



West Berkshire Council

---

# Community Education Fund (Round 39) - Bid Guidance Notes





## West Berkshire Council

### Community Education Fund (Round 39) - Bid Guidance Notes

#### 1. Background

The Community Education Fund (CEF) receives funding from the Education and Skills Funding Agency (ESFA) through the Adult Skills Fund (previously the Adult Education Budget). All West Berkshire CEF funded provision addresses national and local government strategic priorities as shown [in \*Learning for Life, the West Berkshire Community Learning and Skills Strategy 2022-25\*](#).

#### *Adult Skills: Tailored Learning (non-accredited, formerly Community Learning)*

Government funded non-accredited Adult Education (formerly Community Learning) is designed to help adults (19+) gain a new skill, improve health and wellbeing, re-connect with learning, gain employment, prepare for progression to formal courses or learn how to support their children better.

In December 2011 the Department of Business, Innovation and Skills published a document entitled “New Challenges, New Chances”. Part of this document outlined the purposes of government-supported former Community Learning (now Adult Education):

- Maximise access to community learning for adults, bringing new opportunities and improving lives, whatever people’s circumstances.
- Promote social renewal by bringing local communities together to experience the joy of learning and the pride that comes with achievement.
- Maximise the impact of community learning on the social and economic well-being of individuals, families and communities


For further information see page 14 of the document [“New Challenges, New Chances”](#)

#### *Adult Skills (accredited)*

Adult Skills accredited provision includes qualifications that are part of a regulated framework approved by the ESFA, for learners aged 19+. Applications are invited to deliver qualifications that support learners without level 2 qualifications, learners without GCSE English or maths at below grade 4 or for learners who are unemployed and on active benefits.

#### 2. Funding Available

For Adult Fund applications up to a maximum of £10,000 per organisation will be considered. Funding is available for specific projects, courses or research that focus on widening participation in Community Learning and Skills for adults (19+) and families living in West Berkshire.



All funding is available for projects working with any of the following key priority groups:

- Adults with disabilities and learning difficulties
- Vulnerable older adults
- Adults who are unemployed or under employed
- Adults with no qualifications or low levels of skills
- Adults with mental health issues
- Parents/families who need help to support children’s learning and development
- Ex- offenders and probation clients
- Adults with or recovering from drug or alcohol dependency
- Adults suffering from domestic abuse
- Carers of vulnerable adults/children

Funding can be awarded under the following strands:

*Adult Skills: Tailored Learning (non-accredited)*

Government funded Tailored Learning is non-accredited learning (formerly Community learning) designed to support adults (19+) to gain a new skill, improve health and wellbeing, re-connect with learning, gain employment, prepare for progression to formal courses or learn how to support their children’s learning and development.

*Adult Skills (accredited)*

Government funded Adult Education includes provision that is accredited and where the qualifications are part of a regulated framework approved by the ESFA, for adults aged 19+. The list of regulated qualifications eligible for public funding can be found on [the Find A Learning Aim database](#) . Applications are invited to deliver qualifications which support learners without level 2 qualifications, learners without GCSE English or Maths at below grade 4 or for learners who are unemployed and on active benefits.

Funding will be based on prescribed ESFA programme weighted funded rates (excluding area uplifts) as outlined on [the Find a Learning Aim database](#) in accordance with ESFA learner eligibility as specified in the [Adult Skills Fund rules](#).

### **3. Timescale for delivery**

Adult Skills funded projects are for delivery in the 2024-25 academic year commencing **1<sup>st</sup> August 2024 to 31st July 2025**. Providers are encouraged to start the delivery of approved programmes by the beginning of March 2025.

### **4. Quality Framework**

All funding is subject to Ofsted inspection and West Berkshire Council will support organisations to work within the Ofsted [Education Inspection Framework](#). Smaller

organisations that do not have their own quality framework will be supported with the Community Education Fund Toolkit.  
Click [here](#) to view West Berkshire Community Learning’s latest Ofsted inspection report (November 2022).

## 5. Funding Adjustments

West Berkshire Council reserves the right to withdraw or adjust the funding under the following circumstances:

- Any evidence of financial irregularity issues
- Failure to comply with ESFA Adult Skills [funding rules](#) requirements
- Non-compliance of contractual requirements
- Non-delivery of agreed programme by the beginning of April 2025.

## 6. Applications Process

- *Stage 1* Complete and submit the CEF Bid Form to [acsteam@westberks.gov.uk](mailto:acsteam@westberks.gov.uk) by **Friday, 17<sup>th</sup> May 2024 (5pm)**.
- *Stage 2* Meeting of the Community Education Fund Panel to review projects and award funds.
- *Stage 3* Successful bids to be announced **w/c Monday, 3<sup>rd</sup> June 2024**.

## 7. Assessment of Applications

Section A (questions 1-6) will be scored as follows:

Section A questions	Rating of Response	Weighting factor	Maximum Score Available
1. Project Overview and Priority Groups	0 - 10	X 3	30
2. Identifying Local Need and Working in Partnership	0 - 10	X 2	20
3. Delivery plan	0 - 10		10
4. Delivering Personalised Learning	0 - 10		10
5. Success and Progression	0 - 10		10
6. Value for Money	0 - 10	X 2	20
<b>Total</b>			<b>100</b>

## Scoring System

- 10 = Full response, fully addresses the question with extensive detail  
7 = Mostly addresses the question with sufficient detail  
4 = Partially addresses the question but with little detail  
0 = No response/does not address the question

Bids will be ranked by total score to establish an order of priority for awarding funding.

The Council may require additional information prior to agreeing any funding and reserves the right to negotiate changes with the applicant. The Council reserves the right to annul the application process at any time prior to contract award, without incurring any liability to the responding parties.

## 8. Information required for the application form

Section	Question	Guidance notes
Cover Page		<p>The project manager will be the person responsible for reporting on the project to the Community Learning Team and to the Community Education Fund Panel at the end of project. They are responsible for:</p> <ul style="list-style-type: none"><li>▪ Submission of all required data by the due dates to the Community Learning Team</li><li>▪ Quality assurance using the CEF Project Toolkit.</li><li>▪ Health and Safety issues</li><li>▪ DBS checking of relevant people involved in the project</li><li>▪ Compliance with all relevant legislation.</li><li>▪ Reporting on any changes that need to be made in the project to the Community Learning Team.</li><li>▪ Promotion of the project to target groups (providers are encouraged to use Community Learning social media and newsletters to support activity)</li><li>▪ Forming relationships with organisations in the community who can help support learners or families to progress</li></ul> <p>The finance manager is the person responsible for keeping financial records and submitting claims for funding.</p> <p><b>Applicants must indicate the funding strand required: Adult Education (non-accredited) or Adult Education (accredited).</b></p>
A1	<b>Project Overview and Priority Groups</b>	Identify the priority groups you will work with and provide a project description. If you have experience in working with the target groups, demonstrate this in your bid.
A2	<b>INTENT</b> Identifying local	Explain how you have identified a need for the course and, if relevant, how it complements existing provision.



	need and working in partnership	<p>Explain how you will work with partners to identify and reach your learners or to help them progress.</p> <p><i>We may need to contact your partners to discuss aspects of your bid.</i></p> <p>Partners may be able to:</p> <ul style="list-style-type: none"><li>▪ provide a venue.</li><li>▪ provide advice on attracting learners.</li><li>▪ refer their clients or members to the learning programme.</li><li>▪ promote the project to other interested groups.</li><li>▪ share expertise on programmes that they have run.</li><li>▪ provide a progression opportunity.</li><li>▪ deliver advice sessions on progression opportunities.</li><li>▪ co-deliver part of the programme.</li></ul>
<b>A 3</b>	<b>IMPLEMENT</b> <b>Delivery Plan</b>	<p>Provide the venue information for the proposed courses and postcode as this is information that we must forward to the Education and Skills Funding Agency.</p> <p>A risk assessment of the venue will be required if the bid is successful. However, you should consider the following regarding accessibility: whether the building has adequate access for wheelchairs (doorways are wide enough and ramps rather than stairs), whether the building has a disabled toilet, if any steps have colour contrasted edges for poorly sighted learners, if mother &amp; baby groups are users, whether the building has adequate nappy changing facilities.</p> <p>Provide details of each of the courses you plan to deliver for each funding strand.</p> <p>For accredited courses please provide all requested details of the qualification you plan to deliver. You should check on the Education and Skills Funding Agency (ESFA) website that your qualification is current and fundable by the ESFA through the Adult Education Budget. See <a href="#">Find a Learning Aim database</a></p>
<b>A 4</b>	<b>Delivering Personalised Learning</b>	<p>Providers will be supported to follow the RARPA process (Recognising and Recording Progress and Achievement). This involves an initial assessment process for learners to establish their starting point (this does not have to be a formal assessment), negotiating targets with learners, taking account of learners' individual needs and experiences, recording achievement and feeding back to learners on their progress. The CEF toolkit can support this process.</p> <p>When planning the project consider how learners will be given progression information on their next steps after the course finishes. This could be employment, volunteering, improving their English or Maths, moving onto</p>



		<p>a qualification, more involvement in their children’s learning, helping in school, more independent living or joining a club or special interest group</p> <p>The National Careers Service provides information for adults on their website – see <a href="https://nationalcareersservice.direct.gov.uk">https://nationalcareersservice.direct.gov.uk</a> - the site provides skills checks, job advice, CV writing and interview skills tips.</p>
A5	<b>Impact Success and Progression</b>	<p>Providers will be supported to determine the success of a funded course or programme. This will involve the completion of learner and tutor evaluations and feedback on intended/actual destinations. Tutors are expected to support learners to identify progression opportunities by signposting to the <a href="#">National Careers Service</a> or other IAG services for unbiased, learner focused information, advice and guidance.</p>
A6	<b>Value for money</b>	<p><b><u>Spending Profile</u></b></p> <p><u>Tutors</u> are normally paid per hour of teaching; the teaching rate will include payment for preparation. The Community Education Fund does not pay travelling expenses for tutors unless they have to collect resources from a college or office base.</p> <p>Additional payments for attending meetings can be paid at a meeting rate and should be included under other staffing costs</p> <p><u>Administration and project management</u> should <i>not exceed 35%</i> of the total cost of the project.</p> <p><u>Other staffing costs</u> will include the costs for any other people’s time such as head teacher’s time, supply teachers, learning support staff, caretakers</p> <p><u>Travel</u> to meetings can be claimed and, in some cases, for transport costs so that learners can attend courses.</p> <p><u>Resources</u> can include essential equipment including relevant software, publications, the production of learner diaries, worksheets, and for display material and the costs of celebrating learning e.g. producing recordings, videos, exhibitions, articles etc.</p> <p><u>Learner support</u> costs may also be claimed e.g. transport, crèche and resources. Please contact the Community Learning team for advice.</p> <p>The CEF fund does not pay for refreshments.</p> <p><b><u>Pound Plus</u></b></p> <p>Adult Education funding is a contribution towards costs. Providers need to demonstrate how they are providing ‘pound plus’. Pound Plus relates to everything that providers can generate in addition to their funding allocation.</p> <p>Record any added value or matched funding. Frequently partners are able to provide ‘in kind’ funding from other sources e.g. project manager’s time, venue costs, caretaking. Learners may make a contribution for refreshments and for resources. Schools may provide some resources for family learning or schools may be using the pupil premium to support</p>



		courses. Volunteer time should be costed at £11.09 per hour (Government guidance).
<b>B7-9</b>	<b>Due Diligence</b>	<p><b><u>UKPRN No.</u></b></p> <p>It is compulsory for all projects and providers in receipt of ESFA funding to register on the UKRLP website and obtain a UKPRN registration number. The UK Register of Learning Providers is a 'one-stop' portal to be used by government departments, agencies, learners, and employers to share key information about learning providers. The UKRLP allows providers to update their information in one place and share this across agencies such as the Education and Skills Funding Agency, the Higher Education Statistics Agency (HESA), the Higher Education Funding Council for England (HEFCE) and UCAS.</p> <p>To register as a provider you must access the website via the link <a href="http://www.ukrlp.co.uk">http://www.ukrlp.co.uk</a> and select "Register" on the left hand side of the screen. The registration requests basic company information, the ESFA must be able to verify the provider through some external registration (eg. through Companies House, charity or school registration).</p> <p>The 4-step process takes approximately 5 minutes. In order to ensure registration is successful, you will need:</p> <ul style="list-style-type: none"> <li>• your organisation's registration number</li> <li>• a valid email address, used to contact you</li> <li>• a registered legal address for the organisation</li> </ul> <p>If you have any problems, please ring the UKRLP help desk on 0345 2021600.</p> <p><b><u>Tutor Qualifications and Experience</u></b></p> <p>Tutors delivering Community Education Funded provision may wish to register with the Education and Training Foundation (ETF), a professional membership body providing support and advice. Where appropriate, tutors are expected to hold a recognised teaching qualification for the adult and community learning sector or be working towards a relevant qualification to deliver funded provision. For further information on relevant qualifications please access the ETF website on <a href="http://www.et-foundation.co.uk">http://www.et-foundation.co.uk</a> Tutors should also provide details of subject specialism qualification levels.</p> <p><b><u>Health and Safety</u></b></p> <p>Organisations need to demonstrate that learning will take place in a safe, healthy and supportive environment and there are suitable arrangements for learners' health and safety.</p>





		<p><b><u>Equal Opportunities</u></b> Organisations will be expected to comply with all aspects of the Equality Act 2010.</p> <p><b><u>Safeguarding</u></b> Tutors and Project managers must have an awareness of safeguarding and know how to report incidents and who they should report the incidents to within an organisation. Smaller organisations who do not have these procedures in place will be supported to follow our safeguarding procedures in our toolkit and develop appropriate policies.</p> <p><b><u>Radicalisation</u></b> Organisations need to ensure their staff develop an awareness of the PREVENT anti-terrorism agenda and know how to report concerns on learners becoming radicalised. Smaller organisations will be supported with staff training. For more information and links to training see <a href="http://www.preventforfeandtraining.org.uk">http://www.preventforfeandtraining.org.uk</a></p> <p><b><u>Data Protection</u></b> Organisations will be expected to comply with the Data Protection Act 2018 (covers General Data Protection Regulation - GDPR).</p> <p><b><u>Matrix</u></b> Matrix is an accredited standard for providing information, advice and guidance to learners. This is not a mandatory requirement.</p> <p><b><u>Insurance</u></b> Public liability of £5 million is normally required (in special circumstances a reduced amount may be allowed). Employers' liability of £10 million and professional indemnity of £5 million may be required (where relevant).</p>
<b>C</b>	<b>Declaration</b>	All projects must sign the declaration at the end of the application form.

Please submit your completed bid form to [aclteam@westberks.gov.uk](mailto:aclteam@westberks.gov.uk) by 5pm Friday, 17<sup>th</sup> May 2024