

Adult Learning Kirklees (ALK) - Supply Chain Policy 2025-2026

Purpose/Intent

1. Kirklees Council has an ambitious vision for adult and community/ tailored learning in Kirklees which is shared by local organisations. The Council and its partners are committed to supporting learning throughout life in our communities, recognising the contribution that adult learning makes to jobs and growth as well as improving health and wellbeing, tackling poverty and building strong and sustainable communities. Kirklees Council has worked for many years with the Kirklees Community Learning Trust and its networks, to secure learning opportunities in communities where many residents face barriers to learning and work. This document describes the approach to supply chain management which supports our strategic purpose.

Adult Learning Kirklees is an active partner of the Kirklees-wide Community Learning Trust. The Trust was formed in September 2013 for the Kirklees district to better address the core objectives for tailored (community) learning described in 'New Chances, New Challenges' (BIS 2011); access to learning opportunities, improving lives, achievement, socio-economic wellbeing, joy of learning, impact. These principles continue to underpin the intent/ purpose of tailored (community) learning in Kirklees. The Trust has an independent chair. In addition to Kirklees Council, funded partners delivering tailored (community) learning in the district include Kirklees College, the Workers' Educational Association (WEA), Northern College and our matrix accredited provider of impartial information, advice and guidance C + K Careers, are all members of the Trust. Members also include representatives from the voluntary and third sector, libraries, the University of Huddersfield and Jobcentre Plus.

2. On 11 March 2020 West Yorkshire leaders and Government signed a devolution deal for West Yorkshire. The deal sets out the new powers, funding and responsibilities which were transferred from central Government to the West Yorkshire Mayor and Combined Authority. In partnership with the Trust members, the Council provision seeks to address the aims and objectives expressed in the key strategies set out in the [Adult Education Budget Strategy](#) alongside the Council's priorities in the Kirklees Economic Strategy, Post16 Employment and Skills Plan 2022-25 and Our Kirklees Futures, underpinned by the Council's Corporate Plan.
3. The contribution made to the overall community learning offer in the Kirklees district secured by Kirklees Council focuses on community development. Tailored (community) learning opportunities funded by the Council provide opportunities for local people to build the skills and confidence to be successful in learning for themselves, their families and their communities. The approach is to work with local organisations which have a strong relationship with residents experiencing disadvantage to increase the local capacity to promote, deliver and support learning. Most activity is contracted out to organisations working at a neighbourhood level or with residents facing specific problems such as disability, substance abuse or housing problems. These arrangements build the skills and capacity of community partners to develop self-organised activity, to secure additional funding through other routes and to increase the 'in kind' contribution to adult learning through volunteer activity and support. The needs of the learner are the key drivers in the sub-contracting process.

Learner Centred Quality Improvement

4. Adult Learning Kirklees (ALK) aims to secure high quality learning provision which meets the needs of local residents as outlined in local partnership plans, which contributes to the delivery of ALK outcomes, meets the requirements of the Education Inspection Framework for further education and skills, offers values for money and meets ALK data reporting requirements.
5. All contractors delivering adult and community learning on behalf of ALK have demonstrated their ability to meet the standards outlined in the ALK Quality guidance and processes.
6. Contractors receive a detailed contract clearly outlining the expectations on partners, performance indicators, outcomes and payment schedules at the point they are engaged. Arrangements for supply chain management are discussed at this stage. A detailed handbook provides additional useful information for both tutors and managers. ALK works closely with partners to build capacity to meet learners' needs.
7. Support to improve the quality of education including teaching, learning and assessment and outcomes for learners focusing on clear intent, effective implementation and demonstrable impact are as follows: -
 - Annual Quality Improvement Cycle and framework to drive improvement
 - Support to complete self-assessment and quality improvement planning process at individual organisation and partnership level
 - Manager, staff and volunteer development programme
 - Planned CPD programmes
 - Quality and Curriculum development support including Peer visits
 - Regular RARPA moderation
 - Data analysis and detailed performance reports including participation, achievement and feedback
 - Regular contracting monitoring meetings to review progress and support further improvement
 - Regular external observations of teaching, learning and assessment and feedback on strategies for improvement
 - Teaching and Learning reviews
 - Safeguarding and Prevent training and regular updates at all meetings
 - Review of all sub-contractor policies and procedures
 - Regular partner meetings which include sharing of good practice
 - Support and challenge in preparing for external scrutiny
 - Personalised development activity and peer support where appropriate
8. In addition, partners are supported with Health & Safety arrangements, data management and monitoring. Other central costs as part of the programme include Individualised Learning Record (ILR), Management Information System including data entry and submission of all funding returns.

Payment Arrangements

9. Up to a maximum 20.0% of West Yorkshire Combined Authority, Adult Skills Funding is retained to contribute to the cost of the support referred to in paragraphs 7 and 8. The fee is calculated based on the level of resource required to manage the individual subcontractor relationships, to ensure

Employment & Skills

funding requirements and returns are met including an external assurance audit, and to ensure high quality of learning delivery is maintained.

10. An additional cost will be retained for any additional support or services provided by the council to the subcontractor. These charges may include learner related fees for registration, certification, learner and / or learning support costs, childcare and / or crèche facilities.
11. Each Contractor's fees for services and arrangements for payment are set out in the contract referred to in paragraph 6.
12. Contractor fees are payable on achievement of start and completion payment milestones per learner. Payments will be made to contractors on condition that: services are delivered on time; services are delivered to the required standards (see for example paragraphs 4 and 5) proven by satisfactory evidence; and an associated invoice has been received and validated by ALK.
13. Kirklees Council will release payment to the contractor within 30 working days of receiving all required supporting evidence.
14. Fee Remission Policy: The intent of tailored (community) learning in Kirklees is to focus on residents taking first steps in learning and as such learners who have barriers to learning such as:- unemployment, low waged, low qualifications, mental and psychical health challenges. Consequently, our offer is available to those who have the most need, with no fee charged. For those learners able to pay and without significant barriers to learning, provision is available through other partners such as Kirklees College, WEA, Northern College and the wider WYCA partnership and we signpost these learners to this provision.

Communication and Review

15. The fees and charges policy will be communicated to all potential subcontractors as part of the procurement and contracting process.
16. This policy is published on the Council's website: [Policies and publications for learning providers | Kirklees Council](#)
17. This policy will be reviewed annually however it may be reviewed more frequently in response to changes in government funding or policy.

Signed by:



Date: September 2025

Name: Chris Duffill

Position: Head of Service – Business, Employment & Skills

Date Published: September 2025

Next Review Date

July 2026