

# 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 subcontracted partners who share our values of quality provision putting the learner at the centre of all that we do. All subcontractors will undergo a comprehensive Due Diligence process prior to any delivery, and AEB/SSU/ESF 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.

The Apprenticeship subcontractors are very much driven by employer choice, they may have a preferred provider to support areas of delivery that PeoplePlus doesn't deliver or we will source potential subcontractors for the employer to decide which best fits their requirements and ethos.

In all cases, any subcontractor chosen by the employer will undergo the aforementioned comprehensive Due Diligence process prior to any delivery.

All subcontractors will be managed in line with our Partner Management Framework (PMF).

## 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-contract partners. 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 Common Inspection Framework. Following quality monitoring we provide action points which are aimed to realise improvement for our learners. We support improvements through inviting partners 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

assessment prior to subcontract partners coming on board such as teaching qualifications, functional skills approach and policy, initial and diagnostic assessment approach and policy, the provider's self-assessment report and many other areas.

## Retained Funding

For all funded provision, we pay the full value allocated by the funding body, including any uplifts applied 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.

For the academic year 2019 – 2020 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.

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 retained funding arrangement.

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.

For devolved Adult Education funding, the Retained Funding Fee will be on a sliding scale of between 15%-20%

**Retained Funding – What's Covered.** Information will be provided to subcontract partners about the amount of funding retained to cover the management and monitoring, support activities and quality monitoring-the individual elements are listed below:

- 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 and Learning
- Monthly updates and quarterly contract review meetings
- Access to training and CPD undertaken by PeoplePlus staff
- Opportunities for lead generation and joint marketing
- Assistance with self-assessment reporting
- Health, Safety & Environment advice and support
- 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 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 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 2020, 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 2020 (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/December 2020(or at the point PeoplePlus receive payment/recovery).

## Policy Review and Publications

This policy will be reviewed annually in July of each year and will be supplied to any new subcontractors as part of Due Diligence, any subsequent changes will be notified to existing subcontractors 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

July 2019

Signed:



**Jonathan Bowler**  
Finance Director  
PeoplePlus Group Limited

July 2019