

# Subcontracting Fees & Charges Policy



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## 1. AIMS

This policy outlines the fees and charges applied by Triage for subcontracting arrangements to ensure transparency and fairness in the application of subcontracting fees and charges, and to comply with the regulatory requirements set by funders.

## 2. SCOPE

This policy applies to all subcontracting arrangements where Triage holds a direct funding agreement with a commissioner and engages third-party providers to deliver part of the funded provision.

## 3. SUBCONTRACTING FEES

Triage will charge a standard management fee of 18% of the total subcontracted funding. This fee covers the costs associated with managing and administering the subcontracting arrangement, including quality assurance, compliance monitoring, and support services. This is a fixed percentage and is incurred upon the sub-contractor meeting the administrative, quality audits and ongoing support costs associated with being a lead contractor.

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Associated costs reflect those incurred in the commissioning, procurement and due diligence processes, contract management, quality assurance, provider development and administration activities undertaken by Triage.

This approach derives a differentiated rate based on the size of the contract allocation to ensure costs are reasonable and proportionate to the delivery of subcontracted provision.

Specific activities and weightings are set out below

- Commissioning and Procurement (3%)
- Contract Management and Quality Assurance (10%)
- Contract Administration (5%)

Triage will review charges annually and reserve the right to amend these based on risk level and the type of delivery. Charges may increase up to a maximum of 20% if the level of support required is over and above our normal level of service, for example a new sub-contractor with no previous experience of delivering apprenticeships and/or accredited classroom courses could be charged at a higher level throughout their first year of sub-contracting with Triage.

The cost claimed per individual qualification will be determined at the start of each academic year and outlined in the contract. To ensure this is reasonable and proportionate to the delivery of teaching and learning, the Education and Skills Funding Agency funding rates will be applied and/or an amount will be agreed with the commissioning authority for each qualification.

## 4. PAYMENT TERMS

Payments will be made to sub-contractors following a completed month of delivery, subject to the learner documentation meeting the required funding rules. Upon submission and approval of learner documents,

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partners will be provided with a Providers Funding Report (PFR) on a monthly basis and expected to submit an invoice which will be paid within 30 days.

Triage reserves the right to withhold payments and/or retrieve payments already made should a sub-contractor not be able to meet the requirements set out within the contract. This could include, but is not limited to, insufficient quality, accuracy or completeness of learner documentation, significant underperformance against set profiles, failure to provide any records or other information as reasonably requested by Triage.

## 5. QUALITY ASSURANCE

- Triage will conduct regular monitoring visits, spot-checks, and audits to ensure the quality and compliance of subcontracted provision.
- Subcontractors are required to provide regular reports on learner progress, outcomes, and any issues affecting delivery.

## 6. DUE DILIGENCE

- Triage will conduct thorough due diligence on all potential subcontractors, including financial health checks, capacity assessments, and conflict of interest declarations.
- Subcontractors must provide evidence of their capability to deliver high-quality provision and comply with commissioner requirements.

## 7. PREVENT DUTY AND SAFEGUARDING

- Subcontractors must comply with the Prevent duty and safeguarding legislation, ensuring the safety and well-being of all learners.

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- Triage will provide guidance and support to subcontractors to ensure compliance with these requirements.

## 8. EXTERNAL ASSURANCE


Triage will undergo an annual external assurance review for any subcontracts exceeding £100,000 to confirm the effectiveness of subcontracting controls in place.

## 9. REVIEW AND PUBLICATION

- This policy will be reviewed annually and updated as necessary to reflect any changes in legislation.
- The policy will be published on Triage's website and made available to all stakeholders.

## 10. MONITORING AND REVIEW

This policy is subject to an annual review cycle, to ensure it remains fit for purpose.

<b>Approved By</b>	Chief Executive Officer		
<b>Signed</b>			
<b>Author</b>	Jasmin Ayre		
<b>Review Date</b>	19/05/2025	<b>Next Review Due</b>	August 2025

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## APPENDIX 1

### Details of subcontracting arrangement for 2025-26 Funding Year

<b>Subcontractor Name</b>	Nordic Products & Services
<b>UKPRN</b>	10065327
<b>Contract Start Date</b>	01/08/2025
<b>Contract End Date</b>	31/07/2026
<b>Funding Claimed for Subcontracted Delivery</b>	£573,769.00
<b>Funding Paid to Subcontractor</b>	£514,845.07
<b>Funding Retained</b>	£58,923.93

### Amendments to subcontracting arrangement for 2025-26 Funding Year

<b>Subcontractor Name</b>	
<b>UKPRN</b>	
<b>Contract Start Date</b>	
<b>Contract Amendment Date</b>	
<b>Contract End Date</b>	
<b>Funding Claimed for Subcontracted Delivery</b>	
<b>Funding Paid to Subcontractor</b>	
<b>Funding Retained</b>	