



Guidance on Completion of Young Apprenticeship Proposals

Which form should I use?

Form A should be completed by a new partnership, or a partnership which has not delivered for YA Cohort 6.

Form B should be used for an existing approved partnership, delivering cohort 6, which has no changes to the delivery methodology or sectors. It allows additions to the partnership and changes in volume only.

Form C should be used for an existing partnership which wishes to deliver new sectors or a YA/Diploma Hybrid

Instructions

1. Read the forms before starting to complete them. Instructions are given in bold text and guidance is highlighted in yellow. The yellow highlighted sections should be deleted from your final form. Please follow the instructions and add to the tables as required.
2. Only use these forms for your proposal. Do not attach any annexes or attachments.
3. Be clear about the sectors and volumes you wish to deliver and ensure that you have discussed your plans with your Local Authority before completing the form.
4. If you are unsure which qualifications to include speak to your SSC.
5. Enter the volumes you are proposing along with the delivery range you could effectively manage. This will help the Local Authority when making decisions on commissioning.
6. Complete the form as fully as you can. If you have any questions speak to the relevant SSC.
7. For each occupational sector you will need to repeat the sector specific information. Please cut and paste these sections to add additional sectors.
8. If you are an existing partnership the proposal should focus on how you intend to add value, as well as confirming that all the currently approved arrangements will remain in place.
9. Remember to insert the LSC region, LA name and your partnership name in the footer.
10. When this document has been completed please save it in the following file format (name):

LEADPARTNERNAMEC7.doc. for a Young Apprenticeship programme
or
 LEADPARTNERNAMEC7YADip.doc. if you intend to run the YA Diploma

11. Please send the completed form by e-mail to the named

- YA Programme Contact within your Regional LSC
- YA Contact at your Local Authority
- SSC or Sector Body, who will approve or not approve the application.

You are requested to send one email copied to each, so that each party knows your application has been sent to the relevant people.

12. Completed forms must be with the Regional LSC and SSC/Sector Body by **noon of Friday 30th October 2009**. ***But please send them in before if possible and speak to your SSC if you have any queries.***

Advice

Remember when someone reads your proposal the only information they have is what you have included. Don't assume they know anything about your partnership! So please get the proposal checked before you submit it!

It is important that you answer **all** of the questions as fully as possible.

YA Process Management Timeline

	Activity	Target Date
1.	LAs and SSCs alert current YA Delivery Partnerships about the announcement of Cohort 7	w/c 21 st September 2009
2.	LSC make proposal paperwork available nationally by	w/c 21 st 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 th 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.	Potential YA Delivery Partnerships submit their proposal to the relevant SSC/Sector Body by Noon on Friday 30th October 2009. Proposals to be copied to LA and LSC Regional lead.	Noon on Friday 30th October 2009
6.	LSC/DCSF write to LA DCS with final YA allocation	30 th October 2009
7.	SSCs and Sector Bodies review and assess applications	Between 30 th October and 13 th November 2009
8.	SSCs and Sector Bodies decide on whether proposal should be approved, or require further development.	Friday 13th November 2009

	<p>SSCs and Sector Bodies inform Partnerships, LAs, and Regional LSC leads of their decisions</p> <p>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.</p>	
9.	<p>LAs and/or 14-19 Partnerships, working with LSC make a decision on which partnerships to commission.</p> <p>(Note the LA has final decision on commission, no appeal)</p>	Between 13 th November 2009 and 11 th 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.	Friday 11th December 2009
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 th 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:**

East of England:	Annette Nott	annette.nott@lsc.gov.uk	01473 883 046
East Midlands:	Erica Williamson	erica.williamson@lsc.gov.uk	0116 228 1953
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	Andrew Knight		020 7904 0826
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North West:	Christina Ficini	YAMlreturnsNW@lsc.gov.uk	0161 261 0292
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	David Waggett	david.waggett@lsc.gov.uk	
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West Midlands:	Steven Larking	steven.larking@lsc.gov.uk	0121 345 2315
Yorks & Humber	Rosalyn White	rosalyn.white@lsc.gov.uk	0114 267 5125

SSC/Sector Body Contacts:

NAME	ORGANISATION	EMAIL ADDRESS
Lynne Johnson	Automotive Skills	lynnej@motor.org.uk
Elizabeth Appleby	Creative and Cultural Skills: Art and Design/ Performing Arts	Elizabeth.Appleby@ccskills.org.uk
Kelly Saliba	CfA: Business and Administration	Kellys@cfa.uk.com
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