







The contractor can facilitate an entry point to widen access, participation and





Purchase of resources;

Intensive improvement support.

The costs incurred by the WEA will depend on the risk and need of each individual



## Annex 1 – Risk Factor Table

The performance indicators below will be used to inform the subcontractor performance management process.

Performance Indicator	Criteria	Risk Level	Intervention
Previous track record in terms of meeting funding and success rate targets	All fully met and evidenced	Low Risk	None
	Up to 10% below funding target and/or 5% below national success rates	Medium Risk	Informal
	More than 10% below funding target and/or more than 5 % below success rate or no evidence	High Risk	Formal
Length and quality of the relationship with the WEA	1 or more years as subcontractor no issue	Low Risk	None
	1 or more years as subcontractor some issue	Medium Risk	Informal
	1 or more years but serious issues or new w		



## Annex 2 - Charging Methodology for Subcontractor Fees

Management fees will be in line with costs incurred by the WEA and will be set at 17.5% of the contract value. The costs incurred by the WEA will depend on the risk and need of each individual subcontractor and may vary throughout the year.

The WEA will provide the following services to its subcontractors:

<b>Performance Management</b>	Annual and monthly performance review and planning meetings, including performance improvement action planning and support proportionate to the identified level of improvement needed to meet quality or performance standards.
<b>Quality</b>	Support with curriculum and accreditation processes, monitoring, audit and OTLA quality support.
<b>MIS and ICT</b>	Support with ensuring accurate and timely data collection and reporting of learner data via the ILR.
<b>Compliance</b>	Support with funding eligibility, data collection processes and audit compliance.
<b>Financial</b>	Payment processing.
<b>Training</b>	Access to training for (Canvas).
<b>Marketing and Publicity</b>	Information about subcontractor courses shared through the WEA website and potential learners referred to subcontractors own websites.
<b>Support Networks</b>	Access to the network of providers the WEA works with will be extended to subcontractors (where appropriate).
<b>Evaluation</b>	Including research and impact reports.
<b>Intensive Support and Development</b>	May include advice on quality and curriculum, funding, programme design and policy development.