

Supply Chain Fees Policy

Introduction

We are a leading employment support and training services company with a mission to transform people's lives and businesses through work and training.

We help people move into work by enabling them to gain the skills they need to make them employable, providing them with real work experience or helping them onto a Traineeship or an Apprenticeship. We also have a long track record of helping people to become self-employed and start up their own businesses.

Our work touches not just individuals in need of employment and training support, but also the employers we work with. We offer personalised recruitment and training solutions to both national and local employers helping them find the right candidates with the right skills – and we manage the whole process from vacancy profiling to candidate sourcing, vetting and selection.

Rationale

We work with a range of sub-contracted partners who share our values of quality provision putting the learner at the centre of all that we do. All sub-contractors will undergo a comprehensive Due Diligence process prior to any delivery, and providers are selected based on the type of provision delivered, their location to ensure national 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.

All subcontractors will be managed in line with our Supply Chain Management Framework (SCMF).

Improving the Quality of Teaching and Learning

We will support, develop and share good practice through quality reviews, operational meetings, observations of teaching and learning and learner and employer feedback.

Subcontracting Charges and Fees

For all funded provision, we pay the full value allocated by the funding body, including any uplifts applied less the agreed management fee. Our Management fees are determined by risk factors identified through our Due Diligence process which will identify an approval level, based on the approval level and through discussion or negotiation we will agree the contract content and value, in line with our Subcontractor Management Framework. New sub-contract provision will be subject to higher management fees during the first delivery year, through close monitoring management fees will be adjusted subject to quality of delivery and contract performance.

For the academic year 2017 – 2018 the sub-contract management fees will be:

ESF funded provision on a sliding scale of between 15% – 25%. The value stipulated in the ESF contract is paid following evidenced completion of the start qualifying period, any further contract specific Milestone payments will be made following evidenced achievement of the relevant milestone and the remaining value due will be paid on evidenced programme completion. Any progression payments will be made following the evidence of relevant progression criteria.

Due to the nature of the various programmes deliverable under Apprenticeships, Traineeships and

administration of the Bursary Funding, we will not operate a flat percentage management fee.

ESFA funded provision on a sliding scale of between 12% – 30%. 80% will be paid throughout the programme once the start qualifying period has been evidenced and the remaining 20% will be paid on evidenced programme achievement.

What our Management Fees Cover

- Course Set Up
- Enrolment input and compliance checks of documentation
- Course file monitoring (quality)
- Monthly review of data in relation to retention, achievement etc.
- Updates in relation to funding, provision and curriculum planning
- Observation of Teaching & Learning
- Monthly updates and quarterly contract review meetings
- Access to training and CPD undertaken by PeoplePlus staff
- Information Advice and Guidance for learners from a Matrix accredited team
- Lead provider for bids
- Opportunities for lead generation and joint marketing
- Assistance with self-assessment reports
- Health & Safety Consultant support
- Safeguarding training & support
- Learner evaluation collation and summary
- Assessments/audits

Payment Terms

All sub-contractors will be required to agree to our supplier terms and conditions.

PeoplePlus operates a self-billing process, which involves PeoplePlus raising the subcontractors invoice on their behalf. PeoplePlus will not accept any invoice from the subcontractor.

PeoplePlus will provide the subcontractor with a self-bill analysis no later than 10 working days after the end of the prior month. Once PeoplePlus receives payment from their funder, a self-bill invoice will be issued and payment made.

PeoplePlus estimate any payments will be made by approximately the 30th of each month for the previous month's activity. However PeoplePlus reserve the right to pay within 30 days of invoice as per our standard terms and conditions.

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

At the end of contract year July 2018, sub-contractors 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 in October 2018 (or at the point the ESFA notify contractors) once PeoplePlus has received payment.

Any reconciliation payments and/or recoveries would be expected take place in November 2018 (or at the point PeoplePlus receive payment/recovery).

Policy Review and Publications

Policy Review & Publications This policy will be reviewed annually in June of each year and will be supplied to any new Subcontractors as part of Due Diligence, any subsequent changes will be notified to existing sub-contractors as part of either a regular contract review or via separate correspondence. The policy will be published on the PeoplePlus website.

Signed:



Steven Bell

Governance Director – PeoplePlus Group Limited

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