

Subcontractor Management Fee Policy

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Policy prepared by	SLT
Policy Approved by	CEO – Judith Allen
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1. Introduction

Educationwise Academy Ltd engages subcontractors to enhance the delivery and quality of its educational and training services. This policy outlines the fee structure and the rationale behind the fees retained by Educationwise Academy for services provided to subcontractors.

2. Purpose

The purpose of this policy is to ensure that all subcontracting arrangements are managed transparently and equitably, providing clarity on the costs associated with the management and administration of subcontracted services.

3. Fee Structure

Educationwise Academy retains a portion of ESFA funding allocated for subcontracted training to cover various management and administrative services necessary to maintain high standards of delivery and compliance. The following are specific costs retained by Educationwise Academy:

- **Contract Management (10%):** A dedicated Contract Manager is provided for each provision type to ensure the quality of delivery meets expectations and supports the continuous improvement of the provision.
- **Learner and Provider Surveys (2.5%):** Administration of learner and placement provider surveys and focus groups to gather essential feedback and facilitate improvement processes.
- **MIS, Audit, and ILR Services (10%):** Management Information Systems (MIS), audit, and Individual Learner Record (ILR) services to ensure accurate reporting, compliance with funding rules, and proper data management.
- **Quality Assurance and Development Services (2.5%):** Includes mandatory training and ongoing development services to enhance the quality of education and training delivered by subcontractors.

4. Payment Terms

- **Monthly Payments:** Subcontractors will receive payments monthly based on the actual services delivered and data submitted. All payments are subject to satisfactory performance and compliance with contractual obligations.
- **Withholding of Payments:** Educationwise Academy reserves the right to withhold payments if the subcontractor fails to meet the agreed performance standards or if there is a breach of contract.

5. Transparency and Accountability

- Educationwise Academy commits to complete transparency in its fee structure. Detailed breakdowns of fees retained will be provided to subcontractors during the contract negotiation phase and will be readily available for review.
- The policy and its application will be monitored for fairness and effectiveness, ensuring it aligns with the strategic goals of Educationwise Academy and compliance with ESFA guidelines.

6. Review and Amendments

This policy will be reviewed annually to respond to changes in regulatory requirements, funding rules, or operational needs. Amendments will be approved by the Board of Directors and communicated to all subcontractors.

7. Publication

This policy is published on the Educationwise Academy website to ensure accessibility to all stakeholders and will be updated as necessary to reflect any changes made during the annual review.