

## Partner Delivery Fee Policy 2017/18

(Updated March 2018)

The following policy applies to all provision that is delivered by Partner Providers. This policy replaces any previous versions, and was effective from 1st August 2017 and updated on 20<sup>th</sup> March 2018. This policy will be reviewed at least annually and will be published on the BCTG website, [www.bctg.org.uk](http://www.bctg.org.uk).

### 1) BCTG and the Role of Partner Providers

BCTG aims to offer to employers and individuals, a single point of access to high quality skills development including apprenticeships and vocational qualifications.

We achieve this by directly delivering education and training elements ourselves, and where requested by the employer or individual, use partners to provide the relevant sector expertise. To ensure a high quality programme, we may work with several partners in a single employer, each delivering different aspects of the agreed training.

We have a direct contractual relationship with every employer where we are responsible for the quality assurance and co-ordination of their training. This includes delivering and/or quality assuring substantial elements of every learners programme.

BCTG operates nationally and engages with specialist Partners to ensure we can meet the skills specialisms and geographical spread demanded by employers.

### 2) Agreeing Costs

We will agree a total cost for the programme with the employer or individual learner in advance. As part of our Employer Agreement and Provider Agreement, we clearly indicate how any government funding, levy funding or employer contribution will be distributed between BCTG and any partners.

This will clearly state the cost of BCTG's Quality Assurance, the cost of the elements directly delivered by BCTG, the cost of any delivery by Partners; and where applicable the cost of any Apprenticeship End Point Assessment

**The following are the anticipated maximum costs of each element of a programme.**

#### Apprenticeship Provision (from 1<sup>st</sup> May 2017)

The funding and where appropriate, employer contributions, will be distributed as follows

Partner	Role	% Funding Retained
BCTG	Compliance, Audit & Finance and QA	Up to 10%
BCTG	Direct Learning Delivery	Typically 10%
Partner Provider	Delivery of specialist skills	Up to 60%
End Point Assessment Centre	Costs of End Point Assessment	Up to 20%

## **Apprenticeship Provision (Starts Prior to 1<sup>st</sup> May 2017)**

BCTG will use funding for the provision of Education & Training to meet the costs of its quality assurance and compliance role for Apprentices who started their programme before 30<sup>th</sup> April 2017. This includes 16-18 and 19+ learners.

BCTG will use up to 20% of the agreed funding to meet these costs. These rates will apply until the completion of their programme.

## **Adult Education Budget Provision (AEB), 19+ Traineeships, Study Programme & 16-18 Traineeships**

We will use up to 20% of the available funding to meet quality assurance and compliance costs for the education and training provided by AEB, Traineeships and Study Programmes. Each Partner Provider will be given an annual Maximum Contract Value (MCV) which identifies the funding available to them for their part of the delivery.

### **3) General Principles of Costs**

All costs incurred by BCTG for quality assurance and direct delivery of education and training will be clearly stated in both the Employer Agreements and Partner Agreements. Both the Employer and Partner Providers will agree these costs in advance for each learner.

BCTG will make monthly payments to Partners based on the correct submission of data and supporting evidence to confirm they have delivered their agreed part of the programme. All funding claims must comply with the current Education & Skills Funding Agency (ESFA) Funding Rules and the terms of the agreement between BCTG Ltd, the Partner Provider and the Employer.

Where funding claims cannot be substantiated, BCTG will adjust or reclaim any funds from the Partner, and where required make an appropriate repayment to the ESFA, employer or learner.

### **4) Due Diligence**

All potential Partner Providers will undergo comprehensive Due Diligence checks prior to any contracting. This includes checks of current/past Directors and Persons of Significant Control. Partners are selected on the basis of their track record, specialism and location to ensure BCTG is able to effectively respond to employer demand and reflect local skills priorities.

### **5) Partner Support and Capacity Building**

As part of developing our offer to Employers and Individuals, BCTG recognise our responsibility to support and grow the quality of our Partner provision. We will use part of the total funding to provide quality assurance and compliance of programmes. This also contributes to the ongoing support and development of our Partners to improve the programmes for learners and employers.

The support provided varies dependant on the needs of the individual organisation, but as a minimum will address the following areas;

#### **Quality Improvement & Learning Delivery**

- Training delivery staff to improve the Quality of Teaching, Learning and Assessment
- Using OTLA to improve the quality of learning and its impact on the learner
- To work with IQA's and delivery staff (including Partner staff) to continually improve the quality and effectiveness of programmes through CPD and one-one support
- To develop the English & Maths skills of delivery staff to improve support given to learners
- To provide standardised English & Maths Initial Assessment for all learners
- To train all Managers and Delivery Staff (including Partner Staff) to recognise and act upon issues that may affect the safeguarding of learners
- To intervene where needed to improve delivery by Partners ensuring learners successfully complete their programme.
- To provide every learner with a Personalised e-Portfolio to ensure access to assessment

- To provide every learner with online learning materials (My-Training), tailored to their individual programme, to help develop their transferable workplace skills
- To provide information and support to all BCTG learners to ensure they know how to safeguard their welfare and how to protect themselves online.
- To provide information and support to all BCTG learners to ensure they understand the Prevent Duty and wider British Values
- Preparation for Ofsted Inspection including Nominee Training.
- Support with annual Self-Assessment and developing Quality Improvement Plans

### **Data & Management Information**

- Ensuring that all ILR information and supporting evidence is accurate, authentic and as a minimum meets current ESFA Funding Rules.
- Work with Partners to resolve any inaccuracies in ILR data quickly
- Ensure that all delivery (including elements delivered by Partners) meet all legal requirements, such as H&S Codes of Practice, availability of DBS Checks, checks to ensure individuals Right To Work in the UK, Data Protection
- Provide Partners with regular MIS data and performance management information to ensure they effectively co-ordinate their elements of the programme to ensure learners progress and achieve on time (PICs Data Dashboard).
- Data reporting and validating information submitted to the ESFA including using DSAT, BI Tools and the Apprenticeship Service

### **Contract Management**

- To provide ongoing quality checks and evidence audits to ensure that all Partner delivery complies with current ESFA Funding Rules
- The analysis of Progression and Destination results to identify areas for improvement
- Setting and monitoring progress towards Equality & Diversity Impact Measures (EDIMs)
- Ensuring minimum levels of learner and employer progress and timely achievement including establishing Stretch Targets to progressively drive up achievement.
- Measuring and investigating Learner satisfaction through FE Choices
- Using Learner & Employer Voice to collect and act upon user feedback to improve the effectiveness of programmes.
- To work with employers to arrange the End Point Assessment of Apprentices.
- Ensuring that delivery by Partners comply with the ESFA Funding Rules
- The collection of Employer contributions towards the cost of Apprenticeships
- Undertaking regular Due Diligence of Partners including six monthly checks on Directors and Persons of Significant Control
- Undertaking annual Financial Health Assessments of Partner Providers

### **Other Partner Support**

- Sales & Consultative Selling Training
- Employer Engagement & Brokerage
- Employer Telemarketing Campaigns
- Subsidised DBS Applications
- Learner Recruitment via The Apprenticeship Works
- Subsidised IAG Officer Training Qualifications
- Subsidised Management Development Qualifications
- Subsidised TAQA Qualifications

## **6) Payment Terms**

BCTG will make payment to Partners on the nearest working day to 23<sup>rd</sup> of each month.

Payment is subject to the correct evidence and data being submitted to BCTG by the agreed monthly deadline. Any claims submitted after the deadline will not be processed and deferred to the following month.

Adjustments may be made to specific payments where evidence of eligibility, continued participation or achievement cannot be validated. Any amendments will be based on guidance provided by the current version of the ESFA Funding Rules.

## **7) Publication of Fees Charged**

Each year, BCTG will publish all actual funding we have retained to meet the costs of quality assurance and our Direct Delivery, alongside funds that have been paid to Partners for their contribution to the programme.

## **8) AELP Sub-Contracting Best Practice Guidance**

BCTG fully support the principles and practices outlined in the AELP Publication 'Best Practice Guidance for a Relationship between a Prime Provider and a Subcontractor' March 2018. We have revised our own policy to reflect these, and will continue to develop our own practices around the emerging good practice of effective partnership collaboration.

## **9) Policy Review & Publication**

The policy will be reviewed in July of each year. The policy will be published at [bctg.org.uk](http://bctg.org.uk) and also via BCTG's Partner Extranet. All Partners are provided with access to BCTG's Extranet.



**Chris Luty M.Sc. MCIPD. MIOD**  
**Chief Executive**  
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