



## Partner Fee Policy 2018-19

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### 1. Introduction

To enable The Learning Curve to meet its purpose and intended outcomes it operates as a Lead Provider where some provision is delivered via sub-contracted organisations.

**The Learning Curve Purpose:** To provide accessible learning and guidance for socially and economically disadvantaged groups.

**The Learning Curve Outcome:** As a result of our work should be that socially and economically disadvantaged people are more able to lead fulfilled lives and support themselves.

All providers undergo comprehensive Due Diligence process prior to any delivery, and are selected on the basis of their track record, the type of provision delivered and their location to ensure Learning Curve is able to effectively respond to demand whilst reflecting local skills priorities.

- The following policy applies to all provision that is sub-contracted through third party Providers to The Learning Curve.
- This policy will be effective from 1st August 2018 and remains effective until further notice or a new policy is released

Partners will receive a Maximum Contract Value (MCV) from The Learning Curve inclusive of fee deduction, meaning the MCV will reflect the value of funding that is available for partner organisations to earn after fee's have been deducted

- The Learning Curve will make monthly payments to Providers based on the correct and timely submission of data and supporting evidence to validate learning delivery.
- Conditions relating to funding are detailed in the Partner Contract.

- All learner paperwork (funding claims) presented must comply with the current Education and Skills Funding Agency Funding Rules and the terms of the agreement between The Learning Curve and partners.
- Where funding claims cannot be substantiated, The Learning Curve will adjust or reclaim any funds from the partner, and where required make an appropriate repayment to the Education and Skills Funding Agency.

### **2. Adult Education Budget and Apprenticeship Provision**

- The standard partnership Fee is 20%
- There is not a range of fees
- The fee is based on the costs incurred in providing the service detailed in the contract

### **3. Other Sub-contract Provision**

- Any other activity sub-contracted to Partners will usually be subject to the standard partnership fee of 20%.
- However, dependant on the nature of the programme, level of The Learning Curve support required by the sub-contractor, and/or the level of funding available for the activity, this may be altered at the discretion of The Learning Curve.
- Specific fees charged for other activity will be subject to negotiation between The Learning Curve and the partner at the time of initial contracting.

### **4. Subcontractor Quality, Support and Capacity Building**

The Learning Curve has a responsibility to support all sub-contract partners to develop and deliver high quality provision that meets the needs of learners and employers through continual quality improvement activities.

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- The management fee deducted from allocated funds is used directly to provide a comprehensive programme of support and compliance measures to ensure that public funds are protected and used effectively and partners are supported to develop their quality of provision and extend their businesses. The Partner Fee of 20 % covers pre-contract assessment, performance management and risk management (accountability); this includes the following:
  - Dedicated partnership team
  - Pre-contract advice and guidance
  - Delivery of Partner Seminars including sharing best practice
  - Access to CPD to support contract delivery
  - Contract Monitoring and Quality audits (on-site and remote)
  - Monitoring Observations of Teaching, Learning and Assessment
  - Compliance audits to check the authenticity of data supplied
  - Advice and guidance to develop provision offer
  - Delivery Partner updates
  - Sharing information
  - Data processing and payments
  - Email support
  - Dedicated Website pages for partners
  - Access to THE LEARNING CURVE (VOLUNTARY SECTOR DEVELOPMENT) policies and procedures for adaptation
  - Quality Improvement and assurance services including SAR and QIP.
  - Support to interpret ESFA funding guidance
  - Contract renewal decision-making process
  - Access to the CEO through regional seminars
  - Interventions to support compliance and improvements
  - Responding to learner and employer feedback / complaints
  - Conference calls and / or additional visits
  - Peer development
  - Support to contribute to the Self-Assessment process
  - Monitoring Quality Improvement Plans
  - Remedial actions to rectify incorrectly completed and/or late returns

Additional costs may be charged on an agreed fee basis for specific services such as Internal Verification, additional data reporting etc.

### 5. Payment Terms

- Full payment is conditional both on the learner completing the course and achieving the agreed objectives and on the timely submission by the Delivery Partner of all required evidence.
- Total payments cannot exceed the Delivery Partner's Maximum Contract Value (MCV); this includes on-programme and achievement/outcome funding, Learning Support (ALS) funding as well as any uplifts applied to individual learners at the point of ILR submission.
- Delivery Partners will need to monitor the actual amounts per enrolment against any indicative funding per programme to ensure the MCV is not exceeded.
- Delivery Partners must make full use of the following ESFA documents:
  - .1. Funding Rules 2018/19
- THE LEARNING CURVE (VOLUNTARY SECTOR DEVELOPMENT) is committed to prompt payments following the return of accurate records to agreed deadlines.
- All complete and accurate returns received one working week prior to the Data Collection period deadline will be processed in month. THE LEARNING CURVE (VOLUNTARY SECTOR DEVELOPMENT) will provide the Delivery Partner with an accurate earnings report following the Data Collection. Payment will be made within 30 days of receiving a valid invoice.
- Inaccurate and erroneous claims will be referred back to providers and will delay payments until rectified.

### 6. Policy Review & Publication

This policy will be reviewed annually and will be published on The Learning Curve's website; [www.learningcurve.org.uk](http://www.learningcurve.org.uk).