**Appendix 2 - SD07 Bespoke ‘Recruit & Train’ Pre-Employment Programme**

**Training Course Design & Delivery**

**Programme Plan Proposal**

*Please use this editable file template to submit your proposal ensuring that you have completed all boxes and included any / all supporting documents.* ***Please do not renumber any of the sections****; for your assistance, the section numbers correlate directly to those given in the scoring matrix ‘Requirement’ column at Appendix 3.*

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| **1. Organisation Details/ Programme Lead** |
| **Organisation Name:**  **Organisation Address:**  **Primary Contact Name:**  **Primary Contact Telephone Number:**  **Primary Contact E-mail address:**  **Organisation Website:** |
| **Aim of Programme Deliverable** |
| **Employers and stakeholders engaged to develop and deliver bespoke ‘recruit and train’ pre-employment programme offer to individuals relating to employment opportunities within the West of England Enterprise Zones and Enterprise Areas:**  The Service must engage and work in partnership with employers and other key stakeholders (e.g. Engagement Hubs, Unitary Authorities, developers etc.) to maximise employment opportunities for local residents. This includes, where required, developing and ensuring the delivery of bespoke ‘recruit and train offers’ and funded pre-employment training offers bespoke to the business needs of each Zone/Area. |
| **2. Cost of delivery (per learner /course):** |
| Please attach a budget breakdown of costs |
| **3. Timescales & Delivery Dates:** |
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| **4. Policies Included:** |
| List all policies submitted with your proposal. The following are essential:   * Data Protection * Equality and Diversity * Sustainability * Health and Safety |
| **5. Overview of Pre-employment Programme** |
| **Proposed programme:**  Description  Evidence of need  Links to Local Sector Skills Statements/other research  Supporting meetings/actions /notes available  Why the programme is unique / bespoke  What risks / opportunities might there be associated with it? |
| **6. Delivery Model** |
| Who / how / which organisations will support the provision |
| **7. Targeted learners** |
| How many learners?  If cohort/who/why/where will the cohort come from? |
| **Skill level pre-requisites for learners (as applicable):**  Provide details of any essential skills that learners must already have to successfully complete the course.  How will learning (from the training provision) be assessed |
| **Training Course Brief Outline / Materials (where possible):**  Provide web links or attachments |
| **8. Alignment to Enterprise Zones/Areas** |
| Are the jobs to which the training is being directed, already available in the area? If in the future, when?  Is a target employer or sector represented in the zone/area?  Are the skills in the pre-recruit & train programme going to be required in the zones/areas in the future (transferable skills)? |
| **9. Employers and stakeholders involved in programme design & delivery** |
| Include names and full postal addresses of all contributing organisations & evidence of their involvement |
| **10. Experience** |
| Provide Examples |
| **11. Location of Course(s):** |
| Venue details etc. |
| **12. Outcomes and Evaluations** |
| Will the benefits / success of the course be evaluated?  If so how will that be assessed and when? |
| **ESFA Cross-Cutting Themes Addressed:** |
| Which Environmental elements are addressed by the above programme? How?  Are any target groups being supported? If so, how is this appropriate? |
| **Match Funding being offered (if any):** |
| Source  Amount  Time to source |
| **Comments / Other:** |
| Please provide any other information that you feel may be relevant to this call / ITT  Identify any buyer furnished supplies |

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| **Appendices Included:**  List all those included with your proposal e.g.   * Evidence of need from employers / stakeholders * Evidence of previous experience with learners * Action notes / Meeting Minutes * Links to Local Sector Skills Statements * Track Record / Experience examples * Policies * Budget breakdown * Other research |

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| **Programme Delivery Checklist (Internal Use Only)** | |
| **UKPRN No:** | **Contract / Purchase Order No:** |
| **Provider Delivering Programme:**   * + Vendor Questionnaire Completed: Y/N   + Why this model/relationships   + What will they deliver / when   + Due diligence (ability to deliver)   + Who is responsible/How evidence/eligibility will be collected   + Marketing and Comms strategy agreed: Y/N | |
| **Employers / Stakeholders involved in design and delivery:**   * + Who and how are they involved   + Number of posts / vacancies   + Full postal address   + Evidence provided of their involvement (emails/meeting notes etc)   + SD08 Pledge Form Signed: Y/N   + Who is responsible/How evidence/eligibility will be collected   + Marketing and Comms strategy agreed: Y/N | |
| **BW Provision**   * + Logos provided: Y/N   + Events brief complete: Y/N   + Marketing and Comms strategy agreed: Y/N   + SD07 Student Registration Forms: Y/N   + SD07 Attendee Start List: Y/N   + Who is responsible/How evidence/eligibility will be collected   + Other unique requirements: Y/N | |