



## Supply-Chain fees and charges Policy

<b>Date established:</b>	August 2013
<b>Updated:</b>	January 2016
<b>Reviewed:</b>	This policy is valid Until March 2017
<b>Purpose:</b>	This document covers policy of MIT Skills for Supply-Chain fees and charges in relation to “provision subcontracting” .

- MIT Skills is a learner centred private training provider working in the UK delivering training and skills valued by learners, employers, the community and the UK economy.
- MIT Skills is committed to the propagation of quality and choice for learners aiming to expand our range of delivery via internal growth, and where appropriate via subcontracted provision.
- This policy only covers “provision subcontracting” Provision subcontracting is when you subcontract the delivery of full programmes or frameworks. This policy will be reviewed in line with changes to proposed funding arrangements for March 2017.
- **Subcontracting it’s part in our provision**
- Subcontracting for MIT Skills is aimed at creating access and choice of quality provision, to meet the demands of employer and learners both locally and nationally.
- MIT Skills in subcontracting looks for synergy with it’s subcontractors, where our internal expertise and those of the subcontractors are enhanced to mutual benefit of all parties, employers, learners, the subcontractor and our own provision.

### **Quality Assured Learning**

- MIT Skills has significant expertise in quality assurance of teaching and learning. We are also recognised for quality of our provision in a number of subject areas, as has been recognised by a number of bodies, including awarding bodies some examples are given below.



- To ensure quality of provision subcontractors are actively managed to our quality assurance and improvement system, and have access to MIT Skills advice and expertise..
- MIT Skills benefits from subcontractors by increased access to a wider pool of quality assured delivery and assessing staff, in a widening range of subjects and being able to offer employers more holistic provision.



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- MIT Skills shares best practice with, and between its subcontractors as part of the drive for better overall provision and enhancing the learner experience.

### Fees

- MIT Skills managing fee rate varies from 20% to 30%. Subcontractors agree this fee with MIT Skills on a year to year basis depending on the following.
- MIT Skills takes into consideration the subcontractors size, breadth of provision, geographical spread and their ability to deliver quality assurance processes internally, (the level they can apply quality assurance independently). MIT Skills also takes account of the level of support a subcontractor requires to comply with awarding bodies requirements.
- Having taken in to consideration the above factors, MIT Skills will agree a management, quality assurance and support plan, which will be reflected in the managing fee.

### Payment terms

- Standard payment terms are agreed on a year to year basis, currently the following criteria is in place
- Payment is made as part payment against provision under subcontract one month in arrears by MIT Skills to subcontractors from all relevant funding received.
- Monthly payments timing is the last working day of the month.
- Invoices received are paid with 14 days of invoice.
- Full payment terms and conditions are issued to each subcontractor.
- No Subcontractor will have a contract beyond March 2017 except where allowed by the appropriate funding body



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### Policy communication and Deployment

- This policy is communicated and discussed with current and potential subcontractors during contract negotiation, and or update to meet requirement of government bodies, or quality compliance.
- This policy is published on our website <http://mitskills.com/>

<b>Date Reviewed</b>	29/07/16
<b>Reviewed</b>	Annually
<b>Version Status</b>	Approved
<b>Approved By:</b>	  <div style="display: flex; justify-content: space-between;"> <span>Company Director:</span> <span>Date 29/07/16</span> </div>