

INSTRUCTIONS FOR COMPLETING THE DELIVERABLES TOOLKIT

Please ensure that you have read the ESF Funding Rates and Formula and the Read Me First documents before completing information on the spreadsheets

The purpose of the toolkit is to provide candidates with a tool which will calculate the contract value for which you are bidding. It may also be used for performance management purposes should your bid be successful. Candidates are required to insert information into cells highlighted in gold on the Overview tab and the Regulated & Non-regulated Lrng tab.

There are 4 tabs on the workbook:

Overview

- Candidates must complete all fields highlighted in gold
- Organisation Name: self explanatory
- UKPRN: self explanatory
- When inserting monthly profiles, please ensure that you only use whole numbers or the total contract value will be incorrect
- Candidates should complete the monthly profile according to when and the volume they anticipate claiming
- Total contract value – this will be the total value of the contract for which you are bidding and should not exceed the amount of funding available in the specification

Non-regulated Lrng

- Candidates should only insert profiles in fields highlighted in gold
- When inserting monthly profiles, please ensure that you only use whole numbers or the total contract value will be incorrect
- As stated in the ESF Funding Rates and Formula document, the system is designed to have similarities with our mainstream adult skills programme: notably, how we set rates for learning aims and aspects of how we fund learners
- Non-regulated activities have been split into starts and achievements and candidates should complete the monthly profile according to when they anticipate the volumes of starts and achievements will be claimed
- Monthly profiles will appear on the overview sheet and the value will be included in the total contract value field

Programme Weighting

- This tab is for information only

Area Uplift Value

- This tab is for information only
- The rate will be applied automatically to any bid that includes delivery in the areas identified on this tab

Candidates should note that the spreadsheets contain conditional formatting to assist you when completing. For example, total achievements must not exceed total starts for a qualification. They may also contain additional conditional formatting should there be any specific requirements for the particular ITT/Lot.