



## **Rutland Adult Learning and Skills Subcontracting Policy**

**2021-2022**

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## **1. Introduction**

Ralss receives funding from the Secretary of State for Education through the Education & Skills Funding Agency (ESFA), as an Adult Education Budget (AEB) non-procured grant. This policy sets out how Ralss meets the ESFA's funding rules through its subcontracting arrangements. Ralss is committed to best use resources to secure and deliver adult learning provision.

Ralss is a prime contractor with the ESFA and subcontracts its accredited learning provision.

This policy outlines the management charges and fees for Ralss subcontracting arrangements. Ralss has contracts with each subcontractor which clearly outline the rights and responsibilities of Ralss and each subcontractor for the academic year.

In April 2018 Ralss was inspected by Ofsted and rated as 'Good'. Ralss has sought to engage subcontractors who have achieved a similar standard and who share an ethos of working for continuous improvement.

Appendix A provides details of the sub-contractor and contract values for 2021-2022

This document is published on the Ralss website.

## **2. The rationale for our subcontracting position**

Ralss seeks to deliver high quality adult learning for adults (aged 19 and over) which:

- meets local needs
- focuses on widening participation
- develops communities
- develops the skills of residents (aged 19 and over) with low skill levels
- provides progression routes to further learning, employment or volunteering

Ralss will subcontract services where necessary to:

- enhance the educational opportunities available to learners in the county

- strengthen links with local community organisations for the benefit of adult learners
- diversify the capacity to deliver, by providing education and training that Ralss does not have the infrastructure or expertise to deliver itself

Ralss critically consider whether subcontracting arrangements add value to the Rutland economy and represent value for money before deciding to subcontract services.

The Ralss subcontractors are engaged to deliver a range of accredited adult education courses in priority curriculum areas which are decided upon at the beginning of each academic year.

Ralss has chosen to subcontract to:

- offer an entry point to learning for residents with low qualifications
- fill gaps in niche or expert provision, or provide better access to training facilities
- enhance and specialist learning opportunities which equip learners with employability skills to progress into work

Courses offered this year at Ralss include:

Accredited Learning – English and maths

Accredited online learning - Principles of Dementia Care

Accredited online learning - Information Advice or Guidance

Accredited online learning - Lean Organisation Management Techniques

Accredited online learning - Principles of Business Administration

Accredited online learning - Understanding the Safe Handling of Medication in Health and Social Care

Accredited online learning - Principles of Team Leading

Accredited online learning - Understanding Autism

Accredited online learning - Understanding Children and Young People’s Mental Health

Accredited online learning - Awareness of Mental Health Problems

Accredited online learning - Understanding Personal Care Needs

Accredited online learning - Understanding Specific Learning Difficulties

Accredited online learning - Principles of Warehousing and Storage

Accredited online learning - Principles of Customer Service

Accredited online learning - Principles of End-of-Life Care

Accredited online learning - Principles of Care Planning

Accredited online learning - Principles of the Prevention and Control of Infection in Healthcare Settings

Accredited online learning - Understanding Working with People with Mental Health Needs

Ralss reviews its supply-chain fees and charges with sub-contractors depending on the type and size of contract. Fees are dependent on the agreed success rates and volume measures.

### **3. Subcontracting overview**

Ralss follows Rutland County Councils procurement requirements and adheres to Rutland County Councils contracting procedures and all relevant procurement legislation when awarding contracts. Contracts are awarded on a competitive tendering basis

All subcontracted provision is required to be delivered in line with the ESFA's funding rules. [Adult education budget \(AEB\) funding rules 2021 to 2022 - GOV.UK](#)

Appendix A provides details of the sub-contractors and contract values for 2021-2022.

### **4. Ralss commitment to improving the quality of adult education**

Ralss is committed to continual improvement in teaching and learning in, both subcontracted and in-house provision. This is demonstrated by ensuring that any subcontractor is selected through a process that requires demonstrable evidence that they can deliver and sustain high quality education, including high quality teaching, learning and assessment, for all learners. It is managed through a process of regular performance monitoring and review including independent and paired teaching, learning and assessment observation.

Subcontractors must have an excellent understanding of the robust evidence we are required to collect for both the ESFA and Ofsted. The tutors, Ralss staff and staff employed by the provider must be experienced, appropriately qualified and have current DBS checks.

## **5. Management fees**

Ralss propose to retain an estimated management fee of up to 20% for the 2021-2022 academic year. In summary, the fee has been calculated on the basis of the salary costs of the Adult Learning Manager and the Ralss management support necessary to ensure proper contract management, quality monitoring and ensure that data is collected and can be provided to the ESFA in a timely manner. These costs will vary depending on the type of provision being subcontracted, and the level of support required by the subcontractor from Ralss.

Section 8 provides details of services supplied to the subcontractor. The time allocation of the Ralss staff (shown as a percentage) has been forecast based on time allocations used in 2019 to 20 and may vary with subcontractor's needs. It should also be noted that additional strategic and operational support is offered by Learning and Skills staff

- Head of Education & Skills
- MIS
- Admin and finance staff
- Marketing Assistant

Ralss will review the management fee to ensure that it is a reasonable and proportionate fee to the delivery of the sub-contracted provision. Each cost contributes to continuous development of the service and the delivery of high-quality learning to the County and surrounding areas. The Adult Learning Manager will ensure a high-quality service is delivered to national standards and benchmarks. This policy is reviewed annually.

ESFA Accredited Learning

Ralss will retain up to 20% of the contract value delivered by a subcontractor to cover the staffing and other associated costs of supporting and monitoring the subcontracted provision. The remainder of the budget allocation will be used for the provision of learning opportunities, which will be offered to external providers through a competitive tendering process.

Ralss works to facilitate the sharing of good practice and peer support across the subcontracted and internal provision.

## **6. The monitoring process**

Ralss is committed to ensuring that the teaching delivered to learners is of the best possible quality and demonstrates excellent impact and services provided.

Ralss has a robust contract monitoring process in place via monthly monitoring meetings with subcontractors and termly performance boards meetings which cover:

- Performance against KPI's
- Quality of teaching and learning through our programme of Quality assurance
- Safeguarding
- Equality and Diversity/British Values / Prevent

## **7. Services provided by Ralss to support the subcontractor**

Activities covered under the management costs to ensure the quality of the service and teaching offer include those listed below. The time allocation of the Ralss staff (shown as a percentage) has been forecast based on time allocations used in prior years and may vary with subcontractor's needs.

### **Adult Learning Manager**

Appointment of a named officer (Adult Learning Manager) as first point of contact who will respond promptly to any queries and monitor the performance against contract throughout the year.

### **Strategic planning, procurement process and due diligence (50%)**

- Performance review
- Developing, implementing and managing the due diligence process in accordance with ESFA funding rules
- Contract Management
- Management of subcontracted provision
- Provision of IAG
- Provision of MIS
- Managing external audits and internal audits such as paperwork checks, register checks and quality checks

#### **Quality Assurance (50%)**

- Providing quality assurance and improvement support.
- Reviewing, scrutinising and providing constructive feedback on reports, plans and analysis provided by sub-contractors, including:
  - Self-Assessment Report (SAR) & Quality Improvement Plan (QIP)
  - Safeguarding log
  - Complaints log
  - Staff database
  - KPI and performance reports, including delivery information and observation findings
- Reviewing the annual Self-Assessment Review (SAR). This document will involve all staff within the service, learners and appropriate partners, employers and stakeholders. The SAR will review performance in line with the Education Inspection Framework and include reference to national benchmarks, trends and minimum standards. The SAR will be updated through the year, as and when necessary, for example, in response to outcomes.
- Reviewing the Quality Improvement Plan (QIP) that is developed alongside the SAR and details key improvements to be made within year, the people, the improvements involved and the deadline for the improvement. The QIP will be reviewed and formally updated at least termly.

- Undertaking direct observations of learning, teaching and assessment as appropriate including:
  - Verification of learner existence and eligibility.
  - Direct observation of training and assessment.
  - Ensure consistency of findings between main providers findings and with subcontractors QA processes.

In addition, Ralss provides additional strategic and operational support through it's Head of Learning and Skills, MIS, finance and exams teams.

**Core support functions include:**

- Strategic planning & procurement process, due diligence
- Management of subcontracted provision
- Funding body compliance
- MIS
- Exam's administration/Awarding Body registration
- Quality assurance
- IAG
- External audit
- Media and publicity

Each subcontract costs are deemed reasonable and proportionate to the delivery cost and are annually reviewed by the Performance Board.

**8. Payment arrangements**

Subcontractor accredited learning payments will be based on the outcomes from the ILR.



The subcontractors are paid at regular intervals throughout the year and in line with funding contract and related contractual agreements.

Following the submission of the ILR return, Ralss MIS confirms the invoice amount for that quarter and provides a purchase order for the subcontractor. The subcontractors then submit an invoice for the whole amount and Ralss invoice the subcontractor for the management fee.

## **9. Policy review**

This policy is reviewed annually and updated accordingly. The next planned review date is September 2022.

This policy may be reviewed if significant changes in the ESFA funding rules occur. Any changes to this policy that occur mid-contract will be discussed with the subcontractors.

## 10. Appendix A

2021-22 Contract Value and Subcontract Provider.

	Provider	Contract value	Management fee	Maximum Contract value payable	Contract start date	Contract end date
10005077	Inspire Education Group	£119,072	16.5%	£99425.12	31 <sup>st</sup> January 2020	31 July 2023

## 11. Review date and Responsible Officer

Responsible Officer – Adult Learning Manager

Next review – September 2022