

## Partner Delivery Fee Policy 2019-20

August 2019

The following policy applies to all provision that is delivered by Partner Providers. This policy replaces any previous versions, and is effective from 1st August 2019. This policy will be reviewed at least annually and will be published on BCTG website, [www.bctg.org.uk](http://www.bctg.org.uk).

### BCTG and the Role of Partner Providers

BCTG aims offer to employers and individuals, a single point of contact to access a comprehensive range of skills development including apprenticeship and vocational qualifications. We achieve this by directly delivering programmes ourselves, and where requested by the employer or individual, using partners to provide the relevant sector expertise. To ensure we provide a high quality programme that meets both employer and learner needs, we may work with several partners in a single employer, each delivering different elements of the agreed programme.

We have a direct contractual relationship with every employer where we quality assure and co-ordinate training provision they require. This includes delivering and/or quality assuring substantial elements of every learners programme.

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

### Agreeing Costs

We will agree a total cost for the programme with the employer or individual in advance. As part of our Employer Agreement and Provider Agreements, 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 costs of BCTG's Quality Assurance, the cost of the element 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

#### Apprenticeship Levy or SME Funded Programmes

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

Partner	Role	% Funding Retained
BCTG	Quality Assurance & Compliance	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**

### **Apprenticeship Starts Prior to 30<sup>th</sup> April 2017**

BCTG will retain funding 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 learners, 19-24 and 25+ Learners. These rates will apply until the completion of their programme.

BCTG will retain up to 20% of the agreed funding to meet these costs.

## **ESFA Adult Education Budget Provision and 19+ Traineeships, and WMCA Adult Education Budget Provision**

The fee rate applied to all AEB and 19+ Traineeship funded programmes is 20%.

Each Partner Provider will be given an annual Maximum Contract Value (MCV). Fees will be deducted at source, i.e. Partners will receive a MCV from BCTG that reflects their available funds to spend.

## **16-18 Study Programme (up to 24 for LLDD) & 16-18 Traineeships**

BCTG delivers Study Programmes and 16-18 Traineeship Programmes under the brand Kickstart Plus.

All Kickstart Plus programmes will attract a Partner fee of 20%. Each Partner Provider will be given an annual Maximum Contract Value (MCV). Fees will be deducted at source, i.e. Partners will receive a MCV from BCTG that reflects their available funds to spend.

## **Other Provision**

Any other activity delivered by third party providers will usually be subject to the standard fee of 20%.

However, dependant on the nature of the programme, level of BCTG support required by the Provider, or the level of funding available for the activity, this may be altered at the discretion of BCTG. Specific fees charged for other activity will be subject to negotiation between BCTG and the Provider at the time of contracting.

## **Due Diligence**

All partners undergo comprehensive Due Diligence checks prior to any contracting, and are selected on the basis of their track record, specialism and location to ensure the organisation is able to effectively respond to employer demand and reflect local skills priorities.

## **General Principles**

Any Partner Fees will be deducted at source, from the rate agreed. Where required, the Employer Agreement will clearly state how much is retained to cover the cost of administering the programme, the costs of learning delivery provided by BCTG and the costs of any training delivered by Partner Providers. Partner Providers will also agree these costs prior to the programme start.

BCTG will make monthly payments to Partners based on the correct submission of data and supporting evidence to validate their learning delivery. All funding claims must comply with the current Education & Skills Funding Agency (ESFA) or West Midlands Combined Authority (WMCA) Funding Rules and the terms of the agreement between BCTG Ltd and the Partner Provider. 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/WMCA, employer or learner.

Due to the different funding models across Apprenticeships, AEB and Study Programme, this Fees Policy will be applied as follows;

### **Partner Support and Capacity Building**

BCTG has a responsibility to help all partners develop and deliver high quality provision that meets the needs of learners and exceeds the expectation of employers. The fee deducted for the management of the programmes is used to provide a comprehensive programme of quality support and compliance. This includes training and systems to ensure that public funds are used correctly.

The support provided varies dependant on the needs of individual organisation, but will include some or all of the following;

- Apprenticeship Improvement Programme
- Management of End Point Assessment
- English & Maths staff development
- Employer Engagement & Brokerage
- Employer Telemarketing Campaigns
- Sales & Consultative Selling Training
- Subsidised DBS Applications
- Designated Safeguarding Officer Training
- Employer Recruitment via The Apprenticeship Works
- Health & Safety Training and Consultant Support
- Learner Recruitment via The Apprenticeship Works
- Support to develop Learner Voice Strategies
- Preparation for External Inspection and/or External Audit
- Quality Consultant Support
- Safeguarding Training & Consultancy
- Self Assessment & Quality Improvement Support
- Strategic Management Development
- Subject Learner Coach Support
- Subsidised Basic & Key Skills Builder Assessment materials
- Subsidised IAG Officer Training Qualifications
- Subsidised Management Development Qualifications
- Subsidised TAQA Qualifications
- Staff development resulting from Teaching & Learning Observations (inc. Paired Observations)

### **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/WMCA Funding Rules.

### **Publication of Fees Charged**

Each year, if required by the Funding Body, BCTG will publish all actual fees retained from partnership arrangements on its website, [bctg.org.uk](http://bctg.org.uk). Details will be made available once final funding values are agreed with the ESFA/WMCA (usually during October).

**Policy Review & Publication**

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

A handwritten signature in black ink, appearing to read 'Chris Luty', with a long horizontal flourish extending to the right.

**Chris Luty**  
**Chief Executive**