

Sub-contractor Management Fee Policy 2018/19

August 2018

Catch22 operates as a Lead Provider where the majority of provision is delivered via sub-contracted organisations. All providers undergo comprehensive Due Diligence checks prior to any contracting, and are selected on the basis of their track record, type of provision delivered and location to ensure the organisation is able to effectively respond to employer demand and reflect local skills priorities.

Catch22 aims to ensure that its fee policy is simple, transparent and all sub-contractors understand the fees to be charged and the services/support they will receive in return.

The following policy applies to all provision that is sub-contracted to third party providers by Catch22. This policy replaces any previous versions, where applicable, and will be effective from 1st August 2018. This policy will be reviewed at least annually and will be published on the Catch22 website, <https://www.catch-22.org.uk>.

Management fees will be deducted at source, i.e. providers will receive a MCV from Catch22 that reflects their available funds to spend. Sub-contracted delivery fees will include Provision Sub-Contracting only. Any management fee will have been deducted prior to this allocation. Catch22 will make monthly payments to providers based on the correct submission of data and supporting evidence to validate learning delivery. All funding claims must comply with the current Education & Skills Funding Agency (ESFA) Funding Rules and the terms of the agreement between Catch22 and the sub-contractor. Where funding claims cannot be substantiated, Catch22 will adjust or reclaim any funds from the sub-contractor, and where required make an appropriate repayment to the ESFA.

Catch22 engages with sub-contracted partners to ensure that learner/client needs are effectively met by enabling us to deliver a broad and diverse range of provision across a wide geographical area. All sub-contracted partners are expected to pass Catch22's due diligence process which includes, but is not limited to:

- Appearing on RoATP
- Financial health check
- Comprehensive review of policies and procedures
- Excellent Overall and Timely achievement rates as well as other performance measures relating to ESF Supply Chain Partners delivering on our behalf.
- High quality and robust Self-Assessment Reports and Quality Improvement Plans
- A track record of high quality provision
- Use of a recognised and relevant E portfolio and performance management system

All Due Diligence elements will be rechecked yearly once a Supply Chain Partner has been approved and continuing engagement is dependent on the result of these checks remaining satisfactory.

In return, as part of our support package, Catch22 will provide at least:

- Access to a named member of the Contract Assurance Team
- Support, advice and regular visits and audits from that team to ensure compliance with ESFA Funding and Performance Management Rules
- Data input and reporting on behalf of sub-contracted partners
- Support from the Catch22 Vocational Training Delivery Team with regular visits to observe, and discuss, the quality of teaching and learning in accordance with the Ofsted Common Inspection Framework, the Institute for Apprenticeships and End Point Assessment Organisations.
- Opportunities to exchange good practice at quarterly meetings of supply chain partners



16-18, 19+ Adult Apprenticeships and Adult Education Budget (AEB)

The following management fee rates will be applied to sub-contracted Apprenticeship and Adult Education Budget (AEB) provision. This includes 16-18 learners, 19-23 and 24+ Learners.

1. The standard sub-contract management fee is 15%. This is applied to all 16-18, 19+ Adult Apprenticeships and Adult Education Budget (AEB)

Payment Terms

Catch22 will make payment to sub-contractors on the nearest working day to 23rd of each month. Payment is subject to the correct evidence and data being provided to Catch22 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 ESFA Funding Rules.

Policy Review & Publication

The policy will be reviewed annually in July of each year. The policy will be published at <https://www.catch-22.org.uk>.



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