

# Partner Delivery Fee Policy 2019-20 Updated 1<sup>st</sup> November 2019

The following policy applies to all provision that is delivered by Partner Providers. This policy was originally issued in August 2019, but was updated on 1<sup>st</sup> November 2019 to reflect the additional requirements in the ESFA Apprenticeship Funding Rules for Main Providers (July 2019).

This policy will be reviewed at least annually and will be published on Eurosource website

## Rationale for Sub-contracting of Provision

Eurosource aims offer to employers and individuals, a single point of contact to access a comprehensive range of skills development including apprenticeship and vocational qualifications. We achieve this by directly delivering programmes ourselves, and where requested by the employer or individual, using partners to provide the relevant sector or specialist expertise. To ensure we provide a high-quality programme that meets both employer and learner needs, we may work with several partners in a single employer, each delivering different elements of the agreed programme.

Furthermore, Eurosource operates nationally and engages with specialist providers to ensure we can meet the skills specialisms and geographical spread demanded by employers.

We have a direct contractual relationship with every employer where we quality assure and coordinate training provision they require.

## Agreeing Costs with Employers & Individuals

We will agree a total cost for the programme with the employer or individual in advance. As part of our Employer Agreement and Provider Agreements, we clearly indicate how any government funding, levy funding or employer contribution will be distributed between Eurosource and any partners

## Management Fees

### Apprenticeship Programmes

Eurosource will retain up to a maximum of 20% of the negotiated Training Fee to meet the costs of the following core elements of each programme. This is negotiated and agreed with each employer for every learner. Funding will be distributed as follows;

- Eurosource's Direct delivery of substantial core elements of each learners' programme – 40%
- Quality assurance of direct delivered and sub-contractor – 30%
- Management and co-ordination of sub-contractor elements – 30%
- Eligibility checks, compliance and administration of each programme - £100

### For example

Training Price agreed with employer = £54,000, therefore Management Fee = 20%

Eurosource Funding (20%)	Partner Funding (up to 80%)
£1,080.00	£4,320.00

£1,080 less £100 (Fixed Admin Charge) = £980 **variable cost to be broken down as per the pricing structure above**

#### 8. Eurosource Funding Agreed

(a) Direct Training Delivery & On-programme assessment (to include e-learning)	£ 100.00
(b) Programme administration	£ 294.00
(c) Manage, monitor and support delivery partner(s)	£ 294.00
(d) Quality assure partners training delivery	£ 392.00
(e) Paid to End-Point Assessment Organisation	£

### Other Provision

Any other activity delivered by third party providers will usually be subject to the standard fee of 20%. However, dependant on the nature of the programme, level of Eurosource support required by the Provider, or the level of funding available for the activity, this may be altered at the discretion of Eurosource. Specific fees charged for other activity will be subject to negotiation between Eurosource and the Provider at the time of contracting.

### Due Diligence

All partners undergo comprehensive Due Diligence checks prior to any contracting, and are selected on the basis of their track record, specialism and location to ensure the organisation is able to effectively respond to employer demand and reflect local skills priorities.

### General Principles

Any Partner Fees will be deducted at source, from the rate agreed. Where required, the Employer Agreement will clearly state how much is retained to cover the cost of administering the programme, the costs of learning delivery provided by Eurosource and the costs of any training delivered by Partner Providers. Partner Providers will also agree these costs prior to the programme start.

Eurosource will make monthly payments to Partners based on the correct submission of data and supporting evidence to validate their learning delivery. All funding claims must comply with the current Education & Skills Funding Agency (ESFA) Rules and the terms of the agreement between Eurosource Ltd and the Partner Provider. Where funding claims cannot be substantiated, Eurosource will adjust or reclaim any funds from the Partner, and where required make an appropriate repayment to the ESFA, employer or learner.

### Partner Support and Capacity Building

Eurosource has a responsibility to help all partners develop and deliver high quality provision that meets the needs of learners and exceeds the expectation of employers. The fee deducted for the management of the programmes is used to provide a comprehensive programme of quality support and compliance. This includes training and systems to ensure that public funds are used correctly.

The support provided varies dependant on the needs of individual organisation, but will include some or all of the following;

- Management of End Point Assessment
- English & Maths staff development
- Employer Engagement & Brokerage
- Employer Telemarketing Campaigns
- Sales & Consultative Selling Training
- Subsidised DBS Applications
- Designated Safeguarding Officer Training
- Employer Recruitment via The Apprenticeship Works
- Health & Safety Training and Consultant Support
- Learner Recruitment via The Apprenticeship Works
- Support to develop Learner Voice Strategies
- Preparation for External Inspection and/or External Audit
- Quality Consultant Support
- Safeguarding Training & Consultancy
- Self Assessment & Quality Improvement Support
- Strategic Management Development
- Subject Learner Coach Support
- Subsidised Basic & Key Skills Builder Assessment materials
- Subsidised IAG Officer Training Qualifications
- Subsidised Management Development Qualifications
- Subsidised TAQA Qualifications
- Staff development resulting from Teaching & Learning Observations (inc. Paired Observations)

### **Payment Terms**

Eurosource will make payment to Partners on the nearest working day to 23rd of each month. Payment is subject to the correct evidence and data being submitted to Eurosource by the agreed monthly deadline. Any claims submitted after the deadline will not be processed and deferred to the following month.

Adjustments may be made to specific payments where evidence of eligibility, continued participation or achievement cannot be validated. Any amendments will be based on guidance provided by the current version of the ESFA Funding Rules.

### **Policy Review & Publication**

The policy will be reviewed annually in July of each year



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