

University College Birmingham
SUB-CONTRACTING FEES & CHARGES POLICY 2020-21
(for Education and Skills Funding Agency Provision)

Overview

This policy aims to provide consistency of approach and transparency to University College Birmingham's supply-chain fees and charges in relation to its sub-contracting provision.

Publication of Information Relating to Sub-Contracting

In compliance with the Education and Skills Funding Agency and other agency funding rules that apply, University College Birmingham will publish its sub-contracting fees and charges policy and actual end-of-year sub-contracting fees and charges on its website before the start of each academic year.

Rationale for Sub-Contracting

University College Birmingham recognises the need to offer a diverse range of provision in a flexible and cost effective manner and aims to achieve this through its direct provision. However, through limited, but effective partnership working the University can:

- Engage with the wider community and increase wider participation
- Provide immediate provision to meet a specific identified need
- Offer niche provision
- Provide access to, or engagement with, a new range of customers
- Offer flexibility by delivering provision at times and venues convenient to learners
- Provide access to, or engagement with, a new range of customers
- Support another provider to develop capacity and quality
- Ensure greater cost efficiency

Quality Improvement

University College Birmingham is committed to continual improvement in teaching and learning, both in its own direct provision and in its sub-contracting provision. Proposals for collaborative partnerships are assessed and approved in line with the Collaborative Provision Procedure. The quality of collaborative provision in terms of the maintenance of academic standards and the quality of the student experience is monitored and managed in line with the Guidelines for Collaborative Provision Quality Assurance.

Each sub-contracting partnership has a dedicated link member of staff from University College Birmingham (the Liaison Manager) who works with the Director of Quality Systems to monitor the

quality of the arrangement as per the Collaborative Provision Procedure and the Guidelines for Collaborative Provision Quality Assurance.

Quality monitoring includes the review of statistical performance data, the appropriateness of resources including staff resources, the student tracking systems, assessment regulations and verification/moderation of assessments, meetings with staff and students and classroom observation of teaching and learning.

2020-21 Fees

The typical management fee ranges between 20% and 30% of all funding drawn down against the provision to be delivered. The lower end of the fee is applied to low risk partners delivering all elements of the provision. The higher end fee covers additional charges covering:

- Awarding organisation fees and charges (including hosting of EQA/EV visits and certification)
- Internal quality assurance/verification
- Hiring of facilities/equipment within/from the University
- Increased teaching observations and quality monitoring

These will be detailed in writing in the Partnership Contract.

All sub-contractors will receive the following:

- Payments and administration
- Quality assurance
- CIS functions relating to the submission of funding claims to the Education and Skills Funding Agency
- Regular management meetings
- A named link member of staff
- Site visits
- Curriculum planning advice and documentation
- Teaching and learning observations
- Training on paperwork and processes, student enrolment, eligibility of learners and equality and diversity
- Quality improvement guidance

Payment Arrangements

Payments are made upon receipt of evidence of delivery through enrolment forms and contact evidence. Payments are made in arrears by cheque and subject to University College Birmingham receiving the funding from the Education and Skills Funding Agency. If any supporting evidence is

queried by University College Birmingham payment may be withheld until these queries are resolved, and payment will then be made at the earliest possible opportunity.

Policy Review

University College Birmingham will review this policy annually and update as required. The review will take place at the end of June each year and any policy revisions will be completed and published prior to the commencement of the next academic year.

Communication

Any changes to the policy will be communicated to the existing sub-contractors at contract management meetings. Furthermore, the University will distribute a copy of the Policy to all potential new sub-contractors and discuss it with them as part of the University's pre-contracting process.

Publication of Policy

An up-to-date copy of this policy will be posted on the University's website. Paper copies will be made available on request.

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