

## Supply-Chain Service Fee Policy – 2015/16

### Introduction

The Textile Centre of Excellence (The Centre) is a not-for-profit organisation owned and led by industry. Formed in 1976 to meet the needs of local textile manufacturers it was recognised as a Textile Centre of Excellence in 1998. The key activities of the Centre are the provision of:

- provision of training services, both commercially (e.g. Health & Safety, Leadership & Management Fork Lift Truck) and utilising government funding (e.g. Apprenticeships and other training);
- research and development activities for the textile and apparel sector (including e-learning content development and 'technical textiles' R&D;
- business services to its 80+ textile industry members;
- conference and training facilities for commercial usage.

The Centre operates as a direct contract holder to the Skills Funding Agency (SFA) for the provision of Apprenticeships, Adult Skills and Traineeships. Training is delivered through a mixture of internal resources and associates operating directly under Huddersfield and District Textile Training Ltd. The Centre works with associates where their training and industry knowledge supports and fulfils our members' and our employers' training needs. Associates assist The Centre to service its existing provision to niche markets, to build capacity and to develop related markets.

### The Policy

The following policy applies to all SFA provision that is 'provision sub-contracted' for delivery by The Centre. This policy will be reviewed at least annually and will be published on The Centre's website, [www.textilehouse.co.uk](http://www.textilehouse.co.uk).

The policy will be communicated and discussed with current and potential associates as part of our contract negotiations. Contracts to deliver training and learning services will be agreed by The Centre subsequently. Contracts are normally, but not exclusively agreed for the beginning of a new academic year; however, as The Centre operates a roll-on, roll-off learner recruitment policy there will be circumstances where they will be awarded at other times.

Associates will receive fees up to a maximum contract value from The Centre that reflects work in progress and anticipated for each contracting year. Variations to a contract will be discussed and agreed as appropriate based upon performance and demand. The Centre will make payments to associates based on the correct submission of data and supporting evidence to validate learning delivery. All funding claimed by associates must comply with the current Skills Funding Agency Funding Rules and the terms and conditions of the agreement



between the Textile Centre of Excellence and the associate. No associate is contracted to a value over £100,000 in any one funding year.

The Centre will work with its associates to drive up performance and achievement standards. The Centre will also ensure that associates are subject to risk assessment. The risk assessment tool identifies and assesses the potential risk associated with associates and any actions to manage or reduce the risk. Associates are assessed and classified as low, medium or high risk in accordance with the assessment criteria.

Fees will be negotiated on an individual associate basis and will be dependent upon the nature and volume of work to be carried out, where and by whom. Payment terms and rates are set out in each contract.

## **Support and Development**

The Centre has a responsibility to support the associates to help them develop and deliver high-quality provision that meets the needs of learners and employers. The supply-chain service is therefore used by The Centre to provide a programme of support and challenge to ensure that funding is protected and used effectively by all delivery partners who demonstrate rigour and responsiveness in their provision. The mixture of support provided by The Centre will vary depending on the associate's needs. The list below provides examples of the support and development that associates can expect to benefit from:

- Access to our central services for employers and learners;
- Document reviews and standard document development;
- Centralised production of employer and learner paperwork and processes;
- Monthly contract reviews
- Quarterly face-to-face contract reviews;
- Observations of Teaching & Learning with feedback, monitoring and a development plan;
- Safeguarding workshops and updates;
- Qualification standardisation meetings;
- CPD workshops;
- Quality improvement support;
- Employer engagement support;
- Textile Centre of Excellence newsletters;
- Annual quality assurance audits.

## **Payment Terms**

The Centre will make payment to associates approximately thirty days after receipt of an invoice. Payment is subject to the correct evidence and data being provided to The Centre. Adjustments may be made to specific payments where evidence of eligibility, participation or

achievement cannot be validated. Any amendments will be based on the current version of the Skills Funding Agency Funding Rules.

### Sub-contractors used by HTTL in 2014/15

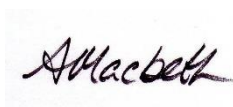
Contractor	UKPRN	Start/End dates	Contract value	Delivery area
Sue Taylor	10049377	1/10/14-31/7/15	£31,000	Apprenticeships/Workplace Learning
Develop-U	10019048	15/10/14-31/12/16	£17,551	Apprenticeships/Workplace Learning
Denise Williams	10049628	1/2/15-31/7/15	£7,000	Apprenticeships/Workplace Learning
Paul Williams	10049478	1/8/14-30/9/15	£4,800	Apprenticeships/Workplace Learning

### Sub-contractors used by HTTL in 2015/16

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Sue Taylor	10049377	1/8/15-31/7/16	£15,000	Apprenticeships/Workplace Learning
Develop-U	10019048	15/10/14-31/12/16	£17,551	Apprenticeships/Workplace Learning
Denise Williams	10049628	1/8/15-31/7/16	£20,000	Apprenticeships/Workplace Learning
Paul Williams	10049478	1/8/14-30/9/15	£4,800	Apprenticeships/Workplace Learning
Chris Swindells	10001061	1/8/15-31/7/16	£5,250	Apprenticeships/Workplace Learning
CMS Vocational Training	10001515	20/10/15/-20/10/16	£4,200	Apprenticeships/Workplace Learning

### Policy Review and Publication

This policy will be reviewed annually during the current academic year (August to July), and any changes pertinent to the following academic year will be notified to associates as part of either the regular contract review meetings or via separate email correspondence.



Bill Macbeth  
 Managing Director  
 August 2015