

Supply Chain Policy

SLT Member responsible for procedure	Vice Principal Finance and Resources
Date of procedure	June 2025
Date of approval	June 2025
Date of review	June 2026
Date Equality & Diversity Impact Assessment completed	June 2025

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1. Introduction

The College seeks to only work with Supply Chain Partners in exceptional circumstances where this is required to meet the needs of WMCA residents and employers by enhancing access to our provision in specialist areas to support our local economy and improve job opportunities for our students.

It is a requirement of both the Department for Education (DfE) and West Midlands Combined Authority (WMCA) that the College has a Supply Chain Policy that is annually reviewed and published on the College's website. This document outlines the College's approach to Supply Chain delivery, the reasons behind doing so and the costs incurred.

The College's only supply chain partners are those who offer learner find services for specific programmes of study, funded through the Adult Skills Budget allocations for the College.

2. College Mission

Hereward helps learners to make progress and realise their potential and ambitions. The creativity and skills of staff, working in partnership with the community and employers, ensure learners develop skills for life and work, achieve appropriate qualifications and develop safe and healthy lifestyles that prepare them for the future.

3. Policy Aims

This policy covers:

- How we will identify the support required and associated costs for different supply chain delivery partners.
- How and when we will communicate and discuss our policy for supply chain delivery partners with potential partners.
- For each supply chain delivery partner, how we will determine specific costs for; management and engagement, quality monitoring activities and any other support activities offered by us to the supply chain delivery partner.
- For each supply chain delivery partner, how we will determine that costs are reasonable and proportionate for their services.
- Our reason for engaging supply chain partners.
- Payment terms between us and our supply chain partners; the timing of payments in relation to delivery and the timescale for paying invoices and claims for funding received.

- Timing for review of the policy.
- Where this policy is published. *How we will identify the associated costs for different supply chain delivery partners.*

Supply chain delivery partners working with the College are sourced by the Head of Employment Services and their offer is discussed by the Senior Leadership Team before engagement begins:

- Checks are carried out to ensure that learners identified are recorded consistently by the supply chain partner to ensure that the contract is delivered, and the administration of the provision complies with the College's audit regulations.
- Confirmation is made that arrangements are in place to ensure that there should be no risk of double funding.
- The supply chain partners are reviewed on a three-monthly cycle. Their services are reviewed annually.
- Access to best practice meetings and training workshops is assessed.
- Fees for Learner Find services are reviewed, discussed and approved by SLT prior to engagement of the Learner Find agencies.

4. Why we use Supply Chain Partners

- Supply chain partners provide an effective learner find service for the College and provide learners who benefit from accessing our programmes for adults.
- The supply chain partners operate within the College's Financial Rules and Regulations.

5. Management Fees

Each Learner Find Company sets out their fees at the point of contact with the College. Learner Find Companies are notified following the enrolment of the learner and once they have embarked on their programme of study the Learner Find Company sends an invoice to the College which is paid within 30 days.

6. Review and Publication of Policy

This policy will be reviewed annually and/or when significant changes are made to the funding rules. This policy is published on the College website.

7. Associated Policies/Documents

Strategic Plan

Financial Regulations

Fees Policy

ICT Policy

Equality and Diversity Policy

Quality Strategy

Data Protection Policy

Initial Equality Impact Assessment Screening

Name of policy or service	Supply Chain Policy
Author of impact assessment (name and job title)	Miranda Coles Vice Principal Finance & Resources
Date impact assessment completed	June 2025
Is this a new or reviewed policy or service?	New policy/service ☐ Date of policy/service Reviewed policy/service ☒ Date of review June 2025

Briefly describe the aims and purpose of the policy	To provide clarity regarding the use of learner find companies to maximise the Adult Education allocation
Who is intended to benefit from this policy and in what way?	Learner Find Companies and the College benefit from this policy. It also provides security to the WMCA and DfE that funds are utilised with integrity.
What could contribute or detract from achieving the aims and purpose of the policy?	
What evidence or data has been collected and used to determine the impact on equality groups. Have any data gaps been identified.	

		Comments / Evidence
Has consultation on this policy indicated any possible concerns or issues in relation to equality, diversity and inclusion?	Yes ☐	
	No ☒	
Is there an opportunity to promote equality of opportunity by this policy?	Yes ☐	
	No ☒	

Potential impact on grounds of:

Race	Positive ☐	
	Negative ☐	
	No impact ☒	
Disability	Positive ☐	
	Negative ☐	
	No impact ☒	

		Comments / Evidence
Gender	Positive ☐ Negative ☐ No impact ☒	
Gender reassignment/identity	Positive ☐ Negative ☐ No impact ☒	
Age	Positive ☐ Negative ☐ No impact ☒	
Sexual orientation	Positive ☐ Negative ☐ No impact ☒	
Religion or belief	Positive ☐ Negative ☐ No impact ☒	
Marriage and civil partnerships	Positive ☐ Negative ☐ No impact ☒	
Pregnancy and maternity	Positive ☐ Negative ☐ No impact ☒	

If any potential negative impacts of this policy or service have been identified, then a full equality impact assessment form should be completed.