

## EEF Ltd

### Supply-Chain (fees and charges) Policy 2018-2019

#### Reasoning for subcontracting

EEF Ltd is committed to growing and diversifying the range of courses it delivers to widen participation (in particular 16-18, 19+), deliver to niche markets, engage in new and emerging markets and meet the regional and local economic development agenda. In order to achieve this, EEF Ltd has taken the strategic decision to partner with organisations who can demonstrate high quality delivery.

EEF Ltd is developing a like-minded supply-chain who can complement our existing provision, to assist with and offer quality driven industry-recognised qualifications to support learners and employers.

#### Policy on subcontracting

Under no circumstances will EEF Ltd, via its operating unit known as Apprentice and Skills, or the Technology Training Centre or Technology Training Hub, enter into any form of **Provision Subcontracting** as described in the Skills Funding Agency's Funding Rules 2018 to 2019.

In order to be able to respond to the needs of our apprentice learners and/or their employer at times and in certain circumstances we will purchase, on commercial terms, abiding by our standard purchasing policy and processes, specific learning aims from a legal entity.

To be clear, the delivery and responsibility for the delivery of the apprentice(s) Framework/Standard will rest with EEF Ltd, and the monitoring, reviewing and assessment of the learners 'main aim' and, therefore, Apprenticeship Framework/Standard achievement will be conducted by staff employed by EEF Ltd.

The only subcontracting EEF Ltd will engage in is via a commercial agreement with an appropriate legal entity to deliver specifically identified Qualifications and/or Units required as component parts of an Apprenticeship Framework/Standard. These could include a Technical Certificate, Functional Skills Unit or a Maths and/or English GCSE.

We will conduct all such subcontracting arrangements by complying with the Skills Funding Agency's Rules 2018 to 2019. All organisations chosen to be a subcontractor will have met our selection and vetting criteria, which will include:

- Being registered on the Register of Apprenticeship Training Providers
- Having a direct ESFA contract
- Having a current Requirement Improvement Ofsted grade as a minimum or better.
- Being deemed to have effective Safeguarding and Prevent measures

We will not enter into or tolerate Second-level subcontracting.

#### EEF Ltd commitment to improving the quality of Teaching, Learning and Assessment

EEF Ltd is committed to a policy of continual improvement in the quality of teaching, learning and assessment. This is demonstrated through the Supply Chain Policy by ensuring that all supply chain partners are:

- Selected through a process that requires demonstrable evidence that they can deliver high quality teaching and learning.
- Managed through a process of performance monitoring and review.

Suitable providers, who could meet our selection criteria and who wish to be considered as an EEF Ltd supply chain partner, can submit an expression of interest at any time during the funding year. However, if an organization wants to be considered they will need to allow us sufficient time to conduct such due diligence as we deem necessary, before we enter into any delivery agreement with them. Such EOI should be submitted to Malcolm Hindle, National Operations Manager at [mhindle@eef.org.uk](mailto:mhindle@eef.org.uk)

### **Apprenticeship Funding and our commercial charges to employers including a Management Fee**

Where a learner is eligible, Apprentice funding originates from the Education and Skills Funding Agency (ESFA) and is calculated and administered by EEF Ltd in respect of each learner. A management fee is sought from employers in respect of all learners enrolled on our apprenticeship programmes, along with an employer contribution for any 19+ learners engaged, or where there is a short fall in funding. Full cost fees are charged for courses not funded through the Education and Skills Funding Agency.

Any adverse impact resulting from Government funding changes will necessitate a review of the charges with effect from the funding change date.

### **What support does EEF Ltd expect from its partners?**

The partnership relationship has a joint responsibility to deliver high quality provision to all learners. Therefore partners working with EEF Ltd will have in place a level of support, guidance and information / systems, including:-

- Designated Contact.
- Learner performance updates against their programme.
- Access to learner support.
- Quality Management Systems.
- Safeguarding of Young People and Vulnerable Adults procedures.
- Teaching, Learning and Assessment Data.

### **How and when does EEF Ltd make payments to its partners?**

EEF Ltd operates an invoice based payment process with invoices due by the 24th of each month. Payment terms are 30 days from the date of invoice and payments are made by BACS.

Partners are responsible for all registration costs and any associated costs of maintaining Direct Claims Status with their Awarding Bodies.

### **EEF Ltd Supply Chain Opportunities**

Current partners have the opportunity to discuss the policy with their designated contact. Training Providers who wish to become an EEF Ltd partner can discuss this policy with Anand Patel, Compliance Manager at [Apatel@eef.org.uk](mailto:Apatel@eef.org.uk)

### **How often does EEF Ltd review the Supply Chain Policy?**

The policy will be reviewed in each summer term and/or when significant changes in the Funding Rules occur. It will be published on the EEF Ltd web site during the July prior to the start of the academic year in which it will be applied.

### **Where does EEF Ltd publish the policy?**

The Policy will be published on the EEF Ltd website

([www.eef.org.uk/apprenticeships.co.uk](http://www.eef.org.uk/apprenticeships.co.uk))

Stephen Mitchell  
Director of Apprentices and Technology Training

1<sup>st</sup> September 2018