**COMPLIANCE REQUIREMENTS FOR WILTSHIRE COUNCIL’S**

**COMMUNITY LEARNING PROJECT FUND**

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| EVIDENCE REQUIREMENTSQuality GuidelinesThese forms are all provided in the quality pack | TIMESCALE and ACTIONS |
| MonthlyPlease send your **Monitoring Return & Record of Learner Attendance and Retention**monthly to: Lucinda MurrayLearning in WiltshireCounty HallBythesea RoadTrowbridgeBA14 8JNlucinda.murray@wiltshire.gov.uk  | Send completed forms by the 10thday of each month.Your forms must be returned monthly, even if you have a 'nil' return.These forms can be emailed to Lucinda Murray |
| When learners join your project**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. | Send **original** enrolment forms signed and dated by the learner to Lucinda Murray.Send your invoice to Lucinda Murray.**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**Individual Learning Plan (ILP).** 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.Send **original** ILPs once they have finished the learning is complete.Send corresponding invoice to Lucinda Murray at the above address.**Only original documents are acceptable** |

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|  Evaluation Report and Data | Send report and data following the end of the project and byTuesday 16th August 2016 **at the latest.**Send corresponding invoice to Lucinda Murray at the above address. |

**NOTE:** All paperwork must be sent to

Lucinda Murray

Learning in Wiltshire

Bythesea road

Trowbridge

BA14 8JN

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.**

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| PAYMENT PROFILE | TIMESCALE |
| Payment will be made against your numbered invoice addressed to:Lucinda MurrayLearning in WiltshireCounty HallBythesea RoadTrowbridgeBA14 8JN lucinda.murray@wiltshire.gov.uk10% of funds will be paid at the start of the project(see right hand column).10% of the funds will be paid at the end of the project (see right hand column)The remaining 80% of funding is divided by the number of new learners as specified in your bid and allocated as follows:40% (of the total) payable on receipt of signed and dated learner enrolments, and 40% (of the total) on completion of the agreed achievement - as evidenced by the signed and dated learner ILP.Submit invoices claiming these funds quoting your Contract number and attaching the learner evidence (enrolment or ILP, as appropriate) monthly up to 7th August 2016.**All invoices must be addressed to Learning in Wiltshire** | 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 andon agreement of a comprehensive delivery plan delivered to Learning in Wiltshire and receipt of the following:signed contractEquality & Diversity policyHealth & Safety policyPublic Liability InsuranceSafeguarding policyDBS numbersCopies of relevant teaching/training certificates6th May 201614th August 2016  |