

SKILLS FOR JOBS

Project Specification

Context

Applications are sought from voluntary and community sector organisations to plan and deliver innovative 'Skills for Jobs' projects that provide a tailored programme of learning to support unemployed individuals to move closer to employment.

The aim of 'Skills for Jobs' is to have greater impact on individuals' chances of gaining both sustained employment and raising their skills levels. The activities funded will provide additional support and training to prepare adults to be job-ready, with programmes engaging learners in the initial pre-employment support stage.

Target Group

The target group is low skilled adults aged 19+, not currently in employment, but who want to work. Skills for Jobs projects can engage with any unemployed individual over the age of 19, although individuals facing specific barriers and significant disadvantages are a priority, in particular the following groups:

- People with disabilities
- BME communities
- People over the age of 50
- Lone parents

Projects aimed specifically at male learners are also welcomed, given their current low participation rates in adult and community learning programmes. Projects should target groups of learners, some according to levels of prior achievement to widen participation and encourage progression, especially to Level 2 programmes.

Programme Requirements

Research suggests that personalised interventions are the most effective way of engaging learners and moving them closer to employment, particularly those that employ community-based outreach work, use non-standard locations and operate in a learner-centred, flexible way, drawing together a range of services at a time that suits the individual. Providers are therefore encouraged to think of *innovative* projects that can engage hard-to-reach learners. Although providers must recruit a viable number of learners for programmes to run – at least 8 – projects that aim to engage a high number of learners will not necessarily be viewed more favourable than those working with a smaller cohort.

Examples of Skills for Jobs activities include:

- Signposting and referral to specialist provision

- Individual skills diagnostic and assessment
- Employability and occupational training tailored to individual needs
- “Softer” skills development e.g. assertiveness, confidence-building, anger management and motivation
- Mentoring and support services

Providers should demonstrate the progression opportunities that exist from the proposed programme, which could include further learning opportunities or employment. Effective signposting and referral to wider Skills for Jobs activity must be an integral part of the programme, and as such it is essential that learners receive unbiased Information, Advice and Guidance from a quality assured provider. This could include Jobcentre Plus, who can provide tailored support to learners on Skills for Jobs programmes, giving advice on ‘New Deal’ and ‘Pathways to Work’ programmes that are aimed at specific target groups. This provision is available at no cost, and can be brokered in once providers have secured funding to run the project.

Preference will be given to partnership projects or projects with significant partnership working or partnership potential. Evidence has shown that the most effective projects are those that are delivered in close partnership with other interventions and alongside appropriate agencies.

Tutors employed on Skills for Jobs programmes must hold a minimum of a level 3 teaching qualification. Tutors on basic skills programmes must have, or be working towards, the appropriate level 4/5 subject specialist qualification. Tutors must also have received clearance from the Criminal Records Bureau to ensure there is nothing that would render them unsuitable to work with vulnerable adults.

Programmes must commence no later than week commencing 7th January 2008, and be complete by 31st July 2008. Providers can devise an appropriate programme length and methodology.

Funding

The maximum funding available to a provider is £5,000. This must include all costs associated with the running and delivery of the project, including:

- Tutor fees
- Venue hire/costs
- Resources
- Publicity/promotion
- Learner support costs (this could include the use of additional learning support tutors, childcare, travel or other costs to support learners to participate)
- Administration (administration costs must not exceed more than 5% of the overall project costs)

Project funding will be split into 2 payments – 60% upon commencement of the project after learner enrolment forms are received, and the remaining 40% upon project completion and the receipt of satisfactory learner and programme documentation.

Project deadline

The deadline for the return of completed applications is 12 noon on **Friday 26th October 2007**. A signed copy of your completed application should be forwarded to:

Dawn Wears
Administration and Finance Officer
Family, Adult and Community Learning
Stannington Centre
Stannington Grove
Sunderland
SR1 2JT

If you have any queries in relation to your application, please contact:

Carol Reid
Project Officer – Participation and Inclusion

Tel: 0191 553 2613
Mob: 07795 644 641
Email: carol.reid@sunderland.gov.uk

Sandra Kenny
Family, Adult and Community Learning Manager

Tel: 0191 552 2620
Email: sandra.kenny@sunderland.gov.uk

Project Specification

Please give an overview of the project, and describe how you will carry it out, detailing when it will start and end.

Give details of the proposed learning programme/s, including the total number of guided learning hours and number of weeks the project will run.

How will learners' needs be assessed?

How will information, advice and guidance be incorporated into the learning programme?

What partners will be involved in the delivery?

How will you identify if the programme has been successful?

Target learners

Who are the target learners and how will you engage them onto the project?

How many people will you engage?

Quality assurance

How will you ensure the quality of the programme?

Project Budget

NB: This must include all costs associated with delivering the project, including staff and resource time.

Element	Cost
	£
	£
	£
	£
	£
	£
	£
Total cost:	£

Supporting Information

The documents below must be enclosed with your application. If you have already sent these documents to FACL this academic year as part of another proposal, check box here

Check box to confirm you have enclosed:

- Photocopies of your public liability certificate of insurance and schedule (cover up to £5 million)
- Photocopies of your employers' liability certificate of insurance and schedule (cover up to £10 million)
- A copy of your equal opportunities policy
- A copy of your health and safety policy

For your information, if your application is successful, you will also need to provide the following prior to the commencement of the project and receipt of funding:

- Details of tutors who will be delivering on this project
- Proof of tutor teaching qualification/s
- Health and safety self-assessment for delivery venues
- Proof of tutor CRB clearance

References	
Please provide names and contact details for 2 referees whom we can contact in relation to this project	
Name: Position: Organisation: Address:	Name: Position: Organisation: Address:
Postcode: Tel: Email:	Postcode: Tel: Email:

Declaration	
I certify that the information given in this application is to the best of my knowledge and belief correct and complete.	
If this application is successful, I understand that failure to comply with the project brief as outlined above will invalidate the funding agreement and that FACL has the right to defer and/or withhold payments.	
Signed:	
Name:	
Position:	
Date:	