

## Provider Fees and Charges Policy

Enterkey Training does subcontract some of its provision to partner organisations. This is to ensure that local demand can be met, and also allows our provision to reach further geographically. Subcontractors may also be onboarded to offer specialised provision for clients.

The standard management fee that Enterkey Training charges is 20% of all funding drawn down against the provision to be delivered. This percentage may be altered dependent on the amount of management support required by the subcontractor; this is at the discretion of Enterkey Training.

In order to protect high quality provision and positive outcomes for residents, our subcontractors can expect to receive the following full performance management function as part of their management fee:

- Dedicated point of contact for Supply Chain Management
- Regular Face to Face Review Meetings with Performance Reporting
- Regular Management Information against contractual KPIs and QARs
- Self-Billing Invoices
- Processing of data in to the ILR
- Updates of Funding and Policy Guidance
- Contract Support and Funding Compliance
- Observations of Teaching, Learning & Assessment and IAG (Announced and Unannounced Visits)
- File Audits and checks on learner existence and eligibility
- Support for and aggregation of quality self-assessment and quality improvement plans

Payment terms are 30 days following production of a self-billing invoice.

Our delivery subcontracting fees and policy are reviewed on an annual basis by our Board of Directors.