

Sub-Contracting Policy and Rationale

Policy Aim

This document aims to provide consistency of approach and transparency to our sub-contractor fees and charges.

Complete Skills Solutions (CSS) operates as the lead provider where some provision is delivered via a sub-contractor arrangement. All providers, before becoming a sub-contractor must undergo a comprehensive due diligence process, prior to any delivery taking place and are selected on the basis of their track record, type of provision delivered, location, and to ensure IA can effectively respond to employer demand whilst reflecting local priorities. Once sub-contractual arrangements have been agreed a service level agreement is signed by both parties.

The following policy applies to all provisions to be subcontracted from the period starting 1st August 2023. This policy along with service level agreements will be reviewed at least annually.

Management fees will be deducted at source, i.e. providers will receive a Contract Value Allocation from CSS that reflects their funds to spend in the contract year split into periods 1-8 (August 2023 to March 2024) and periods 9-12 (April 2023– July 2024). All management fees will have been deducted prior to this allocation. CSS will make monthly payments to providers based on the correct submission of data and supporting evidence to validate learning.

All funding claims must comply with current Liverpool City Region and/or Education & Skills Funding Agency (ESFA) funding rules and the terms and conditions of the funding agreement between CSS and Sub- contractor. Where funding claims cannot be substantiated, CSS will make appropriate deductions from the monthly payment paid to the sub-contractor and if appropriate will make repayment to the Liverpool City Region and/or Education & Skills Funding Agency.

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Complete Skills Solutions Reasons for Sub-Contracting

- To be responsive to employer needs and preference of sub-contractor choice
- To meet Learner needs
- To be responsive to the identified skills priorities of LEP's

Support Provided for Fees Charged

The management fee charged will range from 15% to 20% depending on the level of support required from the sub-contractor. The management fee will be agreed upon before signing the service level agreement.

The fee charges to be retained by CSS for the below list, which is examples and not exhaustive –

- Administration
- Quality assurance
- Quality improvement
- Performance review
- MIS functions in relation to ESFA data
- Provision of professional advice
- Due diligence, guidance and conducting audit
- Claims and data imputing
- Promotion and marketing
- Bid writing
- Collaborating with local authorities and employers
- Advertising of vacancies on NAS

The board has acknowledged the preference of employers and local authorities and agrees to the following sub-contractor to be used for new starts and continuation of learning August 2023 – July 2024:

No current sub-contractors as of 1st August 2023

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