



## **The National Logistics Academy**

### **Supply Chain Fees & Charges Policy**

#### **Introduction**

As Main provider we are committed to publishing our supply chain fees and charges policy on our website for 'provision 'sub-contracting. Each year we review and enhance our offer to ensure that we are a leading provider of choice.

#### **Reason for Subcontracting**

The Academy aims to provide coherent and well-coordinated provision of apprenticeships and other logistics skills training across the UK in order to meet the needs of learners and employers via a geographically spread network of members.

The key focus of The Academy is to support the UK's top 50 logistics operators, which demand premium services on a national basis. To service the needs of the logistics sector, The Academy's business model is to create and operate a logistics network comprised of existing high-quality providers (network members).

In order to achieve this, The National Logistics Academy has taken the strategic decision to sub-contract part of our provision to network members that can support the delivery of our strategy and demonstrate the capability, capacity and readiness to deliver high quality provision and enable the sharing of good practice.

#### **Improving the Quality of Teaching and Learning**

The National Logistics Academy is committed to a policy of continuous improvement to the quality of teaching, learning and assessment.

We will support, develop and share good practice through observations of teaching learning and assessment, continuing professional development (CPD) events, quality assurance reviews, and evaluations of learner and employer feedback.

#### **Management Fees**

The National Logistics Academy retains a management fee from all sub-contractors, typically around 20%. However, such fees will be tailored to reflect costs associated with the management of the contract and the level of support needed for the Supply Chain Partner to deliver quality provision.

## **Support for Sub-Contractors**

In return for the management fee charged by The National Logistics Academy, sub-contractors will receive a high level of support including the following:

- Advice and guidance at pre-contract stage
- Designated Regional Performance Manager
- Observation of teaching, learning and assessment
- Regular review and compliance meetings with progress reports
- Support with funding rules compliance
- Ongoing administration support, including in-depth checks of evidence submitted and regular feedback on issues identified
- Managed relationship, via Key Account Managers, with local employer depots
- Input of enrolment documentation submitted
- Quality improvement support
- Access to training and development opportunities

## **Reasons for Differences in Fees Charged**

Not all sub-contractors are charged the same management fee. Differences in fees are dependent upon such factors as the level of resources and support needed to manage the relationship, geographical location, as well as the experience of the sub-contractor and the level of risk determined by the due diligence process

## **Payment arrangements**

Payments are made on a monthly basis at the end of the following month in which the activity is successfully delivered, validated and payment confirmed by the Funder. Payments are based on the payments confirmed by the Funder less the management fee agreed as part of contract negotiations and as stated in the contractual agreement with the sub-contractor.

## **Policy Communication**

The policy is available on our website and is discussed with current and future sub-contractors during contract negotiation meetings.

## **Policy Review**

The policy will be reviewed on an annual basis.



**Mark Currie**

**Chief Executive**

January 2019