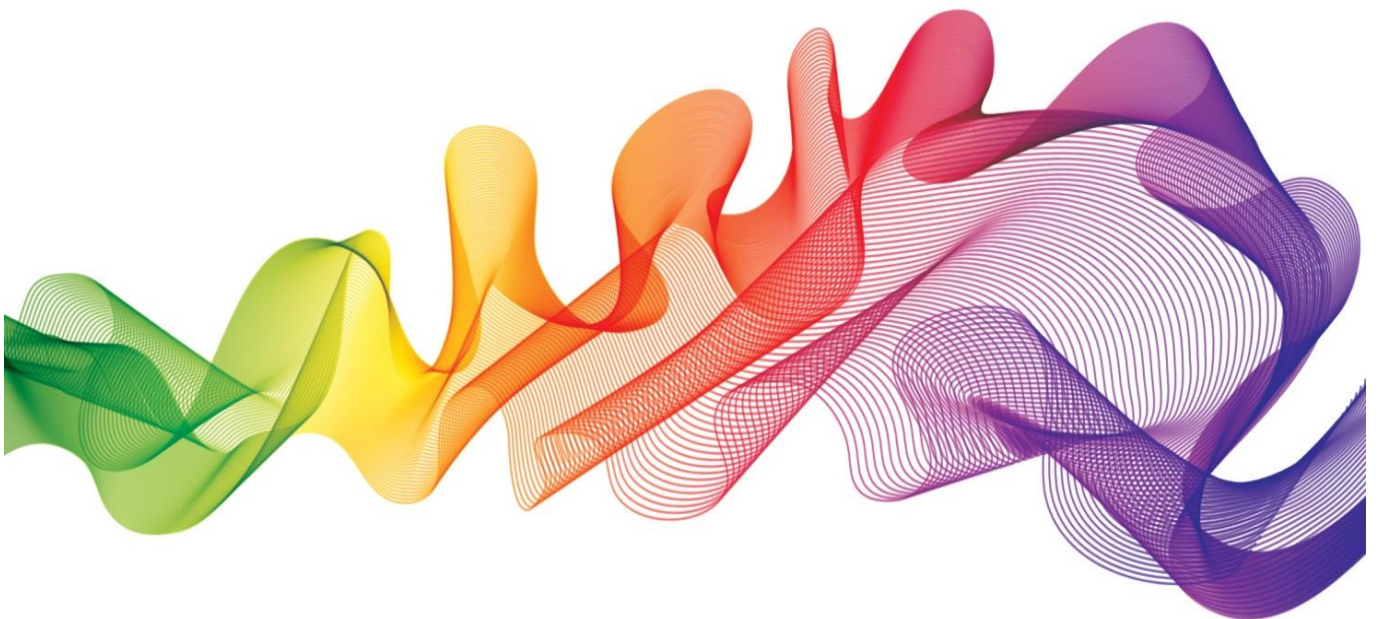


# Company Supply Chain Policy



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This policy relates to the subcontracting of programmes and frameworks using funds which TTE have accessed via direct contracting with the Skills Funding Agency.

### Reasons for Sub contracting

TTE recognises the need to offer as diverse a range of provision as possible, in as flexible and cost effective a way as possible. By working in partnership with subcontractors TTE is able to do the following:

- Diversify TTE provision to meet Government priorities;
- Support organisations who can introduce TTE to a broader range of learners;
- Be responsive to learner and employer requirements;
- Ensure greater cost efficiency;
- Engage with new markets;
- To support other providers.

### Improving Quality

TTE is responsible for its subcontract provision and therefore manages and monitors through TTE's existing quality systems. TTE is committed to continual improvement in teaching and learning, both in its own direct provision and in its subcontracted provision. Subcontractors will be required to engage in TTE's assessment processes. A range of approaches are employed in order to do this, such as observations, self-assessment reports and quality improvement plans.

### Fees

Standard Management Fee – This fee is applied to all subcontracted contracts, and is the proportion of SFA/EFA funding retained by TTE to cover standard costs incurred through its management of these contracts. These costs include:

- Administration;
- Quality assurance;
- MIS functions relating to the submission of funding claims to the SFA and EFA;
- Provision of management meetings;
- Provision of a dedicated Account Manager;
- Provision of professional advice regarding SFA/EFA funding matters;
- Due Diligence support, guidance and checking.

### Terms of Payment

TTE will claim funding monthly from the Skills Funding Agency for provision delivered and will receive invoices from the subcontractors. All correct invoices will be paid in 30 days of TTE receiving the invoice.

### Policy Review and Communication

This policy will be reviewed annually and published on TTE website. The policy will be provided to all potential subcontractors during negotiations.



**Steve Grant**  
Group Managing Director

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