**Cost of Contract Administration**

As a Commissioned Contract Holder, Cardiff and Vale College (CAVC) is responsible for ensuring that all learners accessing apprenticeship funding receive a consistently high standard of training and learner experience. CAVC delivers its contract through a combination of in-house delivery and subcontracted provision delivered by partner organisations.

Prior to entering into a subcontracting arrangement with a delivery partner, CAVC undertakes a comprehensive due diligence exercise including, but not limited to, the following areas:

* Financial position
* Staffing/capability
* EWC registrations
* Policies and procedures
* Compliance (Health and Safety, Data Protection and Information Security)
* Quality cycle
* Safeguarding and Prevent
* Performance (Latest LOR if available)
* Leadership and management
* Wellbeing, care support and guidance
* Welsh Language Policy

Any required actions arising from the due diligence exercise must be completed before delivery begins or within a specified and agreed timescale. Periodic (normally annual) due diligence update checks will take place for all subcontractors.

Payments to subcontractors will be made monthly, less an amount deducted by CAVC as a contribution to the cost of contract administration activities undertaken by CAVC as Commissioned Contract Holder.

The amount deducted will contribute to the cost of contract administration by CAVC, and will vary between subcontractors to reflect the expected level of support and intervention by CAVC for individual subcontractors, taking into consideration an assessment of risk informed by past experience (where applicable) and the due diligence process.

CAVC has a responsibility to support and monitor delivery partners to sustain high quality provision that meets the needs of learners. Activities undertaken by CAVC in this regard include:

* Initial induction process
* Dedicated Quality Officer
* Quality Cycle support, including development of individual partner Quality Cycle mapped to Partner SAR and QDP
* Good Practice/Working groups
* Compliance audits
* Data Administration processing/support
* Checking learner eligibility
* Compile monthly returns for funding bodies
* Self-Assessment & QDP Report – analysis and support
* Maytas system licences (if required)
* Information Security (if required)
* Health & Safety support and guidance
* Safeguarding/Prevent support and guidance
* Staff Training and Development
* Provide access to Skillgate modules
* Co-ordinate QSA Management and Quality Meetings
* Conduct and co-ordinate Learner Voice annual survey and analysis
* Thematic Champions
* Take lead provider role for Estyn Inspections