

Westminster Adult Education Service

Community Learning

2018 -2019

Funding Guidance

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**Introduction**

1. **Introduction and background**

The City Council is committed to supplying its citizens (aged 19 years and above) with adult learning programmes and activities within the city of Westminster.

The main purpose of the Community Learning (CL) fund is to reach disadvantaged

communities and individuals, to enable them to participate in learning and to progress towards further learning and/or sustainable employment.

One of the priorities of Westminster Adult Education Service (WAES) is to increase employment of key groups of residents in the most deprived wards of the Westminster and surrounding boroughs, particularly those residents in receipt of out of work benefits. Therefore, this is the target group for this funding.

We are seeking to support projects and ways of working that can provide people with their ‘first step’ into learning, increased confidence and motivation and an ability to access further learning opportunities. It is recognised that the community and voluntary sector can provide some of the most innovative ways of providing learning opportunities to groups that have traditionally been hard to engage.

The CL fund comes from the Education and Skills Funding Agency (ESFA) and a small proportion is subcontracted by WAES to community projects whilst delivering the bulk of the provision internally.

The courses and activities funded will need to meet Ofsted and ESFA requirements but

organisations applying to this fund don’t need any specific previous experience of delivering

Educational activity. All subcontracted organisations will be fully supported to meet the ESFA requirements and Ofsted quality standards via monthly training sessions and assignment of a Project Manager from WAES.

Each organisation will need to have a named person who will take responsibility for quality assurance and quality improvement for their provision, and WAES will carry out one informal and one formal lesson observation within the first few weeks of the delivery. WAES will provide support, including training in observation of teaching and learning and how to complete essential quality assurance tasks.

**2. Key aims and priority areas of learning.**

Westminster Adult Education Service’s key aims for this round of funding are below, with a key focus on **Health and Wellbeing and Digital Inclusion course/activities /projects:**

To deliver innovative non-accredited community learning programmes which will engage and encourage adults to move towards sustained employment, volunteering / work experience or further learning and will do one or more of the following:

**Improve Quality of Life**

The primary objective of this round of funding is to improve the quality of life of people who visit, live and work in Westminster, thus promoting health and well-being across a range of activities.

* targeted activities promoting health and well-being for people at different life stages
* activities that promote non-medical means of improving well-being, such as exercise classes, yoga, arts and crafts, and cultural events
* activities that promote healthy eating, and making positive choices around risk behaviours (smoking, alcohol, substance misuse)
* Information, advice and guidance sessions for unemployed residents.

**Improve Digital Inclusion:**

We are looking for innovative ways to promote digital inclusion across Westminster; these can be in the form of targeted workshops, IAG’s, courses or activities.

* targeted activities promoting digital inclusion for people at different lifestages i.e**.** access to online skills and online services
* information, advice and guidance sessions focused on keeping safe whilst online or understanding why using the internet is relevant and helpful.
* activities that increasing confidence in using the internet and thus reducing the fear of crime, lack of trust or not knowing where to start online .
* activities for those who are socially and economically excluded to get online
* activities aimed at promoting digital literacy, increasing confidence in using new technologies and technical language.
* **Improved learner progression to higher-level courses or employment**: delivering the Services to the relevant targets group as set out in the Contract.
* **Value for money**: through the collection of fees from those persons who are able to pay and extension of subsidised or free places for those on low incomes or those who have not previously engaged in activities the same or similar to the Services.
* **Improved civic engagement**: through greater social interaction between learners from all backgrounds, cultures and income groups in the city of Westminster through joint learning; promote social renewal by bringing local communities together to experience the joy of learning and pride that comes with achievement
* **Improved uptake**: through attracting persons to the Services who have not engaged in similar services previously;
* **Achieving “Pound Plus”:** delivering the Services in accordance with the UK Government’s *Pound Plus* strategy (i.e. to generate additional funds or resources from income from non-government sources, resources in kind, other sources of revenue, sponsorship or volunteering) and move towards a self-sustainable model where possible.

**Westminster Adult Education Services key priorities are to**:

* engage those citizens who live and/or work in the city of Westminster;
* target the most disadvantaged citizens;
* focus on groups such lone parents, carers, black and minority ethnic groups, learners with learning difficulties and disabilities, families, older people, offenders, substance abusers and other traditionally hard-to-reach groups;
* offer coherent routes towards sustained employment;
* offer volunteering opportunities and help to build the confidence of Westminster citizens;
* ensure that the services offer guidance on health and well-being (particularly in respect of matters affecting families and children);
* ensure that appropriate and accessible education is available to Westminster residents with physical and sensory impairments and those who have problems relating to mental health, learning difficulties and other complex needs including the elderly and those who are at risk of isolation; and

**Priority target groups**

The priority target group is unemployed residents, particularly those with low level skills and those who are less likely to be engaged into learning directly by a mainstream provider.

These may include:

* Job Seekers’ Allowance claimants
* Income Support claimants
* Employment Support Allowance claimants
* Incapacity Benefit claimants
* People claiming Universal Credit
* Other working age people not on benefits who are out of work

Priority will be given to organisations working with residents from at least one of the following wards of Westminster, Church Street, Queens Park, Churchill, Tatchbrook, Westbourne as these wards have the highest levels of unemployed residents

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| **Progression Outcomes**  Organisations applying for funding should demonstrate clear and established progression routes and positive outcomes that will enable residents to progress on to one or more of the following:   * A vocational course * An English, Maths or ESOL course * Volunteering activity * Full time or part time employment * Work experience * Other progression clearly demonstrating a continuing benefit in line with the programme aims   Organisations will be expected to track outcomes for learners after they have completed their courses in order to measure impact and provide this information to WAES.  **Support for progression and quality**  Learners on programmes funded by CL will be enrolled as WAES learners and as such can access priority progression to other WAES programmes where this is an appropriate progression route for the individual. Each organisation in receipt of CL funding will be assigned a WAES Link Manager who can provide support with building progression links and with quality improvement.  **3. Timescales for 2017-2018**  Timetable/Key dates  Deadline for receipt of applications by 5pm, Thursday 20th September 2018  Award of contracts by 5pm, 28th Friday, September 2018  Projects to start by Monday 1st, September 2018 |
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WAES will convene a **meeting for those interested in applying for this funding**, which will give an opportunity to partners to discuss proposals with WAES managers and discuss how it fits with the local offer. This meeting will also give organisations considering putting in an Expression of Interest a chance to ask any questions they have about CL funding in general. Please see the schedule below.

This meeting is aimed particularly at organisations new to this fund, and whilst all are welcome to attend, it is not mandatory to attend as an indication to bid for this funding – your attendance at this meeting will not be considered in the assessment of your application.

**4. Who can apply?**

1. **To apply for Community Learning funding you must be:**

* Any organisation proposing learning activities in the borough of Westminster or surrounding boroughs, with any of the stated target groups above in section 2
* Proposing learning activities which are aimed at adults aged 19 and over
* Targeting residents who are out of work or excluded from the labour market for various reasons. However, the fund can also be used to help people who have temporary, casual, part-time or low skilled jobs if projects will help them to improve their skills and confidence to obtain a more secure place in the labour market
* Able to show current information such as DBS, risk assessments and Public Liability documents prior to the start of the delivery.
* Able to give a named person responsible for completing the necessary quality assurance tasks

**b) A range of organisations are eligible to apply for this funding, including**

* Voluntary and community unincorporated associations (e.g. community centre, group with a basic constitution)
* Registered charities
* Community benefit societies registered as industrial and provident societies
* Community interest companies or organisations of another type if you operate as a social
* enterprise and principally reinvest your surpluses for social benefit (for example, with at least three unrelated Directors and a clear clause within your governing document about how you reinvest surpluses into the community)
* Any other organisation which has a written governing document and is managed by a board of governors, trustees or management committee.

**5. Funding**

**In order to receive funding you must be able to produce evidence of the following at the contract negotiation stage:**

* Governance arrangements that show that you are managed by a board or a committee, and Annual General Meeting minutes and a list of board or committee members names
* Your audited accounts for the past two years
* Your Registered Charity Number or Registered Company Number (Companies House)
* Your UKPRN (UK Provider Reference Number) – if you don’t already have one, you’ll need to apply for one – see details here: www.ukrlp.co.uk
* Your policies on Equal Opportunities, Health and Safety, Safeguarding and Prevent
* Your current risk assessments of the venue where any delivery will be held.
* Your current Public Liability insurance document.

**a) What can be funded?**

* WAES would expect 85% of the learners engaged must live, study or work in the borough of Westminster
* Learning projects focusing on areas of deprivation and poverty within the borough of Westminster
* Innovative approaches to attract the target groups into learning. However, you should be clear what the learning outcomes will be, how you will engage residents through your group into the activity and how they will progress towards employment, volunteering, work experience and/or further learning following on from this activity.

The successful providers will develop and deliver a flexible programme of engagement, learning activity and progression, which can be tailored to individual needs. They must be able to demonstrate that the approach used is appropriate and effective provision to meet the needs of the target groups and that there is an appropriate mix of engagement and longer/more substantial activity.

1. **Just a few examples of projects we have funded in 2017- 2018 academic year**

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| **Around the World in Craft – Sewing & Employment Courses** |
| **The Abby Centre Wellbeing Heaven** |
| **Step Up and Theatre workshops** |
| **Mindfulness and Creative Writing** |
| **Church Street Indian Head Massage Therapy Course** |
| **Filipino Women Get Set Go! (Badminton )** |
| **Young at Heart - Diaphragm breathing and Mobility Courses** |
| **Reducing barriers to success, ESOL, ITC workshops** |
| **Peer Mentoring Scheme** |
| **Volunteering Project for families** |
| **Dream with your Eyes Wide Open -employment courses** |
| **Smartphone Thursday for the Chinese community** |
| **Building confidence and enabling active citizenship courses** |
| **1st Century Skills -self-employments skills courses** |
| **The “Something for Everyone” Project** |
| **Grow, Cook and Share Programme** |
| **Gardening for beginners** |
| **Discovering the Green City - Walks and Talks** |

**c) What funding is available?**

This year the maximum amount available for projects is £150,000. A single bid can be for a maximum of £12,000. However the amount offered to partners may vary depending on the number of successful bids accepted.

**Funding can cover**

* Tutors’ salaries
* Volunteer’s expenses such as travel, training and refreshments
* Resources and materials i.e. learner resources
* Venue hire or room rental
* Publicity and marketing cost
* Administration and staff costs for management, planning and delivery (up to 15%)

It cannot be used for capital expenditure or for buying computer equipment including iPads.

**d) What is the funding rate?**

Funding will be calculated based on a rate per learner engaged. The rate will differ based on whether the delivery is a workshop or a course. Programmes of ten hours or more are deemed as courses, whereas those nine hours or less are workshops or tasters.

Programmes of various lengths will be funded, will rate at which programmes are funded are given below.

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| **Type of Activity** | **Rate** | **Example** |
| Workshops  (less than nine hours) | £130 per learner | 20 learners on a course which is less than nine hours  = 20 x £130 = £2,600 |
| Courses  (Ten hours or more) | £200 per learner | 20 learners on a course which is ten hours or more  = 20 x £200 = £4,000 |

When submitting an application, please use the table above to work out the costing. In addition to the rate per learner, every project can build in some management expenditure up to 10% and resources expenses up to 15% only.

**7. Selection Process**

The procurement and contracting process will be fair, transparent and accessible, whilst ensuring that the objectives of the CL fund are met. Projects will be evaluated on the extent to which they meet the requirements of the prospectus in the following areas:

1. Ability to meet the specification guidelines
2. Value for money vs target number engaged
3. Significant number of learners engaged from key Westminster Wards
4. Clear plan and rationale behind the project.
5. Show clear learner outcomes throughout duration of the project
6. Clear non –accredited achievement outcomes, accredited (e.g. evidenced through learner work, RARPA, portfolio, review of Individual Learning Plan)
7. Programmes which broaden our existing offer.
8. Able to demonstrate a clear progression path, into either further learning, volunteering or employment.

**8. What will happen if you are successful?**

**a) Negotiation and signing of contract**

Organisations who are awarded funding will be invited to sign a formal agreement that details the monitoring requirements for the funding, following due diligence checks including financial checks, any conflicts of interest and checks for extremist links – as these are requirements of the Skills Funding Agency.

Westminster Adult Education Service (Westminster City Council) will manage the contract.

The contract will be subject to negotiation and it is possible that an organisation will be invited to deliver only a part of their overall proposed programme or more of one element and less of another.

**b) Variations to contract**

Once it has been agreed, providers will be expected to deliver the project as set out in the contract and to contact WAES with any questions or problems as soon as they arise so these can be dealt with quickly. Any proposed variations to contracts must be made well in advance so these can be negotiated and there is no guarantee that they will be agreed.

**c) Performance monitoring**

All projects will report to a Project Manager on their progress. Projects, which are deemed not to be performing satisfactorily, will be subject to remedial action. In the event that this action does not improve delivery, projects may not receive their full funding, or, exceptionally, may be required to repay part or all of their funding.

WAES may set monthly targets for each organisation, relating to number of learners and number of learning hours delivered per learner. Performance against these interim targets will be reviewed in the initial 3 months of the contract.

Where an organisation is under performing against monthly targets, WAES will negotiate with the organisation either to adjust the timing of achievement of the targets or to reduce the overall funding.

Where an organisation has a larger contract the profile will be weighted in the initial 3 months to demonstrate performance capability. This will mean that your income will be in jeopardy if your project fails to achieve its targets.

**d) Quality arrangements**

Providers will be expected to deliver their courses, programmes and activities in accordance with the quality standards set by WAES. WAES will provide support and assign a Link Manager, who will visit at least twice during the lifetime of the project to monitor and verify the performance of the project to ensure a high quality learning experience, though this will depend very much on the length of the project delivery.

Quality monitoring by WAES will include sight and discussion of all teaching and management systems

The schedule of visits and observations will be given at the first Quality Session for contracted providers. Systems are expected to be ‘fit for purpose’, reflecting the scale and nature of the organisation.

Providers will be expected to have the following documents in place, though this will depend on the length and nature of the delivery model:

Course based model

* Initial Assessment for each learner
* Enrolment form
* Individual Learning Plan/Initial Action plan with progression review for each learner
* Information Advice and Guidance recorded on each learner’s Individual Learning Plan
* SOW or lesson Plans
* Attendance register
* Evaluation Forms

Taster or workshop sessions

* Enrolment form
* Lesson Plans
* Attendance register
* Evaluation Forms

Towards the end of the project the provider will be expected to complete a self-evaluation document and attend a workshop evaluation of the programme as a whole to:

* Assess its impact and determine the effectiveness of the approaches implemented
* Identify areas of good practice
* Highlight lessons learnt and make recommendations for future activity

**e) Funding – payments**

Payments will be made upon receipt of a valid invoice and **all evidence requirements** as specified in the contract. Funding will be proportional to achievement of the targets identified in the contract, including enrolment, learning hours completed and attendance.

The payment will be made in two instalments: half the payment will be made once 50% of the target numbers have been achieved and the necessary paperwork/evidence submitted.

Final payment will be made against the successful completion of all project documentation and project self-evaluation report. All original receipts and evidence will need to be retained for auditing purposes.

**f) Paperwork** Providers will be expected to complete and submit regular returns and provide paperwork as detailed in the contract.

In order to ensure compliance with the Community Learning funding regulations, successful providers will be required to submit the following supporting documentation evidence for all outputs achieved:

* Completed enrolment form for each learner – blank enrolment forms will be provided by WAES
* Schedule of Activity, with clear dates, time and venues listed – submitted with bid
* Completed registers of attendance – blank registers will be provided by WAES
* Evidence of achievement – e.g. learner work/portfolio/photos

The Provider will make available other relevant documents for audit with pre-arranged appointment.

Providers will be expected to retain original invoices and management information returns and all other documentation necessary to verify services for at least 7 years following the close of the programme.

**09. Equality and Diversity**

WAES exists to provide high quality accessible learning opportunities for individuals that meet diverse needs and promote equality of opportunity. WAES aims to do this in a supportive environment in which each learner is encouraged and inspired to enrich his or her life experience and to achieve success through learning, regardless of their background but knowing that differences are respected.

We expect projects to be open to all who want to be involved, unless you can give a good reason why this should not be the case. If you plan to restrict who can take part you should explain why in your application, so we can consider whether this is acceptable.

Providers will be expected to comply in all respects with the Equal Opportunities and

Discrimination (Equality Act 2010).

Providers are expected to have an Equal Opportunities Policy in place and will need to provide this at the contracting stage.

**10. Health and Safety, Health and Wellbeing and Safeguarding Adults**

WAES as an employer, recognises and accepts its responsibilities for providing a safe and healthy place of work and learning for all its employers and users.

Providers will be expected to show that learning will take place in a safe, healthy and supportive environment. It is important that providers demonstrate they have suitable and sufficient arrangements for learner health and safety. All staff working directly with vulnerable learners or children will need to have an enhanced DBS.

In addition to health and safety legislation, providers will be expected to comply with the Safeguarding Vulnerable Groups Act 2006 (Controlled Activity and Miscellaneous Provisions) Regulations 2010.

The term vulnerable adult refers to any person over the age of 18 who is or may be in need of

community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect himself or herself against significant harm or serious exploitation.

The two main aspects to safeguarding and promoting welfare of vulnerable adults are minimising risks and taking all appropriate actions to address concerns and actively promoting the concept of the ‘safe learner’.

Providers are expected to have a Health and Safety Policy and a Safeguarding Policy, which include the Prevent Duty, in place and will need to provide these at the contracting stage. They will also have to complete a Health and Safety Risk Assessment for each of their delivery venues, which will be verified by their link manager.

**11. Schedule for Project bids**

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| Date | Activity |
| 26 July 2018 | Tender is advertised |
| 20th September 2018, 5pm, | Completed tender application/s to be submitted |
| 5pm, 28th Friday, September 2018 | All applicants to be informed outcome of the bid |
| Monday 1st, September 2018 | Delivery can start |
| 31st June 2019 | Delivery must be completed |

**11. Contact Details**

In the event of any queries e-mail: communitylearning@waes.ac.uk

Please enter **‘Community Learning 2017-2018 Program 1’** in the subject line.

We will endeavour to answer all queries within two working days of receiving them.