



## Supply chain fee policy – 2017/18

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Haddon Training provides Apprenticeships and Traineeships across England.

Haddon Training sub-contracts a small percentage of its provision to the Saddlery Training Centre, 3H Stanley Court, Glenmore Business Park, Telford Road, Churchfields, Salisbury, Wiltshire, SP2 7GH.

This is a residual contract that will come to an end in July 2019.

Haddon Training engage with the Saddlery Training Centre to offer learners the opportunity to undertake Intermediate and Advanced Apprenticeships across three pathways: bridle, harness and saddle.

The contracting of the supply chain takes place on an annual basis with delivery performance, quality and audit robustness assessed continuously throughout the year.

The specific details of the services provided by each party are agreed at the start of each contract year. Fees are calculated taking into consideration both the specific services the supplier provides and those services provided by Haddon Training centrally. The payment terms, rates and payment triggers are set out in detail in each contract. Payment terms are 30 days following production of a self-billing invoice.

### Central Services

The Saddlery Training Centre has access to:

- ✓ Centrally managed and version controlled learner and employer documentation
- ✓ Online initial and diagnostic assessments to assess the learner's starting point
- ✓ A dedicated Trainer-Coach who delivers Functional Skills and additional learning support to all Saddlery learners
- ✓ Employability courses – wider curriculum modules
- ✓ PREVENT training
- ✓ Access to online PLR records to ascertain prior attainment
- ✓ Central Tracker report suite, access to learner data and a full suite of MI reports refreshed weekly
- ✓ Learner satisfaction surveys are run continuously and suppliers receive regular analysed reports to support improvements.
- ✓ Regular information updates and regular training on all aspects of delivery including new curriculum developments and policy changes.

Haddon Training quality delivery is underpinned by a full performance management function, ensuring all learners have a high quality experience and all government funds are assured. This is delivered through the following central services:

- Supply chain management
- Allocation and performance monitoring of funding allocations
- Support for and aggregation of quality self-assessment and development plans
- Moderation of teaching and learning observations
- An internal assurance programme for funding and quality

The Saddlery delivers these qualifications using their own delivery methodology. Haddon Training undertakes the in-depth performance management function, outlined above.

The payment to The Saddlery Centre will be: 70% of the Diploma funding and 80% of the Technical Certificate.

A percentage of funding will be held by Haddon Training for the delivery of Functional Skills, additional learner support and administration /management of the contract.

This policy is subject to annual review and is available on our website. It is referenced within our contracts with each service provider for the contract year ending July 2016.

## Overview of the Saddlery

Mark Romain (owner) began his apprenticeship in 1973 when he was employed by S. Ingram & Son of Salisbury, after 14 years working at the bench he applied and was subsequently appointed the Saddlery & Leatherwork advisor, for CoSIRA (Council of Small Industries in Rural Areas), The Rural Development Commission and The Countryside Agency.

Since 1986 until the present day Mark has been involved in delivering training within the saddlery industry, whether instructing apprentices on the Modern and Millennium Apprenticeship Schemes or trainees on the New Entrants Training Scheme or those who have attended shorter Saddlery Courses. He has contributed to the training of over 200 apprentices and well over 1500 saddlery course candidates.

He has visited Saddlery businesses all over England providing technical advice, on-site recruitment, and monitoring / assessment of the training programmes.

This has placed him in a unique position to offer help, advice and guidance on matters ranging from training, qualifications, sources of supplies of materials and technical enquiries in general.

He has a comprehensive understanding of the Saddlery Modern and Millennium Apprenticeship Schemes, City & Guilds Saddlery qualifications and National Vocational Qualifications. He is frequently involved with the revision and review of these schemes and qualifications as well as funding issues.

Mark was awarded an MBE for "services to the saddlery industry and saddlery training in the UK and overseas" in June 2014

### **Other Information:**

Mark has been a member of the Executive Committee of The Society of Master Saddlers since the early 1990's and was their President 1999/2000. Since 2002 he has been Training Advisor for the Society.

He is also a member of The Saddlery Steering Group (lead body on training and related issues for the Saddlery industry sector).

He played a major role in developing National Vocational Qualifications for the Saddlery Industry during the nineties, in several revisions and re-launch of The City & Guilds National Skill Assessment and Qualification Scheme for the Saddlery Trade, the development of The Saddlery Millennium Apprenticeship Scheme launched in 2000 and the implementation of the new Modern Apprenticeship Scheme.

Prior to this Mark was employed in the trade for a total of 14 years (including completing a four year apprenticeship) during which time he learned many aspects of Saddle, Bridle and Harness manufacture and repair, as well as general leatherwork including bag, box and case making.

**Mark's Professional Qualifications include:**

- ✓ Individual Qualified Master Saddler and Harness Maker
- ✓ Qualified Further and Adult Education Teachers Certificate (N.V.Q. Level 4).
- ✓ City & Guilds Licentiate.
- ✓ Accredited N.V.Q. Assessor (units D32, D33, D34, and D36).
- ✓ Qualified First Aid at work Certificate
- ✓ Fellow of the Society of Master Saddlers (2011)