



Supply-Chain fees and charges Policy

Date established:	August 2013
Updated:	April 2017
Reviewed:	This policy is valid Until Dec 2017
Purpose:	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 covers “provision subcontracting” Provision subcontracting is when you subcontract the delivery of full programmes or frameworks as recognised for all apprenticeships prior to 1st May 2017 for Funding rules. It also covers the requirement for subcontracting under the new Apprenticeship funding model from 1st May 2017 This policy will be reviewed in line with changes to proposed funding arrangements and subcontracting rules which are proposed to changes in line with the requirements for Apprenticeships Levy Payer and Non Levy payers under ESFA rules and contract requirements.
- **Subcontracting it's part in our provision**
- Subcontracting for MITSkills is aimed at creating access and choice of quality provision, to meet the demands of employer and learners both locally and nationally.
- MITSkills in subcontracting looks for synergy with its 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.



European Union

European
Social Fund

- MITSkills 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.
- MITSkills shares best practice with, and between its subcontractors as part of the drive for better overall provision and enhancing the learner experience.
- MITSkills subcontractors are supported in improving the quality of provision to our subcontracted learners by a combination of ongoing quality assurance. This includes contract and quality assurance reviews, direct observation learner voice feedback agreed improvement plans, covering advice and guidance, teaching, delivery development, and requiring contractors to contribute a Self Assessment Report aligned to Ofsted CIF.

Fees

- MITSkills managing fee rate varies from 20% to 30%. Subcontractors agree this fee with MITSkills on a contract to contract basis depending on the following.
- MIT Skills takes into 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 over and above the requirements for quality assurance by MITSkills as the lead provider). MITSkills also takes account of the level of support a subcontractor requires to comply with awarding bodies' requirements and the requirements of the Apprentice Standards and or Frameworks to be delivered.
- The fees will also reflect the contract requirements for quality assuring subcontracted learning, and will reflect the type of assurance and deliver requirement for the funding model, be this study programme, adult skills, apprenticeships quality assurance
- Having taken in to consideration the above factors, MITSkills 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 contract to contract 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 when relevant funding received with the ESFA validating the funding claim.
- Monthly payments timing is the last working day of the month.
- Invoices received are paid with 14 days of a valid invoice, for non levy apprenticeships a valid invoice includes cleared employer funds as per the SFA employer contribution including payment of the VAT element where relevant.
- Full payment terms and conditions are issued to each subcontractor.
- No Subcontractor contracts will be aligned to the funding allocation or changes to rules and ESFA management periods, currently for apprenticeship this period is December 2017 except where allowed by the appropriate funding body



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/>

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Reviewed	December 2017
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Approved By:	 <div style="display: flex; justify-content: space-between;"> Company Director: Date 31/04/17 </div>