



Wandsworth Borough Council Lifelong Learning
Supply Chain Partners Management Fee Policy 2018/19

Aiming to improve the quality of life skills and employability of residents in the Borough - making Wandsworth a vibrant, prosperous learning community.

Updated January 2019

Fees Policy Document for Academic Year 2018/19

1. Purpose

The purpose of this document is to detail the fees policy for Wandsworth Lifelong Learning for the academic year 2018/19. The document details the fees to be paid by learners for any courses attended and the management fees Wandsworth Lifelong Learning applies to sub-contractors on various projects.

In addition, this policy ensures the effective management of sub-contractors and other Supply Chain partners in order to reduce and mitigate potential risks to Wandsworth Lifelong Learning and other Funding Bodies.

Wandsworth Lifelong Learning works with a diverse supply chain across a number of government programmes to meet the needs of our clients and funders. By utilising various specialists and niche providers, Wandsworth Lifelong Learning is better equipped to provide a specialist service that caters for the needs of the individual. We believe that this raises the standard of our provision and promotes social, economic, cultural and commercial development within the borough.

Through subcontracting arrangements, Wandsworth Lifelong Learning support and build the capacity of organisations, which result in desirable long-term benefits for both programme participants and partner organisations.

Wandsworth Lifelong Learning considers, above all, a subcontractor's ability to deliver specific outputs, and the added value of specialist partners in order to ensure value for money, compliance and quality of provision.

Through working with subcontractors and partner organisations, Wandsworth Lifelong Learning hopes to promote sustained businesses, the creation of jobs and to boost the local economy.

Lifelong Learning Mission Statement

“All Wandsworth residents will have access to a wide range of high quality learning opportunities in a safe learning environment. Provision will be demand-led, flexible and held at time and in places designed to meet the needs of learners, employers and the local community. The Lifelong Learning Team aims to improve the quality of life skills and employability of residents in the Borough, making Wandsworth a vibrant, prosperous learning community”.

Wandsworth Lifelong Learning currently delivers learning activities under the following funding streams:

- Adult Education Budget
 - Community Learning
 - Classroom
- 16-18 Apprenticeships
- 19+ Apprenticeships
- ESF Funded programmes

If any organisation is interested in becoming a provider under any of the funding streams please see the Wandsworth Lifelong Learning web site (www.wandsworthlifelonglearning.org.uk) or call 0208 871 8478.

This document has been communicated with current subcontractors, is circulated upon update with feedback requested and is available on the Wandsworth Lifelong Learning website. Potential subcontractors are also supplied with this document.

Providers may also wish to consult the [Lifelong Learning Key priorities for CL provision 2018/19](#)

2. Learner Fees

2.1. Pound Plus Strategy

Pound Plus refers to additional income generated by providers over and above core income from the ESFA's Adult Education Budget. It is a term used to describe how learning providers can show how they are maximising the value of public investment. This is important because generating additional income and revenue is central to the objective of driving up participation within a very constrained public funding environment.

Those offering community learning have been required to lever-in additional funding (e.g. through fee income, sponsorship, grants, funding from other government departments and/or commercial sales) and to secure savings (e.g. from contributions in kind, volunteer activities, sharing services and/or pooling resources). This approach is known as "Pound Plus". The policy objective has been to widen participation in learning by ensuring as much funding as possible is targeted at enhancing opportunities for those experiencing social and/or economic disadvantage.

The responsibility for implementing Pound Plus policies lies with the sub-contractors directly, as well as the responsibility to ensure the money saved or created by these policies are used for the benefit of other learners, particularly priority groups and those who might otherwise not be able to engage in the learning activity.

Clear expectations regarding Pound Plus strategy formed part of the original specification issued to all potential sub-contractors and is re-iterated in meetings throughout the year.

2.2. What are Sub-Contractors expected to do?

Sub-contractors are expected to demonstrate the following Pound Plus improvements:

- Increase in fee income
- Increase in commercial sponsorship and support via contributions in kind
- Increase in the use of volunteers
- Increased income from external bids
- Rationalisation, enhancing and re-focusing of the curriculum offer
- Improved efficiency using shared back office services or
- Sharing premises
- Greater social impact of learning on the wider community such as health, wellbeing, employability
- Other measurable indicators developed by the provider

Subcontractors must therefore be able to evidence answers to the following questions:

- What fee income can we generate?
- What other funding can we lever in?
- What resources in kind can we source?
- What about our funded partners?
- Based on this, what is our ambition for growth in pound plus value through the year?

2.3. Internal Delivery

Wandsworth Lifelong Learning's core curriculum is developed taking into consideration a number of elements including the [Skills for Londoners Strategy 2018](#), local needs and demographics relating to both participants and businesses.

The purpose of Community Learning is to develop the skills, confidence, motivation and resilience of adults of different ages and backgrounds in order to:

- progress towards formal learning or employment and/or
- improve their health and well-being, including mental health and/or
- develop stronger communities

Wandsworth Lifelong Learning deliver a number of courses using either council employed staff or sessional tutors. Wandsworth Lifelong Learning charge no fee to learners for attending a course, as the vast majority of participants are unemployed or on a low income and attending either a Key Skills course (English, Math's, ESOL) or a Family Learning Course. Personal and Community Development Learning courses tend to be delivered by subcontractors and may attract a fee.

3. Community Learning

3.1. Main Providers

Wandsworth Lifelong Learning has one main provider, South Thames College, and several smaller providers throughout the Borough that deliver a large range of courses.

These providers applied through a Commissioning & Due Diligence Process and then have their applications discussed and approved during Panel Meetings. Lifelong Learning's Commissioning Process is outlined online (<https://www.wandsworthlifelonglearning.org.uk/community-learning-commissioning-2018-19/>). All applications are approved by the Education and Children's Services Overview and Scrutiny Committee.

The providers set the fees they charge locally and independently, however annual rises in charges must be agreed at the regular review meetings held with the Wandsworth Lifelong Learning team. The providers are encouraged to offer discounts to those who are on benefit (in particular those seeking employment) and those who are over the age of retirement.

3.2. Community Learning Fund Providers

Wandsworth Lifelong Learning commissions other organisations to deliver courses to specific groups of learners. The procedures used in this procurement process are detailed in our documents on our website (<https://www.wandsworthlifelonglearning.org.uk/community-learning-commissioning-2018-19/>). The courses delivered are either Family Learning or widening participation courses and the expectation is that there will be no fees charged to the learners for these courses (except for sundries). Occasionally the panel, who consider the tenders, may suggest a small fee is required from the learners if they feel this would not deter the target group. These courses are delivered by small voluntary and community organisations and the decisions on the fees charged are determined locally.

4. Adult Education Budget

Wandsworth Lifelong learning delivers three types of learning activity through Education and Skills Funding Agency (ESFA) Adult Education Budget (AEB) funding. The fees that apply to the learner are summarised below.

Details of the differences between fully funded, co-funded and full cost can be found on the Education and Skills Funding Agency website. Funding received from the ESFA has no impact on learner fees – we do not charge learners any subsidy fees for ESFA funded programmes.

5. 16-18 Apprenticeships

No fees are charged to 16-18 year olds on apprenticeship programmes.

6. 19+ Apprenticeships

No fees are charged to 19+ year olds on apprenticeship programmes.

7. ESF Programmes

No fees are charged to any participant on these programmes.

8. Traineeships

No fees are charged to 19+ year olds on apprenticeship programmes.

9. Classroom based courses

No fees are charged to 19+ year olds on apprenticeship programmes.

3. Management Fees to Providers

3.1 Community Learning

No management fees are charged to those organisations delivering Community Learning. The funding provided to these organisations is determined by the Children's Services Overview and Scrutiny Committee in the case of the main providers or via the procurement process for the Community Learning fund providers.

3.2 Adult Education Budget

For those organisations delivering apprenticeships the maximum management fee is 20%.

For those organisations delivering other work based learning activities then the maximum management fee is 20%.

For those organisations that deliver accredited classroom based learning activities the maximum management fee is 20%.

3.3 Apprenticeships

For those organisations delivering apprenticeships the maximum management fee is 20%.

3.4 Support on offer to Subcontractors

Wandsworth Lifelong Learning offer a multitude of services and support which subcontractors will receive in return for the management fee charged.

Examples include, but are not limited to;

- Monthly performance reviews
- Monitoring Reports
- Weekly telephone updates
- Detailed Management Information Packs, including caseload analysis, financial performance, and identification of 'at risk' delivery.
- Training Sessions
- Formal PIP reviews, where required
- Referrals, both direct and between subcontractors
- Quality and Compliance visits
 - Observations
 - Audits
- PICS CRM system
- Caseload reviews
- Support with various accreditations

3.5 Differences in Management fees

Annex A details all current Management fees. In instances of variance, a higher management fee may be applied where a subcontractor is deemed to require a higher level of support and capacity build.

3.6 Payment terms

Providing that subcontractors have fulfilled the terms of their Service Level Agreement, have submitted evidence appropriate to draw down funding, and that Wandsworth Lifelong Learning have received payment, payment will be made to any subcontractor within 30 days of receiving a valid claim for payment.

In most instances, an instruction to invoice will be issued to subcontractors monthly, relating to performance from the previous month. Where claims for payment are made quarterly, or otherwise, this will be reflected.

1. Annex A: 2018/19 Sub-contract arrangements

Provider name	UKPRN	Start Date	End date	Type of Provision	Contract Funding value £ (MCV)	Agreed % To Sub-contractor
Banham Academy Limited	10046413	01/08/2018	31/07/2019	16-18, 19+ Apprenticeships	£15,000.00	82%
Let Me Play	10040664	01/08/2018	31/07/2019	16-18, 19+ Apprenticeships	£12,000.00	82%
South Thames College	10005997	01/08/2018	31/07/2019	AEB Community Learning	£555,570.00	n/a

2. Annex B: 2018/19 Community Learning Small Providers

Provider name	UKPRN	Start Date	End date	Type of Provision	Contract Funding value £ (MCV)	Agreed % To Sub-contractor
EFA LONDON	10032380	01/08/2018	31/07/2019	AEB Community Learning	£30,540.00	n/a
GREENWICH LEISURE LIMITED	10041422	01/08/2018	31/07/2019	AEB Community Learning	£26,006.40	n/a
HESTIA HOUSING AND SUPPORT	10065550	01/08/2018	31/07/2019	AEB Community Learning	£15,362.50	n/a
KATHERINE LOW SETTLEMENT LIMITED	10065288	01/08/2018	31/07/2019	AEB Community Learning	£36,690.00	n/a
LEARNING UNLIMITED LIMITED	10034297	01/08/2018	31/07/2019	AEB Community Learning	£15,500.00	n/a
OAK LODGE SCHOOL (DEAF FIRST)	10004829	01/08/2018	31/07/2019	AEB Community Learning	£35,850.48	n/a
THE BAKED BEAN COMPANY	10063240	01/08/2018	31/07/2019	AEB Community Learning	£23,104.00	n/a

3. Annex C: actual supply chain fees and charges for 2017/2018

Provider name	UKPRN	Contract start date DD/MM/YYYY	Contract end date DD/MM/YYYY	Provision type	Funding paid to lead by the ESFA (in £)	Funding paid to subcontractor by the lead provider (in £)	Funding lead provider has retained (in £)
Collage Arts	10013308	01/08/2017	31/07/2018	16-18, 19+ Apprenticeships	£21,190.39	£17,376.12	£3,814.27
Fashion Enter	10026238	01/08/2017	31/07/2018	16-18, 19+ Apprenticeships	£59,334.86	£48,287.73	£11,047.13
South Thames College	10005997	01/08/2017	31/07/2018	Community Learning	£555,570.00	£555,570.00	n/a
Let Me Play	10040664	01/08/2017	31/07/2018	16-18, 19+ Apprenticeships	£96,188.25	£76,950.60	£19,237.65
Banham	10046413	01/08/2017	31/07/2018	16-18, 19+ Apprenticeships	£13,200.00	£10,560.00	£2,640.00

4. Annex C: actual supply chain fees and charges for 2017/2018 Community Learning Small Providers

Provider name	UKPRN	Contract start date DD/MM/YYYY	Contract end date DD/MM/YYYY	Provision type	Funding paid to subcontractor by the lead provider (in £)
EFA LONDON	10032380	01/08/2017	31/07/2018	Community Learning	£45,698.13
GREENWICH LEISURE LIMITED	10041422	01/08/2017	31/07/2018	Community Learning	£28,190.34
HESTIA HOUSING AND SUPPORT	10065550	01/08/2017	31/07/2018	Community Learning	£7,598.13
KATHERINE LOW SETTLEMENT LIMITED	10065288	01/08/2017	31/07/2018	Community Learning	£23,845.00
OAK LODGE SCHOOL (DEAF FIRST)	10004829	01/08/2017	31/07/2018	Community Learning	£19,934.46
THE BAKED BEAN COMPANY	10063240	01/08/2017	31/07/2018	Community Learning	£15,468.17
ASPIRE – SOUTHFIELDS ACADEMY	10038655	01/08/2017	31/07/2018	Community Learning	£12,300.00
SHARE COMMUNITY	10005777	01/08/2017	31/07/2018	Community Learning	£2,977.98
SOUND MINDS	10047366	01/08/2017	31/07/2018	Community Learning	£2,019.41

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Contact details:	mwalkington@wandsworth.gov.uk
Location on system:	Lifelong Learning G: drive

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