

EVIDENCE AND MANAGEMENT INFORMATION REQUIREMENTS FOR THE PROJECT AND PARTNERSHIP FUND

EVIDENCE REQUIREMENTS Quality Guidelines These forms are all provided in the quality pack	TIMESCALE and ACTIONS
Monthly Please send your Monitoring Return & Record of Learner Attendance and Retention monthly to: Mike Jackson Weymouth Adult Learning Centre 45 Dorchester Road Weymouth DT4 7JT mike.jackson@poole.gov.uk	<u>Send</u> completed forms by the 10 th day of each month. Your forms must be returned monthly, even if you have a 'nil' return. These forms can be emailed to Mike Jackson.
When learners join your project <ul style="list-style-type: none"> Learner enrolment form. All parts of the enrolment form must be complete. Incomplete forms will not be processed and no payments can be made against an incomplete form. 	Completed enrolment forms can be scanned to a secure 'dropbox' provided by Skills and Learning with the originals being delivered termly to S&L. Alternatively send original enrolment forms to Mike Jackson. Send your invoice to Mike Jackson. Only original documents are acceptable.
During the learner's stay on the project and at the end of the learner's engagement with the project <ul style="list-style-type: none"> Individual Learning Plan (ILP). ILPs used must meet Skills and Learning's requirements and be agreed prior to the commencement of delivery of the project. All parts of the ILP should be completed and signed and dated by the tutor and the learner 	The ILP should be agreed between the tutor and the learner and completed over the length of their attendance. <u>Send</u> original ILPs once they have finished the learning is complete. <u>Send</u> corresponding invoice to Mike Jackson at the above address. Only original documents are acceptable

<ul style="list-style-type: none">• Evaluation Report and Data	<p><u>Send</u> report and data following the end of the project and by Thursday 17th August 2017 at the latest.</p> <p><u>Send</u> corresponding invoice to Mike Jackson at the above address.</p>
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NOTE: All paper work must be sent to
Mike Jackson
Weymouth Adult Learning Centre
45 Dorchester Road
Weymouth DT4 7JT

We will provide you, in advance, with a detailed payment schedule for your project.
This will show the amounts to be invoiced for each element of your project as follows:

- signed contract
- delivery plan and mandatory policies
- enrolments
- individual learning plans
- end of project evaluation report

Please see below for detail.

PAYMENT PROFILE	TIMESCALE
<p>Payment will be made against your numbered invoice addressed to:</p> <p>Mike Jackson Weymouth Adult Learning Centre 45 Dorchester Road Weymouth DT4 7JT mike.jackson@poole.gov.uk</p> <p>10% of funds will be paid at the start of the project (see right hand column). Up to 20% of the funds will be paid at the end of the project (see right hand column)</p> <p>The remaining 70% of funding is divided by the number of new learners as specified in your bid and allocated as follows:</p> <p>50% payable on receipt of signed and dated learner enrolments, and 50% on completion of the agreed achievement - as evidenced by the signed and dated learner ILP.</p> <p>Submit invoices claiming these funds quoting your S & L BDP Contract number and attaching the learner evidence (enrolment or ILP, as appropriate) monthly up to 7st August 2015.</p> <p>All invoices must be addressed to Skills and Learning Bournemouth Dorset and Poole</p>	<p>Initial start up payment of 10% of the contract value up to a maximum of £2500 against an invoice once the contract has been issued and on agreement of a comprehensive delivery plan delivered to S & L BDP and receipt of the following: signed contract and completed: Health and Safety Questionnaire – HSQ 1, Equality & Diversity Policy Your Safeguarding Statement</p> <p><u>1st August 2016 to 31st July 2017</u> A final payment of 20% of the funding paid during the project on receipt of project evaluation, in addition to any outstanding learner enrolments and ILPs. One quarter of this final payment is dependent on the receipt of the completed social return on investment matrix.</p>