

Schedule 2

SFA Community Learning Plan and Funding - 2016/17

The programme(s) will comprise the delivery of the following provision:

SFA Funded: 19+ Community Learning provision as stated in your project bid

Delivery of the Programme

The programme will consist of educational courses with the primary learning objective being as detailed in the tender document.

The teaching will be led by appropriately qualified trainers (as stated in 3.11 in the tender document) and will consist of instruction and practical work.

The programme shall be delivered solely on the Providers' premises or other appropriate agreed sites.

Performance Indicators

The Key Performance Targets for this Agreement are:

- ❖ Retention of learners – 90% of learners commencing a programme of study continue with their studies and take the examination
- ❖ Attendance – learners attend at least 90% of classes for their programme of study

Where the Provider performance falls below the minimum levels of performance the Council may exercise its right, under Clause 16 'Termination', to terminate the Agreement with immediate effect.

Monitoring Returns

The Provider shall be required to submit monthly learner monitoring returns in a format provided by the Council.

The Provider will provide the following original learner documentation and evidence:

- Enrolment & Learning Agreement forms
- Register
- Completed Individual Learning Plans (when the learner has completed the course of learning)

- Completed monitoring returns and visit planners
- Volunteer hours given to the project
- Evaluation and SRoI at completion of the project

In year reviews

The provider will be required to attend pre-arranged termly review meetings with other projects to share good practice.

The Provider must ensure that learners are 'eligible' for funding in accordance with the latest SFA funding guidance available on their website:

<https://www.gov.uk/government/organisations/skills-funding-agency>

Payment Details - Project and Partnership Funding Allocation

Payment to the Provider will be as follows:

- 10% of the total contract value on receipt of the detailed delivery plan/E&D policy/H&S policy/safeguarding policy/copy of Insurance and of the signed contract
- 35% of the value of the allocation will payable against enrolments. Learner value is calculated by dividing the number of learners in to 70% of the value of the contract. Each enrolment will be worth 50% of this figure.
- 35% of the value of the allocation will be payable against a complete ILPs as point ii
- 15% of the funds distributed during the life of the project will be payable against receipt of all evaluation data within the specified time limits
- 5% of the overall contract value will be paid upon receipt of a valid Social Return on Investment (SRoI), as provided to you

Organisation	Bid Value £	Number of Learners	10% with Delivery Plan, x3 Policies, Insurance cert, CVs and qualification certs	35% for each enrolment is valued at:	35% for each ILP received on completion of learning programme is valued at:	20% of funds on meeting targets and receipt of evaluation data
Any Provider	£15,000	44	£1,500	£119.32	£119.32	£3,000

The payment details above are based on the delivery of learner numbers you have stated you will deliver. If your learner numbers reduce then the overall contract value will reduce and the initial 10% payment and the combined 20% final payment for evaluation and SRoI will reduce in line with the reduced contract value.

For the purposes of this calculation the original cost per learner will be retained and the formula used will be:

Number of learners x cost per learner

Renewed contract value = learner costs divided by 0.7

Initial payment of 10% will be 10% of renewed contract value

Evaluation payment of 20% will be 20% of renewed contract value

- All evaluations are to be received by close of business on **Thursday 17th August 2017** at the latest. Final payment can not be made until evaluations and SRoI have been received.

Impact and destination data

The Provider shall be required to collect and submit impact and destination data in a format provided by the Council.

The provider will be required to implement the FE Choices survey with all eligible learners during the period of the survey.

Research Data

Any research data collected from the project should be shared with Skills and Learning at learner level during and at the end of the project. Any published data to be submitted to Skills and Learning prior to public release.

Forewarning of not meeting funding & performance targets will be discussed at regular meetings between the Provider and the Council or through discussion with senior Council managers.

Logos

The provider must ensure the correct use of all the required logos, as stated by Skills and Learning (as per tender document - **point 5.15**).

Communication

The address for all communications including invoices is as follows:

Mike Jackson
Skills and Learning: BPD
Weymouth Adult Learning Centre
45 Dorchester Road
Weymouth
Dorset DT4 7JT