
- PICS CRM system
- Caseload reviews
- Support with various accreditations

### **3.7 Differences in Management fees**

Annex A details all current Management fees. In instances of variance, a higher management fee may be applied where a subcontractor is deemed to require a higher level of support and capacity build.

### **3.8 Payment terms**

Providing that subcontractors have fulfilled the terms of their Service Level Agreement, have submitted evidence appropriate to draw down funding, and that Wandsworth Lifelong Learning have received payment, payment will be made to any subcontractor within 30 days of receiving a valid claim for payment.

In most instances, an instruction to invoice will be issued to subcontractors on a monthly basis, relating to performance from the previous month. Where claims for payment are made quarterly, or otherwise, this will be reflected.



1. Annex A: 2017/18 Sub-contract arrangements

Provider name	UKPRN	Start Date	End date	Type of Provision	Contract Funding value £ (MCV)	Agreed % To Sub-contractor
Collage Arts	10013308	01/08/2017	31/07/2018	16-18, 19+ Apprenticeships	£16,398.35	82%
Fashion Enter	10026238	01/08/2017	31/07/2018	16-18, 19+ Apprenticeships	£63,322.62	82%
South Thames College	10005997	01/08/2017	31/07/2018	Community Learning	£555,570.00	n/a
Aspire - Southfields Academy	10038655	01/08/2017	31/07/2018	AEB Classroom	£85,000.00	80%
Let Me Play	10040664	01/08/2017	31/07/2018	16-18, 19+ Apprenticeships	£92,769.61	82%
Banham	10046413	01/08/2017	31/07/2018	16-18, 19+ Apprenticeships	£60,000.00	82%

2. Annex b: actual supply chain fees and charges for 2016/2017

<b>Provider Name</b>	<b>UKPRN</b>	<b>Start Date</b>	<b>End date</b>	<b>Type of Provision</b>	<b>Total payments</b>
South Thames College	10005997	01/08/2016	31/07/2017	Community Learning	£555,570.00
Aspire - Southfields Academy	10038655	01/08/2016	31/07/2017	Community Learning	£52,751.00
Collage Arts	10013308	01/08/2016	31/07/2017	16-18, 19+ Apprenticeships	£27,382.88
Fashion Enter	10026238	01/08/2016	31/07/2017	16-18, 19+ Apprenticeships Adult Skills Classroom	£44,252.20
Let Me Play	10040664	01/08/2016	31/07/2017	16-18, 19+ Apprenticeships	£56,690.90
Banham	10046413	01/08/2016	31/07/2017	Traineeships	£16,751.10

## Wandsworth Lifelong Learning

### Fees Policy for 2017/18

#### Revision history

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Target audience:	All
Name/job title of originator/author:	Data & MI Manager
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