



Jaguar Land Rover Supply-Chain Fees & Charges Policy 2016/ 17

Scope of this Policy

This supply chain fees and charging policy applies to all subcontracting activity supported with funds supplied by the Skills Funding Agency and the Education Funding Agency.

Subcontractors in Scope

Babcock Training Limited

UKPRN 10003161

Company Registration Number 2817838

Framework of this Policy

The policy outlined below is a mandatory requirement by the SFA and must be in place prior to participating in any sub-contracting activity from 1 August 2016.

Rationale for Sub-Contracting

JAGUAR LAND ROVER will carry out engagement with sub-contractors in order to better meet retailer needs where the skills and professional delivery is not available within the company directly and to do the following:

1. To temporary meet the short term needs of training and development outside the normal offer within the company
2. To provide the means to access and engage with new customers
3. To support provision with another provider to meet capacity or quality needs
4. To provide the means to deliver niche delivery where the cost to develop this would be outside the sustainable boundaries
5. To enable the working with other providers who can effectively reach priority learners and demonstrate positive employment outcomes.

Quality Assurance of Subcontracting Arrangements

The quality of sub-contract provision is carefully monitored and managed through existing company quality assurance processes and procedures ensuring JAGUAR LAND ROVER do not inadvertently fund extremist organisations through the sub-contracting of apprenticeship training. JAGUAR LAND ROVER provides training for sub-contractor staff where required in order to ensure the delivery meets the needs of the employer and also the high quality aspirations of JAGUAR LAND ROVER and UK retailers.

Percentage Range of Fees

JAGUAR LAND ROVER does not charge a management fee for the delivery of the apprenticeship provision. JAGUAR LAND ROVER does charge individual retailers for

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the delivery of the apprenticeship training to cover a percentage of the facilities, resources and additional educational programmes required to deliver the programmes. This also provides a proportion of the direct costs associated with operating and quality assuring sub-contract provision, handling administration duties, processing claims and which provides a contribution towards indirect costs such as finance support, learner support, IT and other development support costs.

Sub-Contractors deliver the apprenticeship programme service for JAGUAR LAND ROVER and supply the support staff required. Sub-Contractors with JAGUAR LAND ROVER create a purchase order and Service Level Agreement to deliver this service which is used to invoice against based on the requirements of JAGUAR LAND ROVER. JAGUAR LAND ROVER hold the funding supplied by the Skills Funding Agency and pay these charges directly from this income.

JAGUAR LAND ROVER risk assess Sub-Contractors and request detailed financial information prior to engagement and delivery of services.

Support Provided to Sub-contractors

JAGUAR LAND ROVER senior managers will visit sub-contractors on a reasonably practicable basis and will provide programme planning advice and funding updates.

Training and Assessment sessions being delivered by sub-contractors will be observed by specified observers and feedback will be provided where required and practicable. Training sessions on areas such as equality and diversity will also be observed. Any requests for training of sub-contractor delivery teams will be done so at additional costs if this is expected as part of the SLA to deliver the programmes. Quotes will be provided on request.

Payment Terms and Conditions

JAGUAR LAND ROVER will make payment to the Sub-contractor within 60 days of receiving a valid claim for payment, this will normally be linked to the remittance advice and occupancy report from the SFA and purchase order raised. Invoices should be provided with expected payment requirements such as bank account details.

Communication of the Supply-Chain Fees & Charges Policy

The Supply-Chain Fees & Charges Policy is published on the JAGUAR LAND ROVER apprenticeship websites at www.jaguardealerapprenticeships.com / landroverdealerapprenticeships.com and is sent to all sub-contractors. The policy will be discussed with potential sub-contractors during the due diligence process.

Policy Review Process

The Supply-Chain Fees & Charges Policy is updated annually as part of the SFA Contract renewal process. Details are updated and a new policy is uploaded to the JAGUAR LAND ROVER apprenticeship programme website.



Subcontractor Income

The following outlines the subcontractor income earned for the 2013-14, 2014-15 & 2015-16 contract years for JAGUAR LAND ROVER APPRENTICESHIPS.

	2013/14	2014/15	2015/16
JAGUAR LAND ROVER Income Total	£787,162.97	£1,058,712.73	£1,517,312.00
Income used for Programme development	£62,973.97	£77,712.73	£21,826.00
Calex UK LTD	2013/14	2014/15	2015/16
Total Funds Subcontracted	£724,189.00	£981,000.00	£1,365,571.80
Apprentices 16-18	£614,189.00	£830,000.00	£1,183,861.80
Apprentices ASB	£110,000.00	£131,000.00	£181,710.00
Babcock Training (10003161)	2013/14	2014/15	2015/16 (April 16 – July 16)
	Nil	Nil	£129,914.20