



Nationwide Energy Training Services Limited

Delivery Partner Fees Policy

**Training Excellence through Experience and
Knowledge**



Delivery Partner Fees Policy

Welcome to Nationwide Energy Training Service's Delivery Partner fees policy. This document is intended to provide you with a breakdown of our fees and adheres to our fairness value of being clear and transparent.

As an apprenticeship provider we are proud that our work enables learners to grow in their chosen apprenticeship. Our work also extends to our employer base and we have to date earned ourselves a great reputation with our learners and employers.

We work with a network of Delivery Partners who share our values of quality provision, we ensure we put the learner at the centre of all that we do. All our Delivery Partners undergo a comprehensive due diligence process prior to any delivery. We also ensure we respond to the employer needs in terms of apprenticeship recruitment and retention of the learner.

All our Delivery Partners will be managed fairly and in line with our own company values. In addition, we expect our Delivery Partners to adhere to our Delivery Partner management policy. Regular meetings and updates are provided to ensure we are all delivering quality apprenticeships in line with current legislation and policies.

Quality of Teaching and Learning

We are committed to providing all learners with a high standard of teaching, learning and assessment, this applies to learners who embark on qualifications directly with us as well as those who study with any of our Delivery Partners. As such we monitor quality for both internal and external provision in the same way, through short notice quality monitoring visits, examining many aspects of provision which impact the learner, using Ofsted's current handbook and Common Inspection Framework. Following quality monitoring we provide action points which are aimed to realise improvement for our learners.

We complete robust due diligence checks on a variety of areas which impact teaching, learning and assessment prior to Delivery Partners joining us such as teaching qualifications, their functional skills approach and policy, initial and diagnostic assessment approach and policy, the provider's self- assessment report and many other areas.

Funding

For all funded provision, we pay the full value allocated by the funding body, including any uplifts applied less a retained 20% management fee. The retained funding is to ensure that Nationwide Energy Training Services can meet all the obligations of its ESFA main contract.



What's included in the management fee?

- Apprenticeship programme set up, including employer records on our CRM (customer relationship management) platform
- Enrolment of all learners including compliance checks of documentation
- Course file monitoring (quality)
- Monthly review of data in relation to retention, achievement etc
- Updates in relation to funding, provision and curriculum planning
- Observation of Teaching and Learning
- Monthly updates and quarterly contract review meetings
- Access to training and CPD undertaken by Nationwide Energy Training Services staff
- Advice and guidance for learners and employers
- Assistance with self-assessment reporting
- Health, Safety & Environment advice and support
- Safeguarding training and support
- Learner evaluation collation and summary
- Assessments/audits
- Prevent - support and advice
- British Values – support and advice
- Access to all internal company policies
- Support with capacity building

Payment Terms

All our Delivery Partners will be required to agree to our Delivery Partner contracting agreement that will be sent prior to working in partnership. This agreement lists our terms and conditions.

Nationwide Energy Training Services will raise a Delivery Partner invoice advising on funds that has been drawn in month for their learners. The Delivery Partner will then reconcile that with their figures and raise an invoice. This will all be done after month end uploading of data and the ESFA remittance advice has been sent. The Delivery Partner invoice will be paid after Nationwide Energy Training Services have been paid and no later than 10 working days after the end of the prior month end.

Communication, Policy Review and Publications

This policy will be reviewed annually in August of each year and will be supplied to any new Delivery Partners as part of due diligence. Any subsequent changes will be notified to existing Delivery Partners as part of either a regular contract review or via separate correspondence. The policy will be published on our website.