**Sample of Management Fee Structure**

**for Sub-Contracting 2022-23**

The College shall deduct and retain from the Funding an amount calculated in accordance with Contract schedule by way of quality assurance, administrative support and delivery fees as agreed by both parties.  Further details of how this retained amount is used by the College are set out in contract.

**The College retention of 15% funding per learner (referred to in clause 23.5 of the Operative Provisions of this Agreement) shall be used to account for the College’s own operating, quality assurance and related costs incurred by the College in connection with this Agreement as further particularised below:**

* **10% processing enrolments, learner registrations, IT platform access for managing learner progress and IT support**
* **5% provision of learner materials including handbook and induction support**
* **40% managing the quality of provision including observations, IQA, SAR/QIP monitoring**
* **30% management of the subcontract including contract meetings, operational management meetings, performance management reviews, performance monitoring**
* **0% delivery of specific training……………………………. (list)**
* **0% provision of specific delivery equipment or materials…………………………………. (list)**
* **15% provision of learner support by College teams and access to College facilities and resources**

**These costs represent reasonable and proportionate costs based on the management and support required to deliver this programme.**