



Rutland Adult Learning and Skills Service

Fees and Charges

2022-23

- The College management fee represents the total cost that Rutland Adult Learning incurs in effectively identifying, selecting, establishing and subsequently managing a low-risk subcontractor requiring the minimum level of quality monitoring and support.
- Fees are negotiated on an individual basis and may vary dependant on the cost incurred for support and management activity required to mitigate the risk level and ensure the quality and success of the subcontracted provision.
- The management fee will be negotiated with the subcontractor prior to contract. This will be based on the identified risk rating and value of the services identified. It will also be detailed in the relevant schedule within the contract.
- Additional fees may also be levied to cover the cost of extra services provided by the Ralss at the subcontractor's request; these could include awarding body fees, venue hire, internal verification or diagnostic assessment.
- All subcontractors will be issued with a standard contract, drawn up by Rutland County Councils Contract team in accordance with the Education and Skills Funding Agency guidance and adherence to the current Public Contracts Regulations 2015 ("the 2015 Regulations").
- Payment will be made in accordance with the terms and schedules of the Contract and upon receipt and verification of invoices.
- Where the subcontract partner fails to meet minimum levels of performance, the College reserves the right to vary the agreement value accordingly.
- The College will retain no more than 20% of the funding value deliverable with the management fee structure as below:

College Activity	% Indicative fee (may vary)	Contribution to high quality training	Explanation of how cost is proportionate to subcontracted training
Quality Monitoring	5%	Provides focus on quality of delivery	Quality: Including observations supporting tutors with improvement/learner feedback and assessment reviews/learner walks/learner calls.
Subcontractor Management	7%	Provides ongoing compliance with funding rules and regulations with focus on learner progress and success/achievement.	Contract compliance Contracting Contract Reviews Funding reports Performance management Managing Audits Partner review meetings
Support costs	6%	Provides quality administrative support for enrolments, data submissions and achievements	Enrolments/Achievements /MIS, Management Support/Marketing
Other – Governance, Funding and data and Finance	2%	Ongoing governance and compliance with regulations, submission and audit of ILR returns. Support with audits	All governance, MIS and financial control

Review date and Responsible Officer

Responsible Officer – Adult Learning Manager

Next review – September 2023