



BMet Supply-Chain (fees and charges) Policy

Reasons for subcontracting

BMet is committed to growing and diversifying the range of courses it delivers to widen learner participation for the local communities, we deliver to niche markets, engage in new and emerging sectors and meet the regional and local economic development agenda.

In order to achieve this, the College has taken the strategic decision to subcontract some of its ESFA/West Midlands Combined Authority (WMCA) funding to partner organisations who can demonstrate high quality Teaching and Learning and produce outstanding success rates across all programmes. Subcontractors are used where they can complement our existing provision in key areas of delivery for BMet.

BMet commitment to improving the quality of Teaching, Learning and Assessment through Subcontracted provision:

The College is committed to a policy of continual improvement in the quality of teaching, learning and assessment. This is demonstrated through the Supply Chain Policy by ensuring that all supply chain partners are:

- Selected through a tender process that is aligned to the College strategic objectives for local delivery reflecting local community needs; high quality training and assessment and priority sector provision
- Are subjected to a robust due diligence process that requires demonstrable evidence that they can deliver high quality teaching and learning.
- Attend a validation panel interview to gain course approval
- Attends regular performance monitoring and review meetings, tracking individual learner performance with a representative from the Partnership team
- Completing lesson and assessor observations to ensure excellent teaching, learning and assessment is evidenced across the supply chain, this also includes dual observations

Management Fees

The standard College management fee is between 15/20% of all funding drawn down against the provision to be delivered. This management fee is deducted from the ESFA rate based on the funding income received by the College.

The fee represents the total cost that the College incurs in effectively identifying, selecting and managing all sub-contracted provision. This includes the standard amount of Quality Assurance activity that the College administer. Each partner is risk rated based on their experience and expertise in delivery and if applicable OFSTED grading.

Further charges to cover additional costs may be added to the base fee to cover the cost of any additional support that the College deems necessary with regard to the quality of teaching and learning, success rates, or any additional services provided to the sub-contractor.

The Management tables are available to all current and potential subcontractors.

The Management fees will be negotiated with the individual subcontractor and will depend on a number of factors including but not limited to:



- Evidence of previous experience and delivery by funding stream including overall and timely success rates
- Staff expertise and competences in the overall delivery of the course of framework including delivery of functional skills
- Full successful completion of the due diligence and validation process

What support does BMet offer to its supply chain?

The Supply Chain relationship has a joint responsibility to deliver high quality provision to all learners.

Therefore subcontractors working with the College receive access to a high level of support, guidance and College systems, including:-

- Contract Manager
- Regular performance updates against set KPI's.
- Regular performance and quality visits
- MIS returns completed
- Monthly funding reports – Business Intelligence reports
- Access to learner support (ALS)
- Access to Pro Monitor and Quality Assurance College documentation
- Management Information Services and Data control advice
- Audit of management systems and observation of teaching, learning and assessment
- Safeguarding of Young People and Vulnerable Adults procedures
- PREVENT strategy compliance
- Teaching, Learning and Assessment coaching
- CPD Opportunities and planned training and development

How and when does the College make payments to the supply chain?

The College operates an invoice based payment process with invoices sent out to the organisation on a set date per month. Subcontractors have a schedule of invoice and payment dates per month throughout the year.

Payment terms are 30 days from the date of invoice and payments are made by BACS.

Payments are made on a monthly basis at the end of the following month in which the activity is successfully processed and uploaded to the ESFA by the College.

Payments are made based on the ESFA actual income values provided in the PFR received monthly by the College minus the college percentage. These are reconciled each month, and repayment by the partner may be required if learners have withdrawn and no new learners have enrolled, dependant on the agreed learner enrolment profile.

Details of any rights by the College to withdraw, reduce or withhold funding are published in the contract and relate to the protection of ESFA/WMCA funds and not to the benefit of the College. The College expects the Supply Chain members to fully engage in assessing the accuracy of all payments and have a responsibility to review their monthly financial reconciliations to identify any inaccuracies.

Supply Chain partners are responsible for all registration costs and any associated costs of maintaining Direct Claims Status with their awarding organisations.

How often does the College review the Supply Chain policy?

The policy will be reviewed every year and/or when significant changes in the Funding Rules



occur. The Policy will be discussed with all current and future subcontractors during contract negotiation meetings

The policy will be approved by the Colleges Corporation board and sign off will be made by the College Principal/CEO. Once approved the policy will be published on the college website.