

Supply Chain Strategy 2022/2023

Introduction

PeoplePlus is 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. 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/Design

Strategic Aims

We work with a range of sub-contractors 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, the scope of which includes a credit check, and a detailed review of document/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.

Our Adult Education delivery in England is funded through various Devolved Adult Education Budget ('AEB') and European Social Funded ('ESF') contracts. The ESF contracts currently being delivered are the 'Skills Support for the Unemployed' ('SSU') and 'Skills Support for the Workforce' ('SSW') contracts.

AEB/ESF sub-contractors 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.

Adult Education Delivery - Geographical Coverage

PeoplePlus has several regionalised centres throughout England with the strategic intent of providing curriculum designed to meet local priorities and the skills requirements of both local and national employers. We seek support from sub-contractors in areas where PeoplePlus does not have a local footprint, capacity, or expert capability.

Providers will be selected and engaged through our robust due diligence processes to deliver high quality specialist training in line with local community needs and priorities. This is further enhanced through using suppliers with a robust digital and remote learning offer. In summary, the wider provider network gives flexibility to provide learners and employers with timely, local learning solutions.

PeoplePlus also uses its skills and expertise in marketing and their long-standing relationship with Job Centre Plus ('JCP') and local contacts held with the Department for Work and Pensions ('DWP') to generate leads on behalf of their supply chain partners where value can be added to their existing engagement strategies.

Adult Education Delivery - Curriculum Sectors

Our curriculum, and that of our sub-contractors, has been designed and is delivered to meet a wide range of sector

needs. This currently includes:

- Agriculture, Horticulture & Animal Care
- 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
- Social Sciences

We will vary this from time to time to meet emerging priorities driven by the environment, external market forces and demand.

Disadvantaged Groups

PeoplePlus, in line with its mission, believe everyone should have the opportunity to progress. We are keen to engage with learners and suppliers who have a footprint in IMD (Index of Multiple Deprivation) areas to support these communities with a skills and employability offer.

Providers are selected based on their ability to provide a learning journey tailored to meet these needs to the same quality standards as PeoplePlus. Our providers ensure that specific and expert support is provided to learners and groups in this niche provision.

All sub-contractors will be managed in line with our Partner Management Framework (PMF). A list of our current subcontractors can be found [here](#).

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 any of our sub-contractors. As such, we monitor quality for both internal and external provision in the same way, through short notice quality monitoring visits, examining many aspects of provision which impact the learner, using Ofsted's current handbook and Education Inspection Framework. Following quality monitoring we provide action points which are aimed to realise improvement for our learners. We support improvements through inviting sub-contractors to undertake CPD and training activities with us as well as activity such as paired observations.

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, the sub-contractor's self-assessment report and many other areas.

WYCA specific commitments

For our WYCA subcontracted provision we will complete the following actions:

- apply a maximum 20% management fee to subcontractors:
- identify the support required and associated costs for different delivery subcontractors:
- communicate and discuss our policy for delivery subcontracting with potential delivery subcontractors, or current ones for new learner starts:
- determine a detailed list of our specific costs for managing them, quality monitoring activities and other

support activities offered by you to the subcontractor:

- determine each cost is reasonable and proportionate to delivery of their teaching or learning and how each cost contributes to delivering high quality learning:
- describe to each subcontractor, before each subcontracting relationship is agreed:
 - our reason for subcontracting, and
 - the services you will provide when subcontracting to them and the associated costs when doing so, including a list of specific costs for managing the subcontractor, specific costs for quality monitoring activities and specific costs for any other support activities offered by you to the subcontractor:
- determine how each cost is reasonable and proportionate to delivery of the subcontracted teaching or learning and how each cost contributes to delivering high quality learning:
- explain how we will align all subcontracting arrangements to the Combined Authority AEB strategy.

Reduction in the overall sub-contracting provision

PeoplePlus, in line with the requirements of the ESFA, reduced the overall amount of the AEB sub-contracted provision over the course of the 2021/2022 contract year to ensure that they met the target of having no more than 25% of the AEB contract delivery being undertaken by sub-contractors by the 31st July 2022.

Retained Funding

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 PeoplePlus can meet all of the obligations of its ESFA and other funding authority main contracts. There is a breakdown in each AEB contract showing the percentage and value retained for each

For the academic year 2022/2023 the sub-contract retained funding, expressed as a percentage, 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. A full breakdown of funding that is drawn down and the amount passed on to partners for each element of the delivery contract is contained in the profile within the contract for each partner.

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. Each AEB contract issued will contain a Retained Funding Fee breakdown, which will list all services provided by PeoplePlus in support of each delivery contract and the specific amount that will be retained for each service. Funding will be clawed back in the event that a provider over delivers on their allocated profile or where submitted paperwork is subsequently rejected by the ESFA.

For devolved Adult Education funding, the Retained Funding Fee will be on a sliding scale of between 15%-20%. The details of funding drawn down and the payment to partners is included in each contract issued to a partner

Retained Funding – What's Covered

Information will be provided to subcontractor about the amount of funding retained to cover the management and monitoring, administrative functions, quality assurance and oversight, support activities and quality monitoring-the individual elements are listed below:

- Course 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

- 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 and Learning
- Monthly performance review meetings and quarterly strategic meetings
- Access to training, CPD and forums undertaken by PeoplePlus staff
- 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
- Prevent - support and advice
- British Values – support and advice

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 sub-contractor's invoice on their behalf. PeoplePlus will not accept any invoice from the sub-contractor.

PeoplePlus will provide the sub-contractor 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 estimates any payments will be made by approximately the 30th of each month for the previous month's activity. However, PeoplePlus reserves 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 2023, 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 2023 (or at the point the ESFA notify contractors) once PeoplePlus has received payment.

Any reconciliation payments and/or recoveries would be expected to take place in November/December 2023 (or at the point PeoplePlus receive payment/recovery).

Strategy Review and Publications

This document will be reviewed annually in July of each year and will be supplied to any new sub-contractors as part of Due Diligence/contract issue. Any subsequent changes will be notified to existing sub-contractors as part of either a regular contract review or via separate correspondence. The strategy will be published on the PeoplePlus website.

Signed:



Kenny Boyle
Group Managing Director
PeoplePlus Group Limited
July 2022

Signed:



Steven Bell
Governance Director
PeoplePlus Group Limited
July 2022