

# The GTA Sub-Contracting Fees and Charging Policy

This policy applies to all members of GTA (including staff, learners, volunteers, parents/carer's, and visitor) who access the GTA.

Document Ref	CP8.4
Version	1.1
Reviewed Date	10/11/2020
Next Review Date	09/11/2021

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## **INTRODUCTION**

This document sets out Doncaster, Rotherham and District Motor Trades GTA (Doncaster GTA) Supply Chain Fees and Charges Policy. The policy applies to all provision that is sub-contracted by Doncaster GTA.

The policy will be reviewed annually and will be published on the Doncaster GTA website: [www.doncastergta.co.uk](http://www.doncastergta.co.uk) any changes will be communicated to the sub-contractor as appropriate with a minimum of three months notice.

## **BACKGROUND**

Doncaster GTA is a Lead Provider of services under contracts awarded by the Education, Skills and Funding Agency (ESFA).

Prior to joining the supply chain, any prospective sub-contractor will undergo a comprehensive diligence process and will be selected on the basis of their track record, type of provision delivered and location.

This helps to ensure that Doncaster GTA can effectively respond to demand and local skills priorities.

The due diligence process will include but is not limited to the sub-contractors financial health and capacity & capability to deliver. All sub-contractors will be approved for delivery only by the Senior Management Team.

Doncaster GTA is committed to improving the Quality of Teaching and Learning of all provision offered and will work with the sub-contractor to ensure continuous improvements are put in place across the range of provision offered.

## **OVERVIEW OF FEES AND CHARGES**

Doncaster GTA fees and charges comprise either or both of the following:

- A 10% based management fee
- Charges for additional services provided

Compliance with the ESFA Funding Rules will be monitored through regular performance reports including Key Performance Indicators (timely success/ retention/ achievement/ quality indicators) relevant to the sector in which the sub-contractor is delivering as outlined within the Sub-contractor Agreement.

The sub-contractor will initially be visited by Doncaster GTA on a bi-monthly basis to ensure that ESFA funding rules are being applied correctly. There is no charge for these visits other than the 10% management fee. After the first year then the visits will be on a quarterly basis.

If a sub-contractor falls below the required standard of delivery and requires additional support visits by Doncaster GTA, then these visits may incur an additional charge agreed with the sub-contractor.

Management fees will be used by Doncaster GTA to support the sub-contractor to develop and deliver high quality provision that meet the needs of learners and employers.

Support needs will vary, but can include:

- Advice and guidance
- Learner and employer feedback
- Preparation for Inspection
- Quality improvement
- Safeguarding advice and information
- Progressing relevant staff qualifications
- Teaching, learning and assessment observations

## **SUB-CONTRACT PAYMENT TO SUPPLIERS**

The sub-contractor shall submit monthly invoice(s) to Doncaster GTA in respect of the fees, which shall be payable by Doncaster GTA.

Following the validation of evidence in the ILR return the Doncaster GTA will make the appropriate payment to the sub-contractor based on the level of income calculated less the agreed management fee and any adjustments for reconciliation.

Doncaster GTA will pay the fees within 30 days of the date of the sub-contractors invoice.

Where funding claims cannot be substantiated, Doncaster GTA may defer payment until the supporting evidence is provided or reclaim monies already paid.