

Camden Adult Community Learning Subcontractor Management and Fees Policy 2023/24

1. Background

The 2023/24 Greater London Authority and Education and Skills Funding Agency funding rules require all providers who subcontract provision to publish a supply chain and charges policy in the interests of transparency and openness. This document sets out the policy and approach for Camden Adult Community Learning Service.

2. Reasons for Sub-Contracting

Camden Adult Community Learning Service provides learning opportunities in a wide variety of community venues focused on deprived areas where we can make a difference for adults and their families. The voluntary and community groups, libraries, prisons, schools and children centres that provide the locations for the learning programmes, support and enable us to meet our target groups.

The specific course offer is adapted each term to meet emerging needs identified by learners, local stakeholders, delivery partners, other teams within the Council or to meet needs arising from national drivers such as changes to the benefit system.

To meet our strategic objectives, we contract and work in partnership with:

- adult education providers
- other Council departments
- voluntary and community sector organisations
- other organisations such as museums, galleries and prisons.

Camden Adult Community Learning Service partnerships and subcontracting arrangements support us to meet resident's need and address local and national strategic objectives by:

- drawing on the rich range of expertise offered by stakeholders
- reaching targeted communities and groups and locating learning in the heart of those communities
- delivering a diverse range of learning opportunities
- supporting smaller providers and other partners to build capacity and develop or grow specialist provision.

These arrangements are supported through formal agreements with our partners and subcontractors as well as partnership forums as well as strategic planning groups.

3. Quality Improvement support for sub contracted providers.

The Camden Adult Community Learning Service Quality Handbook 2021/2022 sets out details of Camden Council's arrangements for quality assurance and continuous improvement in its adult community learning provision.

To achieve its mission and objectives Camden Adult Community Learning Service is committed to quality improvement through the process of on-going evaluation, monitoring and review, accompanied by the setting of targets for improvements to the service with accompanying action planning.

The approach to quality takes into consideration the following:

A.

Community providers who are not routinely inspected by external bodies.

Camden Adult Community Learning Service gives a high priority to locating adult learning opportunities in centres and organisations that are best placed to attract learners from target groups. This policy is a challenging one and involves considerable capacity building work for some organisations, which have a far wider remit than adult learning. Camden Adult Community Learning Service invests staff time and resources to support voluntary sector organisations to meet the standards set out in the Common Inspection Framework. The focus of managers is to support and develop the delivery of good quality provision by smaller providers. Camden Adult Community Learning Service uses a range of methods to monitor provision and support improvement, including:

- Analysis of learner data
- Learner feedback
- Monitoring of service level agreements
- Monitoring and development of course programme to ensure it meets identified needs
- Analysis of learner participation from target communities
- Regular visits to providers
- Partnership meetings to share good practice and plan developments
- Use of quality improvement tool as a basis for quality improvement measures incorporated into all provider visits
- Involvement of providers in Camden ACL professional development and opportunities to share good practice
- OTLA by Camden ACL managers and appointed consultants.
- Support for (the development of) providers to contribute to the annual self-assessment report and quality improvement plan.

Camden Adult and Community Learning Service will provide the following support to subcontractors:

- Clear and current guidance on quality assurance expectations and systems.
- Support and challenge to bring about quality improvement including monitoring visits, auditing and collection and analysis of learner views.
- Termly data reports on provider delivery.
- Termly meetings with a contract manager to review performance and quality and to plan provision.
- Termly meetings which bring providers together to share practice, improve quality, join up planning and provide information and guidance.
- Recording of individual learners onto the Management Information System.
- Processing of ILR returns, data validation and reporting.
- Continuing professional development for tutors and volunteers.
- Observation of teaching learning and assessment (OTLA) and feedback.
- Quality assurance of provider quality systems with support for improvement including joint OTLA.
- An information and advice service for Camden residents signposting all providers and supporting recruitment.

4. Fees and charges

The Service does not retain any fee.

5. Payment Terms

Subcontractors will be paid at regular intervals which are individually negotiated with providers and set out in annual agreements. Timing of payments is related to size of payments for efficiency. Larger contracts are paid termly during the academic year and smaller providers at key points usually twice yearly. Payments will be made with 30 days of receipt of a valid invoice.

The funding retained will vary with each subcontractor and will reflect the amount and level of support provided and the level of risk determined.

6. Publication and review of this policy

The Camden Adult Community Learning Subcontractor Management Fees and Policy is published on Camden Council's website and reviewed on an annual basis.

For any enquiries about this document, please contact Mark Isherwood on 020 7974 3645 or email mark.isherwood@camden.gov.uk

Policy reviewed:

Signature: 

Position: Head of Service

Date: 22/09/23

2023-24 Subcontracting Declaration

Provider Legal Entity	UKPRN	Budget Line	Funding	Learners	Contract Start	Contract End
South Camden and Kilburn Community Partnership	10031285	Adult Education Budget – Community Learning	£24,840	175	08/09/23	31/07/24
Camden Learning	10068280	Adult Education Budget – Community Learning	£10,000	150	TBC	TBC
Well Grounded	10062676	Adult Education Budget – Adult Skills	£12,000	40	TBC	TBC

