Southwark Adult Learning Service

Supply Chain Fees and Charges Policy
2017-18

Southwark Adult Learning Service exists to help local people gain skills and development for economic, social and personal prosperity. The service is funded solely by the Skills Funding Agency.

As part of Southwark Council’s commitment to support local voluntary sector organisations the service works with Council and Skills Funding Agency approved subcontracted delivery partners to enable a wider range of courses to be delivered to Southwark residents, in a broader geographic area, at venues across the borough. This makes learning more accessible to residents wherever they live. The support to local community and voluntary sector organisations helps them to build their capacity for delivery of high quality learning.

The Adult Learning Service retains 15% of total allocated funding for management costs – this includes the costs associated with due process for procurement and contracting.

The service also provides a range of administrative and quality assurance support measures for an additional 15%. These include:

- Administration of enrolment forms and registers (including checking for accuracy and completeness, telephoning learners for missing information, returning incomplete forms with missing essential information to providers with notes of why they are being returned)
- Inputting of learner information onto the student information database for inclusion in our Individual Learner Record return
- Creating course codes for identification of individual courses, with many organisations needing additional codes throughout the academic year as they plan and change their proposed delivery
- Checking of invoices for accuracy and checking the evidence for the invoices is received (providers are paid in arrears on based on individual unique learners who have full achievement)
- Organisational health check by a specialist management information systems provider.

Partner providers are supported to delivery high quality learning in a number of ways, including:

- Face to face partner provider meetings designed to provide support for improvement of quality in teaching and learning, and to give networking opportunities for local providers creating a support network, good practice sharing, and referral opportunities.
- Training opportunities on a variety of quality issues, including safeguarding, health and safety, common inspection framework, completeness and accuracy of monitoring information, preparing for inspection.
- Partner providers are included in our observation of teaching and learning scheme. This includes lesson observation and feedback from trained observers.
- Partners are provided with appropriate paperwork to monitor their provision (including enrolment forms, registers, individual learning plans, course planning paperwork, feedback forms).
- Partners are also provided with the quality framework for Southwark Adult Learning which they can adapt to suit their environment or use as it is.

Payments are made in arrears, on successful completion of a course, once the finalised monitoring information has been received, checked and inputted onto the database. Any errors in submitted paperwork are returned to the provider for correction, which may delay payment (errors may be in enrolment form completeness, register completeness and accuracy, invoice or the invoice evidence sheet).

The information included here is also included in the contracts of subcontractors.

This policy will be reviewed August 2017.
The policy is available from Southwark Council's website.