

Adult Education Tender

Application Form 2017-18

DEADLINE FOR SUBMISSION

**Midnight Friday 28th April 2017**

One application form should be completed for each project you are intending to deliver

|  |
| --- |
| Please specify the programme you are bidding to deliver under: |
| Please state the name of your project: |

**SECTION 1 – GENERAL INFORMATION**

|  |  |
| --- | --- |
| Main contact Name: | |
| Organisation name, address and contact details | Registered Company or Charity Address if different |
| Email | Email |
| Telephone | Telephone |
| UKPRN: | |
| Registered Company Number | |
| Registered Charity Number | |
| **Conflict of interest Declaration**  *Please use the space below to declare any conflict of interest which could arise from this application. If there are no conflict of interest issues, please state this clearly.*  *Examples of conflicts of interest could include*   * *Alternative funding streams (i.e. Europeans Social Fund funding)* * *board members who are Wokingham Borough Council officers or councillors* | |

**SECTION 2 – MANAGING THE PROGRAMME**

| **Managing the Programme Maximum score (55%)** | | **Weighting** |
| --- | --- | --- |
| 1. **Please tell us which priority groups you will be working with.**   The priority groups identified by adult and community learning are:   * Adults who are unemployed or under employed * Vulnerable older people * care Leavers * Adults with learning difficulties and disabilities * Carers of vulnerable adults * Parents / families who need help to support their children’s learning and development * Adults with chronic health or wellbeing issues | | **3%** |
|  | | |
| 1. **Please describe your programme and its intended outcomes, include how you will ensure that it will engage the target group(s) and ensure they are motivated to attend regularly and succeed**   (Max 300 words) | | **10%** |
|  | | |
| 1. **Please describe how you have identified the need for your Project/ course**   **(**Max 300 words**)** | | **8%** |
|  | | |
| 1. **Please tell us how you will promote the programme and recruit learners.** If you intend to work with other organisations to reach your target groups, please list the name of each, and describe their role in the project   **(Max 400 words)** | | **12%** |
|  | | |
| 1. **Please describe how you will ensure you are delivering a quality service to learners and Wokingham Adult and Community Learning**. **. In your answer please detail the level of experience and qualifications of tutors who will be delivering the programme**   Max 400 words | | **12%** |
|  | | |
| 1. **Please indicate what you think your overall performance will be against the following KPIs ( include an overall figure for all the courses you will deliver under the programme)** | | **5%** |
| Number of unique Learners: |  |  |
| Number of Enrolments  ( this can be higher than the number of unique learners a 1 individual may enrol on several of your courses) |  |  |
| Percentage of enrolments who compete their course and achieve their learning aims |  |  |
| 1. **Please describe how the programme will be managed and how you will support your staff.**   ( Max 400 Words) | | **5%** |
|  | | |

**SECTION 3 OFSTED COMMON INSPECTION FRAMEWORK**

| **Ofsted Common Inspection Framework (Maximum Score 40%)** | **Weighting** |
| --- | --- |
| 1. **Please describe what experience you have of delivering to the Ofsted Common Inspection framework and state your latest Ofsted inspection grade if relevant**   Max 200 Words | **6%** |
|  | |
| 1. **Please describe what methods you have in place for assessing and supporting the learning of individuals including how you propose to monitor individual learner progress.**   Max 300 Words | **12%** |
|  | |
| 1. **Please describe how you will assess the success of your project?**   **For Health and Wellbeing projects please be very specific about the outcomes you intend to achieve and how you will know you have achieved them. Please give details of any social metric tools you will use to support this.**  Max 300 Words | **12%** |
|  | |
| 1. **Please describe how you will promote British values to your learners (**max 300 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 support that will be offered**   Max 300 words | **10%** |
|  | |

**SECTION 4 – DUE DILIGENCE**

| **Due Diligence** |  |
| --- | --- |
| Do you receive cumulative funding of over £100,000 from the Education & Skills Funding Agency either directly as a prime contractor, or indirectly as a sub-contractor (include the outcome of this bid in your calculations) | YES/NO |
| If you answered YES to the question above, are you on the latest Education & Skills Funding Agency Register of Training Organisations (ROTO)? | YES/NO |
| Do you intend to sub-contract any part of the delivery of this project | YES/NO |
| **Health and Safety**  Has your organisation been subject to any Improvement or Prohibition Notices or prosecution or been a defendant in any case brought under health and safety legislation within the last three years?  **If yes, please give details** | YES/NO |
| Please describe what arrangements are in place to manage health and safety within your organisation including risk assessments of venues (max 200 words) | |
| **Equal Opportunities**  Describe how your organisation ensures that it remains compliant and up to date with the Equality Act 2010. (max 200 words) | |
| **Safeguarding**  Describe how the safeguarding of adults (and children, if family learning) is assured within your organisation. Include information on any Safeguarding training and radicalisation awareness training undertaken in the last 3 years ( max 300 words) | |
| **Data protection**  Describe how your organisation complies with the Data Protection Act 1998 (max 200 words) | |

**SECTION 5 FINANCIL DETAILS**

**FINANCIAL DETAILS**

**PLEASE NOTE:**

**THE MAXIMUM MANAGEMENT FEE (INCLUDING ALL MANAGEMENT, ADMINISTRATION AND CO-ORDINATION) SHOULD BE NO MORE THAN 30% 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 & Admin | | |  |  | |
| Marketing | | |  |  | |
| 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)* | |
| ***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*** | | | | | |
| Venue | £ | Fees income | | | £ |
| Volunteers (*Volunteers to be costed at £11.09 per hour)* | £ | Other (Please Specify) | | | £ |
| Project Management | £ | Administration | | | £ |
| Partner Contribution | £ |  | | |  |
| **TOTAL** |  |  | | |  |

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

## Section 6 Delivery Plan

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Adult Education (non -accredited)** | | | | | | | | | | | | | | | | |
| **Course Title** | | | **Number of sessions** | **Hours per session** | | **Max enrolments per course** | | **Number of courses** | | **Locations** | | | **Months courses will start** | | **Progression.**  **List any course you will run which will be a progression step for learners** | |
| *Egg. Get into catering* | | | *5* | *3* | | *12* | | *3* | | *Woodley, Wokingham,*  *Finchampstead* | | | *Sept, Jan, April* | | *Level 2 Award in food hygiene* | |
|  | | |  |  | |  | |  | |  | | |  | |  | |
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| Adult Education (accredited) | | | | | | | | | | | | | | | | |
| **Learning Aim Ref** | **Qualification title** | **Awarding Body** | | | **Level** | **Weighted funding rate** | **Start date** | | **No of sessions** | | **Hours per session** | **Max learners per course** | | **Number of courses** | | **Progression.**  **List any course you will run which will be a progression step for learners** |
| egg 60074942 | Award in mathematic skills – number (entry 2)(QCF) | City and Guilds | | | Entry | £337 | October | | 13 | | 2 | 12 | |  | | Award in Mathematics skills – number Entry level 3 (660074978) |
|  |  |  | | |  |  |  | |  | |  |  | |  | |  |
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## SECTION 7 – 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*

Lorraine Barker

Adult & Community Learning Manager

Wokingham Borough Council

Shute End

Wokingham

RG40 1BN

Email: [Lorraine.barker@wokingham.gov.uk](mailto:Lorraine.barker@wokingham.gov.uk)

DEADLINE FOR SUBMISSION:

**Midnight Friday 28th April 2017**

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

**SECTION7 – INTERNAL CHECKS**

|  |  |  |  |
| --- | --- | --- | --- |
| Internal Checks | | | |
| Check | Date | By Whom | Outcome |
| UKPRN valid |  |  |  |
| Registered Company / charity number checked |  |  |  |
| Conflict of interest checked |  |  |  |
| Total Sub-contracted value |  |  |  |
| ROTO entry checked |  |  |  |
| Conflict of interest |  |  |  |
| Ofsted Inspection (Leadership and Management ) Check |  |  |  |
| SFA Financial Health Assessment check |  |  |  |
| Minimum standards check |  |  |  |