# Borough LogoAdult Education Tender

# Application Form 2016-17

DEADLINE FOR SUBMISSION:

By 10th June, 5pm

***One application form should be completed for each programme you are intending to bid for.***

|  |  |
| --- | --- |
| ***Please state the name of the Programme you are bidding for*** |  |

# SECTION 1 – CONTACT DETAILS

|  |  |
| --- | --- |
| ***Organisation(s) name and address:***  | ***Contact name:*** |
| ***Registered Company or Charity Address (if different from Organisation address)*** |
| ***Tel:*** | ***Tel:*** |
| ***Fax:*** | ***Fax:*** |
| ***Email:*** | ***Email:*** |
| ***Mobile:*** | ***Mobile:*** |
| UKPRN:  | Is the organisation registered on ROTO? Yes No  |
| Conflict of Interest Declaration*Please use this box to declare any conflict of interest which could arise from this application. If there are no conflict of interest issues please state this clearly in the space below**Examples of conflicts of interest include:** *Alternative funding streams (i.e. European Social Fund )*
* *Shared board member with Wokingham Borough Council officers or councillors.*
 |

**SECTION 2 – Managing the Programme**

| **Managing The Programme (Max Score 45%)** | **Weighting** |
| --- | --- |
| 1. **Please tell us how you intend to meet the relevant key priority(s) for Adult Community Learning?**

(The key priorities are detailed in section 1.2 of the tender document). Max 200 words | **10%** |
|  |
| 1. **Please tell us what key group(s) your programme intends to target and describe how you will engage them**.

Max 200 words | **5%** |
|  |
| 1. **Please outline the key objectives that you intend to meet as part of the programme delivery**

Max 200 words | **3%** |
|  |
| 1. **Please list the courses you intend to deliver** i.e. interview preparation, healthy cooking, introduction to social media etc. Please also briefly outline the content of each course.

Max 500 words | **5%** |
|  |
| 1. **Please list the locations/venues which you will deliver the course(s) from**
 | **5%** |
|  |
| 1. **Please tell us how you will promote the programme and recruit learners.**

Max 200 words | **5%** |
|  |
| 1. **Please list the actions you will take to ensure continuous improvement. Please describe how you will incorporate this in the ongoing delivery of your programme**

Max 200 words | **7%** |
|  |
| 1. **Please describe how the programme will be managed.**

**In your answer please detail the level of experience and qualifications of the tutors**Max 200 Words | **5%** |
|  |

| **Ofsted Common Inspection Framework (Max Score 55%)** | **Weighting** |
| --- | --- |
| 1. **Please describe what experience you have of delivering to the Ofsted Common Inspection framework**

Max 200 words | **10%** |
|  |
| 1. **Please describe what your anticipated learning outcomes are and what measures you will have in place to ensure that the programme is relevant and responsive to the needs of the learners.**

Max 200 words | **10%** |
|  |
| 1. **Please describe what methods you have in place for assessing and supporting the learning of individuals**. **Please also tell us how you propose to monitor each learners progress**

Max 200 words | **10%** |
|  |
| 1. **Please describe how you will embed English and Maths into the learning programme**

Max 200 words | **5%** |
|  |
| 1. **Please describe how you will use ICT to support learning**

Max 200 words | **5%** |
|  |
| 1. **Please describe how you will promote British values to your learners and ensure that they are safeguarded**

Max 200 words | **5%** |
|  |
| 1. **Describe how you will work with individuals to sustain motivation and attendance and prevent learners from withdrawing.**

Max 200 words | **5%** |
|  |
| 1. **Describe the progression pathways for the programme and describe how learners will be supported to access these** Please give details of IAG (information, advice and guidance) support that will be offered

Max 200 words | **5%** |
|  |

**SECTION 4 – FINANCIAL DETAILS**

**PLEASE NOTE:**

**THE MAXIMUM MANAGEMENT FEE (INCLUDING ALL MANAGEMENT, ADMINISTRATION AND CO-ORDINATION) SHOULD BE NO MORE THAN 20 % OF THE TOTAL PROGRAMME COSTS.**

**Please refer to Appendix A when completing this section of the application form**

|  |  |  |
| --- | --- | --- |
|  | ***Costs*** |  |
| ***Total cost of classes*** |  |  |
| Tutor costs |  |  |
| Resources/equipment |  |  |
| Venue Hire  |  |  |
| ***Subtotal*** *(Box 1)*  |  | *(Must equal Appendix A Red Box: Total cost of classes)* |
| ***Other costs*** |  |  |
| Management |  |  |
| Marketing |  |  |
| Travel |  |  |
| Other *Please specify -* |  |  |
| ***Subtotal*** *(Box 2)* |  | *(Must equal Appendix A Green Box: Total other costs)* |
| ***Total Project Costs*** *(Box 3)* |  | *(Must equal Appendix A Orange Box: Total cost)* |
| ***Total value of SFA subcontracts:****If successful will this subcontract take your total value of SFA subcontracts over £100,000?* *YES[ ] NO [ ]**If Yes, please give details* |
| ***Pound Plus provision******Pound plus is a term used to describe additional income and savings. It can be derived from the following sources:**** ***course fees and other grants***
* ***contributions in kind from Community Partners***
* ***the use of volunteers***
* ***access to new learning spaces at no or reduced costs***
 |
| ***Please detail the total fee income expected (****(Must equal Appendix A Pink Box: Total fee income)* |  |
| ***If fees are not charged, please provide your reasoning:*** |  |
| ***Breakdown of Pound Plus****(NB. Estimate of financial value of in-kind contributions including volunteer usage (£11 per hour per volunteer), non-charged room hire etc.)* |  |

***PLEASE NOTE******that the Appendix A Excel spreadsheet must be completed as part of this application to show the Programme breakdown.***

## SECTION 5 – SIGNATURE

## I confirm the above information is correct and agree for the information to be passed onto other partners.

|  |  |
| --- | --- |
|  | *Tick box to confirm that Appendix A, a programme breakdown is attached and signed.* |
|  |  |
|  | *Tick box to confirm that you agree to adopt WBC quality processes and use the WBC MIS system* |

***Signed ……………………………………………………………***

***Date ……………………….***

***Please print Name and Job title:***

***Organisation:***

*Please return this SIGNED and completed form to by post to*

Reference: Adult Education Tender

Democratic Services

Shute End Offices

Wokingham

Berkshire

RG40 1BN

DEADLINE FOR SUBMISSION:

By 10th June, 5pm

***Please be aware submissions after this date will not be considered for funding.***

**SECTION6 – INTERNAL CHECKS**

|  |
| --- |
| Internal Checks |
| Check | Date | By Whom | Outcome |
| UKPRN valid |  |  |  |
| ROTO |  |  |  |
| Conflict of interest  |  |  |  |
| Total Sub-contracted value |  |  |  |
| Credit Check |  |  |  |