

## Proposal Handling and Process Guidance

### Young Apprenticeships Programme for 14 – 16 Year Olds

#### Cohort 7: September 2010 - July 2012

#### A Purpose

1. This note gives advice to help in the transition of responsibility for funding for Young Apprenticeships from the Learning and Skills Council (LSC)<sup>1</sup> to Local Authorities (LAs). The process of transition will continue with the seventh cohort of the Young Apprenticeship (YA) Programme for 14- to 16-year olds that will run from September 2010 to July 2012.
  - This note must be read in conjunction with the document entitled 'Nature of the Young Apprenticeship Programme', which describes the YA programmes which will be available for Cohort 7.
  - The LSC will retain a management role and make funding grants to LAs. The LSC is also responsible for the "Young Apprenticeship" Brand. LAs continue to be responsible for:
    - The planning and commissioning of the cohorts, their sector and types
    - Health and Safety responsibilities, including ensuring that CRB checks have been completed, and that HSQ1 certificates are held by the lead delivery partner on behalf of the partnership
  - There will be funding nationally for some 10,000 places, 9,000 places for the traditional YA Programme, and some 1,000 which will be offered for the pilot YA Diploma hybrid.
  - Within these places there will be small scale piloting of a YA model offering extended work-related learning alongside the Diploma via the 50 days employer placement. This builds on the value of extended work experience identified through the YA programme. It will use the Additional Specialist Learning (ASL) flexibility within the Diploma to offer a choice of learning from the ASL catalogue. This option will sit alongside the YA Diploma hybrid model.
  - There will be no process of appeal against SSC decisions for this cohort. Should a proposal not meet the required standard the partnership will be required to produce a development plan which is to be agreed by the SSC.
  - There will be a direct subsidy paid at the average rate of £3,200 across the Key Stage, payable over three financial years for the traditional YA programme and the YA Diploma hybrid.
  - A Subsidy of £1,000, across the Key Stage, will be available for the Diploma + 50 days work experience options.

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<sup>1</sup> Subject to legislation the Young Peoples Learning Agency (YPLA) will take on the LSC responsibilities for Young Apprenticeship from April 2010.

For Cohort 7 the commissioning of the delivery partnerships, which will involve funding over three financial years (2010-11, 2011-12 and 2012-13) will continue to be the responsibility of the LAs.

## **B. Policy Context**

2. Ministers have agreed that there will be a seventh cohort of participants for the Young Apprenticeship Programme – 10,000 new Year 10 places. The programme is an integral part of the 14-19 curriculum reform programme. It is intended to be used in KS4 to suit a variety of needs, and is closely integrated with progression to post-16 options in education training or employment with training, in particular there are targets for the YA programme to encourage progression into Apprenticeships and in particular into Advanced Apprenticeships. A wealth of evaluation work has been undertaken, outcomes from these evaluations have been very positive and the reputation of the programme is high.
3. The seventh cohort builds on the changes put in place, as part of machinery of government changes for cohort 6, and the need to prepare for the mainstreaming of initiatives that have been separately funded.

## **Cohort 7 Arrangements**

4. The programme continues as a pilot and should follow the processes agreed. There is no requirement to formally put this pilot activity out to tender. The processes for Cohort 7 are as follows:
  - a) Proposals can be accepted from either new or continuing YA Delivery Partnerships. Existing Partnerships may also propose delivery in new areas. Proposals can be for either the traditional YA Programme (YA) or the pilot YA / Diploma hybrid (YA Dip).
  - b) Enquiries about developing provision for the Diploma + 50 days work experience should be discussed with both the LSC and SSCs before any formal proposal is made.
  - c) Initial planning will be undertaken by the LA, assisted, as part of the wider Machinery of Government (MoG) changes by LSC. The LSC has a regional lead responsible for co-ordinating LA allocations in each region.
  - d) Funding for individual LAs reflects the process of moving from an historical 'bidding' process (used up until Cohort 5) and a mainstreamed formula driven allocation. For Cohort 7 funding continues to reflect this balance and outline LA allocations will be agreed with DCSF.
  - e) There will be three stages to the approval of proposals:
    - i. Since there will only be small growth in the programme it is anticipated that there will be little movement from the original cohort 6 allocations. The only areas of growth anticipated are for YA/ Diploma. Therefore LAs are asked to start planning based on their current volumes. However before decisions on funding are made the LA will receive from the LSC a statement on the volumes available for them to commission.
      - o LAs will need to decide on the mix and balance of sectors and numbers required to meet local need. LAs and, where appropriate the LSC, should provide this information the week commencing 28<sup>th</sup> September 2009.
      - o Attention will also need to be given to the balance of YA to YA Dip

allocations.

- Lead partners within the Delivery Partnership should complete the relevant proposal form, check with the LA that it fits with the mix of provision required and return it to the SSC / Sector Body by 30<sup>th</sup> October 2009.
  - LAs will need to ensure that the necessary Health and Safety issues have been addressed and that relevant certificates, including HSQ1 and CRB checks have been carried out
- ii. Proposals will then be reviewed by the relevant SSC / Sector Body to ensure that they meet the minimum quality requirements of the sector. They will signal that a proposal has met the requirements of the programme, or that it requires further development and pass the proposal back to the LA for a decision on commissioning. Copy of the proposals should also be sent for management purposes to the nominated contact at the Regional Office of the LSC.
  - iii. LAs and/or 14-19 Partnerships, supported by the LSC make a decision on which partnerships to commission based on the volumes and funding allocated. It should be noted that LAs may commission partnerships from alternative funds if required, however only partnerships which have met with the minimum SSC requirements may be commissioned. The LSC maintains ownership of the Young Apprenticeship “brand” and only provision approved by this process should use the YA brand.
- f) The LSC local role is to support the initial proposals and work with the LA to support commissioning. Regionally the LSC will compile a list of commissioned delivery partnerships and work with LAs to balance their YA Delivery Partnerships across a range of sectors informed by regional strategic priorities. An overview of the balance of pupil numbers between occupational sectors will be part of the regional management process.
5. In order to ensure that delivery partnerships are able to recruit for a September 2010 start. It is vital that commissioning decisions are made before the end of December 2009. Please see the timeline provided below.

### Programme Funding

6. Funding for 2010-2012 will be routed to LA via the Learning and Skills Council (LSC) or, subject to legislation, the Young Peoples learning Agency (YPLA). LAs remain responsible for commissioning the Young Apprenticeship delivery partnerships.
- For cohort 7 funding will be at maintained at an average of £3,200 per learner, but the figure will be a differential rate for sectors reflecting the costs of delivery.
  - **Band A:** £3,000 for the full programme, (over 3 financial years).  
Business Admin, Health & Social Care, Performing Arts, Art & Design, Sports, Hospitality, Food & Drink.
  - **Band B:** £3,400 for the full programme, (over 3 financial years).  
Engineering, Construction, Hairdressing, Motor Vehicle, Science, Energy and Utility.
  - **Diploma + 50 days work experience:** £1,000, (over 3 financial years). Regardless of sector.

- As the programme is moving towards mainstreaming there are other sources of funding that can be used to finance the programme including the DSG and the KS4 Practical Learning support fund. Partnerships should explore with their Local Authority both top up funding where appropriate for sectors where delivery costs are high, such as engineering and the provision of extra places to meet local economic need. The LA is at liberty to commission, from partnerships approved by the SSCs, more places than the direct funding can cover.
7. The allocation of funding to LAs will be decided by the LSC. The LAs will then be responsible for commissioning decisions and will be looking for value for money from all proposals.
  8. The funds are allocated per pupil and should be reconciled against baseline numbers in term 1 (October 2010) and term 4 (October 2011). For cohort 7, the DCSF reserves the right to recover funds from YA Delivery Partnerships in the event that there is a significant drop in pupil numbers. Partnerships will be expected to ensure that they recruit up to the proposal numbers; numbers will be reviewed by the LA and LSC during the term prior to starting the programme.
  9. YA Delivery Partnerships can participate on the understanding that the proposal covers provision, which is demonstrably additional to that already provided – and not part of another initiative.
  10. YA Delivery Partnerships are free to supplement the funds from other funding streams and may add additional pupils to the programme (subject to approval by the SSCs where this could affect the quality of provision, or where there are guidelines on numbers based on Health and Safety considerations). Partnerships will need to notify the LSC and the LA of the revised numbers.
  11. The funds must not be diverted to other provision or activities that are not part of the Young Apprenticeships Programme. The funds supporting the programme are not core grant and, for the purposes of this programme, the LA is acting as an agent of the DCSF.
  12. For YA Diploma hybrid delivery the Diploma delivery partnership will receive the full Diploma funding and the YA delivery partnership will receive the full YA funding. It is the responsibility of the YA delivery partnership to demonstrate that it is add value over and above the normal Diploma model.

## **VAT**

13. This contract is outside the scope of VAT, therefore the funding given is inclusive of any irrecoverable VAT which may be incurred on the purchase of goods or services used for meeting the contract. In instances of doubt over entitlement to reclaim VAT, the local VAT Business Advice Centre will be able to give advice. Their address can be found under Customs & Excise in the telephone directory.

## **National Monitoring**

14. YA Delivery Partnerships will be expected to provide information to any national evaluators appointed as part of their contractual obligations. This information may include baseline data on YA Delivery Partnerships, pupils and their qualifications and achievements, information on the utilisation of funds to support the way in which the programme is funded, case studies, surveys and attainment, completion and transition data. It will also include progression data at 16 and 18 where the pupils school has a 6<sup>th</sup> form. Further information on the precise arrangements for cohort 7 will be published as and when

necessary.

### Managing Proposals

16. Applications from potential YA Delivery Partnerships will be assessed, by the SSCs / Sector Body against the Critical Success Factors and quality requirements.
17. Any applications from Potential YA Delivery Partnerships received by the SSC / Sector body and the Regional LSC, after noon Friday 30<sup>th</sup> October 2009, will not be considered. Likewise applications received by either of the organisations, but not by **both** on or before the deadline will also not be considered.
18. The process for scoring of proposals and approving them will be substantially the same as previous years, although this year the SSCs / Sector Bodies will approve the proposal as suitable, but cannot make decisions on commissioning. However should a proposal not fully meet the requirements a development plan should be agreed with the SSC.
19. It is intended that the entire process, should be concluded by the middle of December 2009, to enable schools to begin the recruitment and selection process so they can make firm offers to pupils in Year 9.

## YA Process Management Timeline

	<b>Activity</b>	<b>Target Date</b>
1.	LAs and SSCs alert current YA Delivery Partnerships about the announcement of Cohort 7	w/c 21 <sup>st</sup> September 2009
2.	LSC make proposal paperwork available nationally by	w/c 21 <sup>st</sup> September 2009
3.	LA, supported by LSC, agree mix and balance of provision for their area. Where necessary this highlights areas of new provision.	w/c 28 <sup>th</sup> September 2009
4.	YA Delivery Partnerships prepare their proposals, using the documentation provided by the LSC in discussion with LA, LSC and relevant SSC	September and October 2009
5.	<b>Potential YA Delivery Partnerships submit their proposal to the relevant SSC/Sector Body by Noon on Friday 30<sup>th</sup> October 2009.</b> Proposals to be copied to LA and LSC Regional lead.	<b>Noon on Friday 30<sup>th</sup> October 2009</b>
6.	LSC/DCSF write to LA DCS with final YA allocation	30 <sup>th</sup> October 2009
7.	SSCs and Sector Bodies review and assess applications	Between 30 <sup>th</sup> October and 13 <sup>th</sup> November 2009
8.	<b>SSCs and Sector Bodies decide on whether proposal should be approved, or require further development.</b>  SSCs and Sector Bodies inform Partnerships, LAs, and Regional LSC leads of their decisions  Should a partnership receive only conditional approval it must work with the SSC on a development plan and ensure that all conditions are met before the final contracts are put in place.	<b>Friday 13<sup>th</sup> November 2009</b>
9.	<b>LAs and/or 14-19 Partnerships, working with LSC make a decision on which partnerships to commission.</b>  (Note the LA has final decision on commission, no appeal)	Between 13 <sup>th</sup> November 2009 and 11 <sup>th</sup> December 2009
10.	LA Communicate decision to YA Delivery Partnership, providing letter of intent. Decisions copied to Regional LSC lead and SSC. If a development plan is required this is to be agreed with SSC.	<b>Friday 11<sup>th</sup> December 2009</b>
11.	LA and YA delivery partnerships communicate decision on approved partnerships to schools, to assist planning of year 9 options events. Recruitment to cohort 7 begins	Friday 18 <sup>th</sup> December 2009
12.	Regional LSC lead submit lists of commissioned YA delivery partnerships to LSC National Office	January 2010
13.	LSC National Office confirm to DCSF, and evaluating body, list of successful YA delivery partnerships	End of January 2010

14.	YPLA produces grant letter to LA for YA delivery agreed in their area	April / May 2010
15.	LAs ensure that any development plans are complete and contract with YA delivery partnerships	May/June 2010
16.	Cohort 7 delivery starts at beginning of year 10	September 2010

## SUMMARY YA CONTACTS LIST

### Regional LSC Contacts:

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### SSC/Sector Body Contacts:

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