

INTUITIONS Limited

Subcontractor procurement and supply chain fee charges policies

Policy Aim

This document aims to provide consistency of approach and transparency to Intuitions' supply-chain fees and charges in relation to its provision of subcontracting. It also provides details of our procurement procedures when dealing with potential subcontractors.

Scope

This policy applies to all supply chain activity supported by funds provided by the Education and Skills Funding Agency or any successor organisations.

Improving Quality

Intuitions is committed to continual improvement in teaching, learning and assessment in its own direct and subcontracted provision. A range of approaches is employed to do this, such as session observations, self-assessment reports and monitoring of specific benchmarking data.

It is an accepted principal for Intuitions that 'best value' should always be sought. In procurement terms this may mean the acceptance that more sustainable services may not always be the cheapest in the short term. However, whilst delivering best value in educational terms, the selection of such services will help to drive the market forward and will eventually lead to long term gain.

To this end Intuitions aims to promote good standards of commercial practice.

Subcontracting procurement rationale

Prior to commencement of the subcontracting process, Intuitions will consider a business case proposal to ensure that the subcontracting will be in the best interests of all parties. We will ensure that:

1. The proposed delivery is in the best interests of learners, employers and other stakeholders
2. The proposed delivery has a clear strategic fit with our mission, objectives and values
3. There is sufficient expertise within Intuitions to quality assure the provision
4. There is sufficient staff resource in support areas to administer the processes
5. The subcontractor is approved by our due-diligence process, which includes the following areas:

- 5.1 Business case for using the potential subcontractor (including details on success rates and timely achievements)
 - 5.2 Learner Choices results
 - 5.3 Financial Statements
 - 5.4 Past delivery record and contracts awarded/terminated
 - 5.5 Details of directors and decision making officers
 - 5.6 Subcontractor capacity and capability to deliver the contract
 - 5.7 Compliance with health and safety and equality and diversity legislation
 - 5.8 Compliance with employment legislation
 - 5.9 Compliance with safeguarding legislation
 - 5.10 Compliance with data protection legislation
 - 5.11 Compliance with Duty to Prevent legislation
 - 5.12 Compliance with the Education and Skills Funding Agency's rules for data collection, processing and the keeping of records
 - 5.13 Checking of quality assurance systems, IAG procedures and support for learners
6. There is sufficient funding available within our funding contract and where a strong business case is provided additional funding will be bid for as part of the approved growth request process
 7. The subcontractor agrees to work within the terms of our contract and has signed an agreement to that effect
 8. Intuitions will handle each potential subcontracting request on an individual basis
 9. Subcontracting contracts will be awarded on a fair and equitable basis considering information from a number of sources, such as the due diligence check, OFSTED grades, external quality marks, etc.
 10. All requests for subcontracting will be scrutinised by the Intuitions' directors
 11. Each subcontractor is selected on the grounds of displaying characteristics compatible with the SFA requirements and with prior experience of running a government funded contract and/or successful delivery of educational programmes being prerequisites for subcontract consideration
 12. Prior to entering into subcontracting arrangements Intuitions will assure itself that the potential subcontractor has a current listing on the ESFA's approved Register of Training Organisations and/or the Register of Apprenticeship Training Providers if applicable

Management Fees

Intuitions retains a management fee from all subcontracted partner organisations, which ranges from 10% to 15%. The fees charged reflect the cost of the procurement process, the management of the contracts and the overall level of services provided.

The subcontractor's OFSTED grade awarded in their most recent inspection is also taken into consideration in determining the likely levels of support required and therefore the fee to be charged.

Subcontractors working with Intuitions receive a high level of support and guidance, including:

- Data management services and data control advice
- Support with funding rules compliance
- 6 monthly data compliance visits
- Quality management systems
- Observations of teaching, learning and assessment
- Teaching and Learning toolkit
- CPD opportunities and planned training and development
- Policy development
- Business development
- Regular updates regarding funding and policy guidance
- Health and safety, Equality&Diversity, Safeguarding, Duty to Prevent compliance
- Quarterly subcontractor meetings
- Annual quality audits
- Management of employer incentives and collection of employer co-investment
- Provision of all documentation and resources for delivery of new standards

Payment Arrangements

Payments will only be made to the subcontractor once Intuitions has received the funding from the Funding Agency or its successor body.

Intuitions will calculate the amount payable to the subcontractor each month as follows:

- Following validation of the evidence in the ILR return, Intuitions will make the appropriate payment to the subcontractor based on the level of income received from the Funding Agency in that month less the agreed management fee
- Intuitions will pay the funding to the subcontractor within 5 days of receipt of funds from the Funding Agency
- Intuitions operates a self-billing process, hence invoices from subcontractors are not required

- Each subcontractor receives a copy of their PFR accompanied by remittance advice at time of payment
- All payments are made by BACS

Publishing of Funding Data

Data regarding the actual level of funding paid to each subcontractor will be published annually within 30 days of the ILR closing.

Policy Review

Intuitions Ltd. will review this policy annually as a minimum. This review will take place in August and any policy revisions will be completed and communicated electronically within 30 days.

The policy will be discussed with any potential new subcontractors as part of the Intuitions' pre-contracting process.

Publication of Policy

An up-to-date copy of this policy will be posted on Intuitions' website.

Paper copies of the policy or a copy in alternative format can be made available on request.

The subcontractor shall be responsible for the following (unless other individual arrangements are made):

Completion of all paperwork in relation to the subcontractor, including but not limited to:

- Funding received through the subcontract
- Data entry, management, accuracy and secure transmission
- Monthly submission of timesheets/attendance records/reviews to evidence learners are engaged in active learning
- Registration, certification of all awards and maintaining direct claim status with all relevant awarding bodies including the ACE system
- Robust monitoring of learner progress and taking appropriate action to rectify any issues surrounding learner performance
- Ensuring all legislation concerning employment, health and safety, equality and diversity, safeguarding, duty to prevent is adhered to
- Delivering teaching, learning and assessment of the full apprenticeship framework/standard and all other programmes that are part of the subcontract
- Visiting placements for the purposes of learner reviews, health and safety checks and employer liaison
- Carrying out observations of teaching, learning and assessment
- Carrying out regular and effective IQA
- Employing and vetting off staff ensuring only individuals suitably qualified and DBS checked are appointed to perform under the subcontract
- Annually self-assess own performance and work on improvements under the guidance of the lead provider

We require the following benchmarks to be adhered to:

- Success rates 85%
- Timely success rates 80%
- Positive learner destination 90%
- Progression target 75%
- Attendance 85%
- Punctuality 90%
- Teaching observations – minimum grade 2

Each subcontractor is issued with a contract which includes further details on the specific subcontracting arrangements.