

1. Introduction

As an SFA Prime Provider Qdos Training Ltd is committed to working in a transparent and fair manner with our supply chain partners. We want to provide you with as much information as possible on how we work with and for your company to create strong and effective supply chains for the delivery of our contracts.

- 1.1 QTL must publish a supply-chain fees and charges policy on our website before entering into any Sub-Contract Agreements for the 2015/2016 academic year.

2. Scope

- 2.1 This policy statement details how QTL will apply fees and charges to Sub-Contract Agreements with organisations for the delivery of training on the Company's behalf for 2015/16 and is published in line with SFA requirements stated in Funding Rules 2015/16.

3. Reasons for Subcontracting

- 3.1 QTL subcontracts for one or more of the following reasons:
 - 3.1.1 To deliver niche provision – building on a subcontractors' extensive and focused experience in the specialist areas.
 - 3.1.2 To capacity build - help QTL to respond flexibly to changing market demands and emerging opportunities.
 - 3.1.3 To engage with new markets - provide access to, or engagement with, a new range of customers.
 - 3.1.4 To ensure revenue / margin protection - working with sub-contractors to explore and learn about new frameworks or sectors prior to investment in resources.
 - 3.1.5 To ensure greater cost efficiency - to run certain programmes where it would not be viable for QTL to build up in-house resources and expertise.
 - 3.1.6 To provide good development opportunities for both the Centre and its Subcontractors, to share good practice and new ways of working.
 - 3.1.7 To temporarily expand provision to meet a short term need.

4. QTL's Contribution to Improving the Quality of Teaching and Learning
 - 4.1 QTL ensures that Subcontractors are included in the Company's Quality processes and procedures and are guided and supported by the QTL to fully comply with the Company's Quality Standards.
 - 4.2 QTL provides training to Subcontractors on completing the Self-Assessment Review and the Quality Improvement Plan. Any actions arising are addressed in cooperation between the Company and the Subcontractor.
 - 4.3 Subcontractors are required to hold course centre approvals in their own right and fully liaise with the awarding bodies. QTL will regularly review Standards Verifier reports submitted by Subcontractors and monitor any follow-up required.
 - 4.4 QTL provides training and documentation on the Company's Quality and Environmental Management System (QEMS) to the Subcontractor. QTL regularly validates the outcomes of Subcontractors' own quality monitoring processes.
 - 4.5 QTL expects the Subcontractor to have a plan for the Observation of Teaching and Learning for its staff
 - 4.6 QTL undertakes regular quality assurance monitoring visits to check learner files, schemes of work etc
5. Range of fees retained
 - 5.1 The typical percentage range of fees charged by QTL is 15%. This management fee is deducted from the SFA rate based on the funding income received by QTL, derived from the published data in the PFR (Provider Funding Report).
 - 5.2 The management fee is calculated by assessing a number of risk factors derived through the due diligence process that QTL requires all potential subcontractors to undergo. The following risk factors are assessed:
 - If the potential subcontractor is registered on the Register of Training Organisations
 - Anticipated demands of the contract on the QTL's resources.
 - Financial standing of the Subcontractor.
 - Proven track record of the Subcontractor with regard to meeting success and funding targets.
 - Contract size with regard to both funding and learner numbers

- Provision meets priority needs of local / community or sector priorities
- Security including IT Security
- Health & Safety
- Safeguarding

6. Support for Subcontractors

6.1 In return for the management fee charged by QTL, Subcontractors will receive:

- Designated points of contact and support from a senior manager
- Advice and guidance at pre-contract stage.
- Regular review meetings with progress reports.
- Specialised meetings and workshops as relevant
- Regular monitoring visits with detailed feedback identifying good practice and areas for improvement.
- Induction and audit compliance training.
- Quality training including preparation for Ofsted inspection; writing of SARs and Quality Improvement Plans
- Ongoing administration support including in-depth checks of evidence submitted and regular feedback on issues identified.
- Input of induction documentation submitted.
- Submissions of data to funding organisations.
- Regular financial reports to inform invoicing.
- Ongoing data checks and support to resolve data queries.
- Ongoing support to address any areas for improvement.

7. Reason for Differences in Fees Charged

7.1 Fees charged to individual providers may differ depending on the calculation of management fee as specified in 5.1.

8. Payment Terms between QTL and its Subcontractors

8.1 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 SFA by QTL subject to the terms and conditions specified in the Sub-Contract Agreement.

8.2 Payments are made based on the SFA value provided in the PFR received monthly by QTL from The Data Service, less the management fee as published in the Sub-Contract Agreement with QTL.

8.3 After each month end, the College will send monthly financials to Subcontractors, confirming the invoice amount.

- 8.4 Invoices are payable 30 days from the date of issue.
 - 8.5 Details of any rights by QTL to withdraw, reduce or withhold funding are published in the Sub-Contract Agreement and relate to the protection of SFA funds and not to the benefit of QTL.
 - 8.6 Payments are made by BACS.
 - 8.7 QTL expects Supply Chain members to fully engage in assessing the accuracy of payments and therefore have a responsibility to review their monthly financial reconciliations to identify any inaccuracies.
 - 8.8 Supply Chain partners are responsible for all registration costs and any associated costs of maintaining Direct Claims Status with their awarding bodies.
9. Policy Dissemination
- 9.1 This policy will be disseminated to current subcontractors via email and a website link. All potential subcontractors will be made aware of the policy as part of the PQQ and Due Diligence process.
10. Policy Review
- 10.1 This policy will be reviewed at least annually and in addition in-year as needed to reflect any changes in SFA funding rules.
11. Policy publication
- 11.1 This policy will be published on the QTL's website