

Southwark Adult Learning Service

Supply Chain Fees and Charges Policy 2024 -2025

Southwark Adult Learning Service exists to help local people gain skills and development for economic, social and personal prosperity. The service is funded by the Greater London Authority and the Education and Skills Funding Agency.

As part of Southwark Council's commitment to support local providers including voluntary sector organisations, the service works with council and the GLA/ESFA approved subcontracted delivery partners to enable a wider range of courses to be delivered to Southwark residents, in a broader geographic area, at venues across the borough. This makes learning more accessible to residents wherever they live. The support to local providers including community and voluntary sector organisations helps them to build their capacity for delivery of high-quality learning.

The Adult Learning Service retains 15% of total allocated funding for management costs. This includes the costs associated with due process for procurement and contracting. The service also provides a range of administrative and quality assurance support measures from the retained 15%. These include:

- Administration of learner course enrolment forms and class attendance registers (including checking for accuracy and completeness of all the required learner data)
- Inputting of learner information onto the student information database for inclusion in our Individual Learner Record and submitting all Skills Funding Agency funding returns by their hard close dates
- Creating course codes for identification of individual courses, with many organisations also needing additional codes in the academic year as they sometimes plan and change their proposed delivery
- Checking of invoices for accuracy and checking the corresponding evidence for the invoices is received (providers are paid in arrears on based on individual unique learners who have full achievement)
- Organisational health check by a specialist management information systems provider
- Feedback about the provider's performance - what is working well, what needs to be better and suggestions of how partner providers are supported to delivery high-quality learning in a number of ways, including:
 - Face to face partner provider meetings twice a year, designed to provide support for improvement of quality in teaching and learning, and give networking opportunities for local providers creating a support network, good practice sharing, and referral opportunities.
 - Information, advice and guidance on a variety of quality issues, including safeguarding, health and safety, common inspection framework, completeness and accuracy of monitoring information, preparing for inspection.
 - Partner providers are included in our observation of teaching and learning scheme. This includes lesson observation and feedback from trained observers.

- Partners are provided with appropriately designed paperwork to monitor their provision (including enrolment forms, registers, individual learning plans, course planning paperwork, feedback forms).
- Partners are also provided with the quality framework for Southwark Adult Learning which they can adapt to suit their environment and context or use as it is.

Payments are made in arrears, on successful completion of a course, once the finalised monitoring information has been received, checked and inputted onto the database. Any errors in submitted paperwork are returned to the provider for correction, which may delay payment (errors may be in enrolment form completeness, register completeness and accuracy, invoice or the invoice evidence sheet).

Below are the subcontractors for 24/25

	Contract Value		
	ASB	CL	Total
Learning Unlimited	£35,000	£19,000	£54,000
London Wildlife	£0	£24,250	£24,250
Stepping Stones	£0	£22,500	£22,500
Walworth Garden	£54,750	£45,250	£100,000

This policy will be reviewed August 2025.

The policy is available from Southwark Council's website.