

WYLLN 14-19 Diploma Commissioning – Round 1

Aim

The work of The West Yorkshire Lifelong Learning Network (WYLLN) has identified the need for clarification, coherence and certainty around the progression into HE opportunities from the newly developed 14-19 Advanced Diplomas within West Yorkshire.

We are seeking to fund a series of research and consultation projects, the outcomes of which will support the development of;

1. Progression Agreements for 14-19 Advanced Diploma Students
2. A mapping of potential progression routes into HE for 14-19 Advanced Diploma Students
3. The provision of information around the currency and validity of the Advanced Diplomas to HE Admission Tutors and Departmental Staff responsible for influencing Admission Policies

General Service Requirement

The activity secured through this 14-19 Diploma Commissioning Round will focus on the activity and offer from consortia within West Yorkshire around three Diploma Lines,

- Construction & Built Environment
- Creative & Media
- Society, Health and Development

Activity must complement and add value to that of the WYLLN Sector Groups, Credit & Progression Task Group and IAG Task Group.

We welcome submissions on a 'per Diploma Line' basis covering both of the interlinked projects.

Contracts will be for 9 months, if the projects are successful, contracts may be extended at the discretion of the Credit and Progression Task Group

Project Requirements

Activity	Undertake a research and consultation project to improve the clarification, coherence and certainty around the progression into HE opportunities from the newly developed 14-19 Advanced Diplomas within West Yorkshire.
Description	<p>Working across educational institutions and Local Authorities throughout West Yorkshire;</p> <p>August 08 – December 08</p> <ul style="list-style-type: none"> • Identify which consortia are offering Advanced Diplomas within the respective Diploma Line within West Yorkshire • Research and report on current curriculum developments and progression relationships around the respective Advanced Diploma/Diploma Line within West Yorkshire • Review and report on approaches to delivering PLTS (personal, learning and thinking skills) and Extended Project • Identify barriers and levers to progression into HE from the respective

	<p>Advanced Diploma</p> <ul style="list-style-type: none"> • Research and review Advanced Diplomas to inform a series of staff development events organised by WYLLN, e.g. curriculum myths and realities, admissions requirements, PLTS • Provide information on progression routes for respective Advanced Diplomas into HE <p>Jan 09 – April 09</p> <ul style="list-style-type: none"> • Enable the development of progression agreements for respective Advanced Diplomas into HE by; <ul style="list-style-type: none"> ○ Facilitating and brokering contacts for the development of progression agreements ○ Convening meetings to identify progression offers for the respective Diploma Lines ○ Prepare a statement of which consortia and HEI are prepared to enter into progression agreements for the respective Diploma Line ○ Actively promote the WYLLN Progression Agreements ○ Report on any barriers/blockages to the development of progression agreements • Identify and evaluate the opportunity for the development of a sub-regional approach to Progression Agreements within the respective Diploma Lines <p>Ongoing throughout the project</p> <ul style="list-style-type: none"> • Identify opportunities for staff development in relation to 14-19 Diplomas and associated progression activity <p>The above will require some desk top research but also 1:1 discussion with consortia and HE representatives</p>
<p>Outcomes</p>	<p>Monthly</p> <ul style="list-style-type: none"> • Monthly progress reports detailing project activity (WYLLN to supply template) • Identification of Staff development opportunities <p>Dec 08</p> <ul style="list-style-type: none"> • Curriculum map detailing Consortia, respective Advanced Diploma/Diploma Lines and progression opportunities (formal/informal) • Report on Consortia and contributing organisations for respective Diploma Lines • Report on approaches to delivering PLTS (personal, learning and thinking skills) and Extended Project • Report on current curriculum developments and progression relationships around the respective Advanced Diploma/Diploma Line within West Yorkshire <p>April 09</p> <ul style="list-style-type: none"> • Statement of which consortia and HEI are prepared to enter into progression agreements for the respective Diploma Line • Report on the opportunity for the development of a sub-regional approach to Progression Agreements within the respective Diploma Lines • Final Report to influence Curriculum Development Staff and Admissions Tutors encompassing all areas and outcomes noted above.
<p>WYLLN Funding</p>	<p>WYLLN will allow £20,000 per Diploma Line (excluding travel). Match funding welcomed</p>

Section 1: Organisation Details

PROJECT SPONSOR DETAILS			
Name of organisation:			
Address:			
Post Code:			
Contact:			
Position in Organisation:			
Email Address:			
Tel:		Fax:	
Legal Status:		Type of Organisation:	
<p>I confirm that the activity stated in this application form cannot be funded from other mainstream or public funding. This activity does not duplicate or displace other activity within the same area.</p> <p>Signature: _____</p> <p>Position in Organisation: _____</p> <p>Date: _____</p>			
Please select	First Submission		Resubmission (application Approved in Principle)

For Office Use

Project Reference No:		Initial Check Complete: <i>Any further actions required prior to Appraisal Panel</i>	
Appraisal Panel Date:			

Section 2: Activity Summary and Delivery Arrangements

Please clearly indicate the project areas your proposal covers

Diploma Line	
Construction & Built Environment	
Creative & Media	
Society, Health & Development	
1. Meeting the Service/Project Requirements	
<p>Criteria: Demonstrate how the proposed activity is innovative and/or builds on effective practice to address the Service & individual Project Requirements within the Commissioning Specification.</p> <p>Tip: Please provide a summary of the activities you intend to deliver and give examples/evidence of how they link into the Service and Project Requirements of the Specification.</p> <p>Identify the aim and SMART objectives for your proposed activity. An aim identifies ultimately what the activity is seeking to address. An objective identifies how the activity will deliver its aim. A SMART objective is specific, measurable, achievable, realistic and time-bound. In identifying your activity's aim ensure that it is relevant to the Specification and that your SMART objectives clearly explain how the aim will be delivered.</p> <p>In responding to this criteria clearly explain what activities you propose to undertake, who the participants are what it is you propose to do with them and where. Indicate how your proposed activities are innovative and/or build on effective practice to achieve impact and identify the results that will be achieved.</p> <p>If you are submitting a proposal for more than one of the Diploma Lines, please provide a separate response for each project within this section.</p>	
Please enter your answer here	
2 Defining the Target Groups	
<p>Criteria: Demonstrate an understanding of the target group and their needs.</p> <p>Tip: The specification has identified a number of target groups (FE & HE institutions & consortia). This section must clearly identify which of the target groups listed in the relevant specification will be supported through the research activity you are proposing to deliver.</p> <p>Explain who the target group are, what their needs are, make reference to any specific characteristics that your target group may have and specify in what way your proposed activities have been designed to meet those needs.</p>	
Please enter your answer here	
4. Understanding of the educational infrastructure/institutions	
<p>Criteria: Demonstrate how the activities proposed will respond to the needs of educational institutions and intermediaries</p>	

Tip: Demonstrate how the activities you are proposing to deliver will;

- Provide an overview of the educational infrastructure and consortia institutions within each respective Diploma Line
- Identify and report on current activity around the development of Advanced Diplomas & respective progression opportunities
- Identify gaps in provision and progression opportunities and make recommendations for additional development activity

Please enter your answer here

5. Partnership Working

Criteria: Please outline the role of partners and consultation undertaken.

Tip: To ensure a collaborative approach including key partners within the West Yorkshire Lifelong Learning Network we would like information on any partners involved in your project and how they will be involved in the project.

Please include any consultation and /or research undertaken with the partners.

Please enter your answer here

6. Responding to Strategies and Plans

Criteria: Demonstrate how the activities will add value & complement existing strategies, plans, frameworks and policy initiatives.

Tip: Identify the strategies, plans, frameworks, policy initiatives and other programmes that are relevant to your proposed activities. Identify how what you are proposing to deliver will add value to these strategies

Please enter your answer here

6. Ensuring Quality of Provision

Criteria: Demonstrates that the activity will be delivered within a quality assurance framework.

Tip: Please explain how you will ensure the quality of research and consultation offered by your proposal. As a minimum, your proposal must contain:

What your quality assurance arrangements are.

An explanation of how your organisation assures the quality of its research if it is not currently inspected.

How you plan to monitor project activity throughout the lifetime of the programme.

Please enter your answer here

<p>7. Timescales and Milestones</p> <p>Criteria: Demonstrate a clear programme of the key stages of your proposal indicating how they will deliver the activities with appropriate timescales and milestones.</p> <p>Tip: Outline the key stages of your programme and how it will meet the description of Service & Project Requirements section of the Specification.</p> <p>Ensure the response provides a clear programme plan, indicating activities, timescales and people responsible for these activities. The plan must also:</p> <p>Describe the timescales (start and end dates) for the main processes and stages of the programme including any lead-in time required for activity design, planning, partnership development, etc.</p> <p>Demonstrate that these dates are realistic in relation to the activities and expected outcomes. Provide details of the implications (if any) of the programme not starting on the specified date.</p>
<p>Please enter your answer here</p>
<p>8. Management and Monitoring Arrangements</p> <p>Criteria: Demonstrate that effective management and monitoring arrangements are in place.</p> <p>Tip: Identify how the activities will be managed and monitored effectively to ensure delivery of the aims and objectives, outputs and results.</p> <p>Identify what arrangements are in place for evaluating the project.</p>
<p>Please enter your answer here</p>
<p>9. Track record of Managing and Delivering Similar Activity and Management Capacity</p> <p>Criteria: Demonstrate that the lead organisation and its staff have a track record of managing and successfully delivering similar activity and that the organisation has the capacity to manage the activity proposed</p> <p>Tip: Outline the lead organisation and its staff's previous experience of managing and delivering similar activities including:</p> <ul style="list-style-type: none"> • Details of projects managed indicating the size of projects managed. • Justification that the lead organisation has the capacity to deliver the proposed activity. • Details of staff and staff qualifications relevant to the activities proposed.
<p>Please enter your answer here</p>



Section 3: Financial Information

Please clearly indicate the financial costs associated with your proposed project

Project Budget and Funding Required													
<p>£20,000 of WYLLN funding is available for the project delivery of each of the 3 Diploma Lines. Please make reference to the grid completed in Section 2 detailing the number of Diploma Lines you plan to deliver because this will determine the amount of funding you can bid for.</p> <p>When costing the delivery of your Diploma Line(s) please detail the total costs associated in each area of project delivery, the funding required from WYLLN and any match funding that will be contributed.</p>													
Budget Heading	WYLLN Funding Required	Match Funding Contributed	Total Cost										
Staff Costs Detail													
Project Delivery Costs													
Grand Total													
<p>Travel costs for staff delivering project activities will be paid separately by WYLLN and will not form part of the set grant amounts paid to organisations for delivering on the 'per Diploma Line' basis. It will be expected that organisations pay staff for travel expenses in the first instance before recharging WYLLN for that expenditure. WYLLN will pay travel expenses in line with the University of Huddersfield regulations shown below.</p> <p>Claims should be made from home or base, whichever is nearer to the destination. Where staff are unable to keep to the route (e.g. due to roadwork's, etc.) an explanation must be attached. Receipts <u>should</u> be attached for claims for reimbursement of rail, bus, taxis, car parking, tolls, ferry charges, etc.</p>													
<table border="1"> <tbody> <tr> <td>Car - first 4,000 business miles per tax year</td> <td>40p</td> </tr> <tr> <td>Car - over 4,000 business miles per tax year</td> <td>22.5p</td> </tr> <tr> <td>Motor Cycles</td> <td>24p</td> </tr> <tr> <td>Bicycles</td> <td>12p</td> </tr> <tr> <td>Public Transport Rate</td> <td>23p per mile (where payable in lieu of the above rates)</td> </tr> </tbody> </table>				Car - first 4,000 business miles per tax year	40p	Car - over 4,000 business miles per tax year	22.5p	Motor Cycles	24p	Bicycles	12p	Public Transport Rate	23p per mile (where payable in lieu of the above rates)
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