

West Berkshire Council

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# Community Education Fund (Round 40) - Bid Guidance Notes





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#### 1. Background

The Community Education Fund (CEF) receives funding from the UK Government to support adult education and training across the West Berkshire district.

This funding round (CEF40) specifically focuses on the delivery of English Language provision for individuals who have been granted UK residency as members of the Afghan Relocations and Assistance Policy (ARAP) and Afghan Citizens Resettlement Scheme (ACRS).

The [West Berkshire Council Strategy 2023-2027](#) sets out the strategic direction of Council's services with a vision of Making West Berkshire greener, fairer and more prosperous, with thriving communities and services we are proud of. CEF40 supports that strategy and in particular the priorities areas to create a Fairer West Berkshire with Opportunities for All and Thriving Communities with a Strong Local Voice.

#### 2. Who Can Apply

Applications are welcome from locally based organisations that support the Afghan community in West Berkshire including:

- Education/Training Providers
- Charitable organisations
- Voluntary organisations
- Community Interest Companies
- Community groups
- Faith groups
- Not-for-profit social enterprises

#### 3. Funding Available

Applications up to a maximum of £20,000 per organisation will be considered. Funding is available for specific projects or courses or research that focus on developing the English skills of Afghans aged 19+ living in West Berkshire.

Applications that promote social value are encouraged. Social value will be considered to improve local economic, social and environmental wellbeing.

The type of project can vary, depending on need, but could include the following:

- Mainstream formal language training.
- Daytime, evening or weekend classes.
- Online resources to complement face to face services.

- 25% of the funding request could be used to improve ESOL infrastructure to improve access to training for this group
  - ESOL infrastructure could include, for example, training ESOL teachers, buying equipment and resources and renting classroom space.

#### 4. Timescale for delivery

All are for delivery in the 2024-25 academic year ending **31st July 2025**.

#### 5. Quality Framework

The quality of CEF(40) funded provision will be managed by the Council’s Community Learning team. All programmes are expected to be delivered in accordance with the Ofsted [Education Inspection Framework](#). Smaller organisations that do not have their own quality framework will be supported with the Community Education Fund Toolkit.

#### 6. Funding Adjustments

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

- Any evidence of financial irregularity issues
- Non-compliance of contractual requirements
- Non-delivery of agreed programme by the beginning of April 2025.

#### 7. Applications Process

- *Stage 1* Complete and submit the CEF(40) Bid Form to [aclteam@westberks.gov.uk](mailto:aclteam@westberks.gov.uk) by **Friday, 25<sup>th</sup> October 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, 28<sup>th</sup> October 2024**.

#### 8. 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	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.

### 9. Information required for the application form

Section	Question	Guidance notes
<b>Cover Page</b>		<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>
<b>A1</b>	<b>Project Overview</b>	<i>If you have experience in working with the Afghan target group, demonstrate this in your bid. Please ensure you have clearly identified the</i>

		<i>aims of the project and provide a brief description of the programme.</i>
<b>A2</b>	<b><u>INTENT</u></b> Identifying local need and working in partnership	<p><i>Explain how you have identified a need for the course and, if relevant, how it complements existing provision.</i></p> <p><i>Explain how you will work with partners to identify and reach the target audience or to help them progress.</i></p> <p><i>We may need to contact your partners to discuss aspects of your bid. Partners may be able to:</i></p> <ul style="list-style-type: none"> <li>▪ <i>provide a venue.</i></li> <li>▪ <i>provide advice on attracting learners.</i></li> <li>▪ <i>refer their clients or members to the learning programme.</i></li> <li>▪ <i>promote the project to other interested groups.</i></li> <li>▪ <i>share expertise on programmes that they have run.</i></li> <li>▪ <i>provide a progression opportunity.</i></li> <li>▪ <i>deliver advice sessions on progression opportunities.</i></li> <li>▪ <i>co-deliver part of the programme.</i></li> </ul>
<b>A 3</b>	<b><u>IMPLEMENT</u></b> <b>Delivery Plan</b>	<p>The delivery plan must include the venue information and post code for the proposed programme.</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>
<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 the target group will be given progression information on their next steps after the programme finishes. This could be employment, volunteering, improving their English or Maths, moving onto a qualification, more involvement in their children's learning, helping in school, more independent living or joining a club or special interest group.</p>
<b>A5</b>	<b>Impact Success and</b>	Providers will be supported to determine the success of a funded course or programme. This will involve the completion of learner and tutor



	<b>Progression</b>	evaluations and feedback on intended/actual destinations.
<b>A6</b>	<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 can include payment for preparation and travel.</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 can also be included e.g. transport, crèche and resources. Please contact the Community Learning team for advice.</p>
<b>B7-9</b>	<b>Due Diligence</b>	<p><b><u>Tutor Qualifications and Experience</u></b></p> <p>Tutors/staff 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, staff 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.etf-foundation.co.uk">http://www.etf-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></p> <p>Organisations will be expected to comply with all aspects of the Equality Act 2010.</p> <p><b><u>Safeguarding</u></b></p> <p>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, 25<sup>th</sup> October 2024