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### QUALITY MANAGEMENT SYSTEM POLICY

SUPPLY CHAIN FEES AND CHARGES POLICY

REFERENCE Version 2 February 2018

**Quality Statement**

“The **Engineering College** Quality Management System operates to support and guide staff, learners and employers in effective engagement with the services and products provided by the organisation, seeking to ensure a consistent and continuously improving quality experience to exceed the user’s expectations”.

**Our Mission**

***“We aim to be the leading provider of outstanding technical training and assessment programmes, connecting industry and education and setting the benchmark for partnership in a world-class engineering sector.”***

QUALITY CHAMPION – S Morrow

**Supply Chain Fees & Charges Policy**

**Introduction**

The Engineering College’s Subcontracting Fees & Charges Policy is based on the mission statement to “Provide outstanding technical training and assessment programmes, connecting industry and education and setting the benchmark for partnership in a world-class engineering sector.”

This policy applies to all provision that is sub-contracted by The Engineering College under its contract for services with the ESFA. This policy is reviewed on an annual basis and is published on our website [www.theengineeringcollege.co.uk](http://www.theengineeringcollege.co.uk).

Prior to joining the supply chain, all suppliers undergo a comprehensive due diligence process and are selected on the basis of their track record and the type of provision delivered, The Engineering College will seek to partner with subcontractors who can complement or extend their existing provision. The Engineering College will only subcontract apprenticeship provision with providers as listed on the Register of Apprenticeship Training Providers.

**Rationale for subcontracting**

The Engineering College will enter into subcontracting arrangements where there are opportunities to engage in partnership working for mutual benefit, utilising the skills of college staff and the skills of the subcontracted provider(s) to create enhanced delivery packages for employers located throughout various regions as identified by the government as priority areas for skills. The Engineering College will seek to partner with subcontractors who can complement or extend existing provision, specify in niche areas or markets linked to the government’s skills growth strategies.

**Overview of Fees and Charges**

The Engineering College will retain between 12% and 25% based on the area/volume of work and the additional services required.

The fees paid will reflect and be dependent on the level of service or support required by the subcontractor and will reflect the cost of the procurement process and the management of the contracts.

The level of support for each subcontractor will differ based on individual’s needs. However, all partners will receive a high level of support and guidance including:

* Support with due diligence
* Quality management systems
* Management information services and data control advice
* Audit of management systems
* Support and audit of learner paperwork
* Curriculum, OTL and Quality support
* Monitoring of contract performance

**Charges for Additional Services provided by the Engineering College**

Each supplier will be fully supported by The College, which will include regular visits. However, if a supplier falls below the required standard of delivery and therefore, requires additional; support, The Engineering College reserves the right to invoice any reasonable additional costs incurred in agreement with the subcontractor.

**The Quality of Teaching and Learning**

The Engineering College is committed to improving the quality of teaching and learning programmes that meet both the needs of employers and students and which respond to the changing needs of the sector. Shared staff development opportunities which will enable professional and/or industrial updates for staff, will further support improvements in the quality of teaching, learning and assessment for The Engineering College and its subcontractors.

The Engineering College will ensure that;

* Initial quality and curriculum visits take place before a contract is awarded
* Partner training events on developing and embedding good practice take place regularly
* Self-Assessment – Subcontractors are involved with the support and completion of the annual SAR process.
* The College quality assurance procedures and processes are communicated to and applied to all subcontracted activity

**Payment Terms**

Payment terms between The Engineering College and subcontractor, including the timing of payments in relation to the delivery of provision, timescales for paying invoices, and claims for funding received will be specified in a formal sub-contract that reflects the primary contract with The College.

**Communication of Policy**

This policy is published on our College website and is also available on the College intranet.

The policy is communicated to potential stakeholders in pre-contract meetings, and is discussed with current subcontractors on a regular basis.

This policy is reviewed on an annual basis and is published on [www.theengineeringcollege.co.uk](http://www.theengineeringcollege.co.uk).

**Subcontracting Delivery**

Contract Year: 2015/16

Provider Name: Rochdale Training

Type of Provision: Adult Classroom

Total Delivery: £5163

Funding retained: £1032.60

Contract Year: 2016/17

No Subcontracting