	Lifelong Learning, Skills and Employment	Delivery Sub-contracting Policy Adult Skills Funding- (ASF) and Apprenticeship Funding	Review cycle:	Annually
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Aim

The following policy relates to Sheffield City Council Education and Skills and its sub-contracting arrangements with regard to Education and Skills Funding Agency (ESFA) and South Yorkshire Mayoral Combined Authority (SYMCA) funded delivery.


Rationale

Sheffield City Council undertakes comprehensive support to sub-contractors to ensure the ongoing of provision and ongoing improvements in teaching, learning and assessment, apprenticeship training and on-programme assessment that take place over the contracted period. Support provided includes:

- Training and the implementation of peer Classroom Visits
- Advice to support the implementation of Teaching, Learning and Assessment Development Plans.
- Focused training sessions to understand our approach to quality assurance and our expectations
- Implementation of Quality Assurance Cycle activities such as Teaching, Learning and Assessment audit and reviews
- Collection of Learner Voice
- Support in the production and review of the annual Self-Assessment Report and Quality Improvement Plans
- Preparation support work for external inspections such as, Ofsted Inspection and Audits
- Support for additional funding bids if appropriate to the service
- Generic support Workshops & Network Meetings

Scope

All learning activity that takes place within subcontracted organisations who deliver on behalf of Sheffield City Council

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Delivery Sub-Contracting Policy: Communication to new and existing delivery sub-contractors

The Delivery Sub-Contracting Policy is reviewed on an annual basis. It is communicated to both current and potential sub-contractors during the contract negotiation period which takes place in July, August, and September of each academic year for Adult Skills and Tailored Learning sub-contractors, and throughout the year for Apprenticeship sub-contractors.

Informing potential sub-contractors of the rationale behind Sheffield City Council's contract support and associated costs

The following information is passed onto sub-contractors before a contract is entered into during the pre- delivery negotiations and during pre-contract due diligence checking process.

Reasons for Sub-Contracting

Sheffield City Council undertakes sub-contracting of provision for the following reasons:

- To support the missions within the South Yorkshire Skills Strategy and within the Local Skills Improvement Plan (LSIP).
- To ensure that Sheffield has a wide-ranging offer of learning and training which meets the economic, social and academic demands of the city's population.
- To deliver specialist and niche provision to vulnerable and/or disadvantaged groups.
- To address gaps in provision that cannot be accommodated within its own delivery training centres.
- To ensure employer choice.
- To meet the strategic aims of the Council's Apprenticeship programme.
- To meet the strategic aims of the Adult Skills Fund (ASF) and Tailored Learning Grant Allocation

Contract Support Services Received By Sub-contractors From Sheffield City Council

Sub-contractors receive the following contract support from Sheffield City Council:

Regular quality provider reviews covering the following aspects:

- Monitoring of performance (including progress against profile; recruitment, pass rates, retention rates, attendance and achievement rates, progression and destination where applicable).
- Records of Classroom Visits
- Quality recommendations that support appropriate levels of delivery performance
- Contractual changes since the last review.
- Organisational and delivery arrangement changes since the last review.
- Finance – monitoring of payments.
- Advertising and marketing activity.
- Information and paper flows.
- Receipt and use of programme tracking documents
- Safeguarding and Prevent
- Short notice or unannounced visits.
- Equal Opportunities
- Health & Safety

Data & Finance Support

Data and finance support is provided including paperwork briefings, production of management information reports, generation of purchase order, payment of invoices, submission of funding claims to both the ESFA and SYMCA and preparation for any external audits.

Regular best practice events delivered to sub-contractors across all programmes.

Improving Sheffield City Council's Adult Skills provision in teaching and assessment, quality of apprenticeship training and on-programme assessment

Sheffield City Council undertakes the following activity to ensure improvements in teaching and learning, apprenticeship training and on-programme assessment that take place over the academic year.

- Classroom Visits across all ESFA and SYMCA funded programmes
- Training and implementation of peer activity to support best practice identified from quality cycle activity and recommendations
- Monitoring sub-contractors to ensure implementation of effective policies and procedures relating to teaching and learning, including assessment and verification policies and procedures, to meet the expected performance of good quality provision.
- Production and review of best practice and areas for development that will inform action plans, following Classroom Visits
- Focused training sessions to understand our approach to quality assurance and our expectations

- Implementation of Quality Assurance Cycle activities such as Teaching, Learning and Assessment audit and reviews
- Collection of Learner Voice
- Implementing the Service RARPAP process to ensure effective, recording of assessment and capturing progress of learner journey. Evidence collected for RARPAP gathered to ensure quality standards are consistent and robust.
- The production and review of the overall annual Self-Assessment Report (SAR) and Quality Improvement Plans (QIP) through sub-contractor contributions
- Preparation support for Lifelong Learning and Skills external inspections such as: Ofsted inspection, MATRIX assessment

Calculating cost of providing sub-contracting management support

Apprenticeship Management Fees

In the 2024-25 academic year, Sheffield City Council will retain a management fee for Apprenticeship delivery on a sliding scale based on performance ranging from a maximum of 15% to a minimum of 5% except for higher level apprenticeships, at level 6 and above, where the scale will be a maximum of 10% to a minimum of 3% management fee will be levied.

The City Council determines that the sliding scale of management fee charge is reasonable, fair and inclusive, given the broad range of sub-contractors used. The charge considers that some suppliers are organisations requiring further support and some sub-contractors are large corporate organisations.

Adult Skills Funding Management Fees

In the 2024-25 academic year, Sheffield City Council will retain a management fee of 15% for Adult Skills Funding delivery.

The City Council determines that the 15% management fee charge is reasonable, fair and inclusive, given the broad range of sub-contractors used. The charge takes into account that some suppliers are community-based organisations requiring further support and some sub-contractors are large corporate organisations.

Calculation of Management Fees

The management fee is calculated based on the cost of providing sub-contractors with contract management, quality monitoring, and Data & Finance Support.

A breakdown of percentage cost per contract support activity is shown as follows:

Specific Support Activity Provided	% Management Fee Spent On Contract Support Activity for Adult Skills Funding	% Management Fee Spent On Contract Support Activity for Apprenticeships	% Management Fee Spent On Contract Support Activity for Higher Level Apprenticeships Level 6 and above
Contract Management (including Procurement, due diligence, contract monitoring reviews, and external audit preparation.)	5%	5% to 1%	3% to 1%
Quality Monitoring (including Ofsted preparation and quality assurance support)	5%	5% to 2%	2% to 1%
Data & Finance Support (including data processing, finance processing, exam costs, external audit preparation, and support	5%	5% to 2%	5% to 1%

from Sheffield City Council staff)			
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Payment Terms to ASF Sub-contractors

Payment Process – Delivery of non-regulated adult “Tailored Learning” provision

- Payments made on non-regulated Tailored Learning courses are based on profiled recruitment targets and achievement targets (outcome of learners completing programmes)
- A start payment of 50% will be made upon receipt and checking of learner recruitments / enrolments.
- Enrolments should be returned within 2 weeks and the service will complete checking within 1 week of receipt. A final payment of 50% will be made at the end of the programme after validity checks have been made for evidence of learning.
- Final evidence will include completion of all learner evaluations, submission of all ILPs and associated learning evidence.

Course paperwork submission deadlines

Potential suppliers should note the following deadlines for final submission of Tailored Learning course paperwork to Sheffield City Council in order to ensure payment for delivery.

Courses Delivered in Autumn Term	5pm Friday 3 rd January 2024
Courses Delivered in Spring Term	5pm Friday 11 th April 2024
Courses Delivered in Summer Term	5pm Friday 1 st August 2024

Payment Process – Adult Skills Funding

Payments will be made to potential suppliers based on the following criteria:

- The delivery of a qualification aim agreed in the contract negotiation process which is listed on the Find a Learning Aim Government portal and subsequently included in the potential provider’s contract profile of delivery.
- Payments will be based on the tariffed price per qualification as listed on the Find a Learning Aim Government portal <https://findalearningaimbeta.fasst.org.uk> /Adult Skills Fund funding rates and formula 2024 to 2025 – minus the 15% management fee.
- Payments will be based on actual submission of accurately completed course paperwork, including learner enrolment forms, course registers,

qualification achievement evidence, and where applicable learner fee remission evidence.

- Payments will be made on the actual recruitment, learner funding eligibility, learner employment status and learner paperwork submissions. Payments will **not** be based on profiled starts shown in contract.
- Learners will only become eligible for funding after they have been retained on programme for the minimum qualifying period and this is predicated by the length of the learning programme.

Length of the learning aim	Qualifying period
168 days	42 days
14 to 167 days	14 days
Fewer than 14 days	One day

- Payments will be based on actual Adult Skills Fund earnings drawn down from the Education and Skills Funding Agency/SYMCA funding rules.
- All payments will be subject to the deduction of a 15% Sheffield City Council management fee.
- Payments will be made on actual learner earnings on the following dates.

Payment dates	Delivery dates
Friday 29 th November 2024	Delivery from contract start to October 2024
Friday 31 st January 2025	Delivery from November to December 2024
Friday 28 th March 2025	Delivery from January to February 2025
Friday 30 th May 2025	Delivery from March to April 2025
Friday 25 th July 2025	Delivery from May to June 2025
Final payment date no later than 31 st October	Covering July 2025 delivery and outstanding achievement

- In the event of late submissions of course paperwork or qualification achievement evidence after the 31st July 2025 a final payment will be made to potential providers no later than the 31st October 2025.
- Potential providers should note that 80% of learner Adult Skills Fund earnings are secured through learner retention on programme and the remaining 20% is secured through the achievement of the qualification aim.
- Potential providers should note that all Education & Skills Funding Agency and SYMCA funding is subject to both internal and external audit. Any

overpayments identified due to non-compliance will be subject to financial claw back or a reconciliation of outstanding due payments.

Payment of Adult Skills Fund Invoices

Payments for Adult Skills Fund (ASF) delivery are made 30 days after the receipt of invoice. All payments to sub-contractors are made in line with Sheffield City Council payment procedures.

Apprenticeships Pricing / Payment Mechanism / Funding - May 17 onwards.

For apprenticeship commencing from 1st May 2017 and after.


Frameworks and Standards

Pricing / Payment Mechanism / Funding

1. The following list of funding types may form part of a monthly payment dependent on the individual circumstances of each apprenticeship as specified in the funding rules including the Apprenticeship Technical Funding Guide for Starts from May 2017.
 - A. Employer Levy Payment or Co-Investment
 - B. Apprenticeship Instalments
 - C. Additional Payments
 - i. Support for Younger Apprentices – 16-18 years old Provider £1000 Incentive
 - ii. Eligible 19-24 years old with EHC plan or has been in the care of their local authority
 - iii. Support for Younger Apprentices – 16-18 years old Employer £1000 Incentive
 - iv. Support for Younger Apprentices – 20% Standard Instalments Uplift (20% held back until Standard Completion)
 - v. Support for Younger Apprentices – Standard Completion
 - vi. Disadvantage Funding
 - D. Other Payments
 - i. English and Maths
 - ii. Learning Support Fund
 - E. Apprenticeship Completion
2. A Management fee will be levied of 15% to 5% for apprenticeship at levels 2 to 5, and 10% to 3% for level 6 and above by the Purchaser on all payment with the exception of:
 - a. C iii. Support for Younger Apprentices Employer £1000 Incentive, which will be passed on in full to the employer
 - b. D ii Learning Support Fund
3. Tier 1 and 2 sanctions will be applied to Training Sub-Contractor's monthly payment as set out in the Performance Mechanism at Schedule 3, and the Training Sub-Contractor (provider) monthly monitoring and KPI process at Schedule 8 of the contract.
4. Where employer co-investment is required, the employer must pay the full co-investment for the whole apprenticeship within 30 days of the apprenticeship starting. If an employer fails to make the required payment then the apprenticeship will be removed from the Individual

Learner Record (ILR) and no ESFA funding will be drawn down or paid to the Training Sub-Contractor.

5. Alternative employer co-investment payment schedules can only be arranged and agreed with the employer by the Purchaser. Payments to the Training Sub-Contractor will cease if the employer fails to make any co-investment payment in line with the agreed alternative payment schedule. The Purchaser will work with the Training Sub-Contractor to resolve the co-investment underpayments with the employer. Where a resolution cannot be found the apprenticeship will cease and alternative arrangements may be considered for the apprentice.
6. The Purchaser will be responsible for the collection, evidence and recording on the ILR of the employer co-investment. The Purchaser will pay the employer co-investment to the Training Sub-Contractor as part of the monthly payments in equal instalments over the number of planned months of the apprenticeship. Appropriate deductions will be made including the management fee, completion payment, and applicable tier 1 and 2 financial sanctions.
7. For Standards the Apprenticeship completion payment from the ESFA and 20% of any Employer Co-investment will be used to cover the cost of the End Point Assessment (EPA).
8. Where an apprentice does not complete the apprenticeship the Training Sub-contractor shall not receive any completion payment for that apprentice.
9. The Purchaser shall not pay more than the Price less the Purchaser's management fee (15% to 5% for levels 2 to 5 and 10% to 3% for level 6 and 7) for any Qualification.
10. Unless agreed otherwise between the Purchaser and the Training Sub-Contractor in writing, the Purchaser shall pay the Training Sub-Contractor within 30 days of the date the Purchaser completes the Training Sub-Contractor Monthly Monitoring and KPI Procedure, which is when the contracting team instruct the finance team to release payment. (See schedule 8).
11. The Training Sub-contractor must notify the Purchaser in writing of any over-payment of funding received and repay on receipt of a written request.
12. The Purchaser shall pay the funding directly into the Training Sub-Contractor's chosen bank account through BACS (the Bankers Automatic Clearing System) unless the Parties agree an alternative arrangement in writing.

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Performance Mechanism

Sanctions

The table below sets out the sanctions that will be implemented based on the Training Sub-Contractor performance. Tier 1 has a set of associated Key Performance Indicators (KPIs).

Tier	Sanction								
1	<p>Tier 1 financial sanctions will be applied once a Tier 1 sanction threshold has been met and further KPI fails occur. Financial sanctions will continue to apply to subsequent KPI fails until there have been no KPI fails for three consecutive months. Refer to the Training Sub-Contractor Monthly Monitoring and KPI Process procedure for details of the application of financial penalties, improvement plans, and the correction, challenges and appeals processes.</p> <p>When a Tier 1 financial threshold is met KPI fails will attract a percentage reduction in the total payment due for the month in which the KPI fails are identified by the Purchaser as shown in the table below.</p> <table> <tr> <th>Number of KPI Fails in a Month</th><th>Percentage Reduction Applied</th></tr> <tr> <td>1</td><td>3%</td></tr> <tr> <td>2</td><td>4%</td></tr> <tr> <td>3 or more</td><td>5%</td></tr> </table>	Number of KPI Fails in a Month	Percentage Reduction Applied	1	3%	2	4%	3 or more	5%
Number of KPI Fails in a Month	Percentage Reduction Applied								
1	3%								
2	4%								
3 or more	5%								

	<p>The Training Sub-Contractor will receive a monthly KPI report via Anycomms with the monthly payment summary identifying if any KPIs have been failed and the resulting funding reduction.</p> <p>A Tier 1 performance adjustment as set out in the table above shall be in addition to any Recovery of Funds.</p>
2	<p>A Tier 2 sanction will be applied where concerns are identified about the performance, quality or compliance of a Training Sub-Contractor. The following list of examples is not exhaustive:</p> <ul style="list-style-type: none"> • Failure to meet any delivery process requirements • Consistently failing KPIs • Low success rates in one or more SSAs • Slow learner progress • Insufficient employer involvement • Failure to provide withdrawal, completion paperwork, or notification of the continuation of learning beyond the planned end date, by the end of year deadline. (See KPI 1.2). <p>In the case of a Tier 2 sanction, a letter will be issued explaining the reason/s for the sanction and that the following will apply:</p> <ul style="list-style-type: none"> • No new Orders shall be placed with the Training Sub-Contractor • All payments will be suspended until the identified issues that resulted in the Tier 2 sanction have been remedied to the satisfaction of the Purchaser • On successful resolution of the identified issues, payments will be released, minus a 5% deduction applied for each calendar month where the Tier 2 sanction was in place. <p>A Tier 2 performance adjustment as set out in the table above shall be in addition to any Recovery of Funds.</p>
3	<p>Contract Termination</p> <p>In all circumstances provided for by this Contract including, but not limited to, the following circumstances:</p> <ul style="list-style-type: none"> • Serious underperformance against KPIs

- Financial or legal irregularities
- Serious issue of safeguarding that have not been identified or addressed by the Training Sub-Contractor
- Serious allegations made by learners or employers. For the avoidance of doubt, termination will only be considered where any such serious allegations are substantiated.
- Failure to meet due diligence requirements or to produce evidence as requested by the deadlines required
- Where the Training Sub-Contractor is not able to deliver the learning agreed or does not have appropriate capacity, resources or infrastructure and is demonstrably affecting the progress and achievement of learners
- The performance of the Training Sub-Contractor is significantly below the national average for their sector.
- The Training Sub-Contractor consistently fails to address issues that have been identified by the Purchaser, and/or does not engage in communication, and/or QPRs and/or does not attend events or complete required documentation on time.
- The Training Sub-Contractor is removed from the Register of Apprentice Training Providers (RoATP).
- The ESFA instruct the Purchaser to cease contracting with the Training Sub-Contractor.


If a decision is taken to terminate the contract a formal letter will be sent from the Purchaser to the senior designated person within the Training Sub-Contractor to inform them of the decision made, further action to be taken and the arrangements to transfer the Apprentices to alternative provision.

In accordance with the terms of this Contract no new orders will be placed with the Training Sub-Contractor, existing Apprentices will be transferred to an alternative provider(s) and this Contract shall be terminated.

Training sub-contractor payment of apprenticeship

Unless agreed otherwise between the Purchaser and the Training Sub-Contractor in writing, the Purchaser shall pay the Training Sub-Contractor within 30 days of the date the Purchaser completes the Training Sub-Contractor Monthly Monitoring

and KPI Procedure, which is when the contracting team instruct the finance team to release payment. Refer to the contract - Schedule 8 - Training Sub-Contactor Monthly Monitoring and KPI Procedure.

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Review and publication of the delivery sub-contracting Policy

The delivery sub-contracting policy is reviewed in June of each year when the final versions of Education and Skills Funding Agency funding and contracting guidance is issued to Sheffield City Council.

The delivery sub-contracting policy is published in July on the Sheffield City Council website.

SIGNED:

Signed by:

999AD7E465FF409...

Patrick Butterell
Director of Education and Skills
Date: 14 october 2024 | 12:33 BST

SIGNED:

Signed by:

9F2A1C8D7C964F5...


Kerry Darlow
Assistant Director Finance Business Partnering
Date: 14 october 2024 | 14:22 BST

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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/14/2024 11:13:49 AM

Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	10/14/2024 2:22:16 PM
Completed	Security Checked	10/14/2024 2:22:16 PM
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