

New Directions: Looking Ahead

Partnership Scheme: Partner Registration

March 16th, 2011

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Introduction

The Learning Partnership (Partnership) will take a consistent approach to scoring applications received from organisations wanting to become part of our partnership scheme. The purpose of this paper is to outline how the Partnership will approach this. It is a 2 stage process:

Associate partner - The first part of the application process is to complete a Statement of principles to confirm that you support the values of partnership working that we operate and to collect some basic information about your organisation. This initial step does not involve any assessment on our part. It is merely to establish that you accept the basis on which we work as a collaborative partnership. In exchange we will provide you with access to information and support services to keep you informed and help you network with other learning and skills providers active in the local area.

Partner - The second part of the process is to collect further information from you to confirm that your organisation has the capacity and capability to work with us on future contracts. This step does involve an assessment of the information you have provided. We need to know that your organisation will be able to deliver good quality services on contracts. To confirm your readiness to do so we will apply a scoring system to all applications we receive.

You can apply at any time but please note it may take up to a calendar month to process applications. Applications will be processed using the scorecard published below by a panel of senior managers. Feedback will be given either confirming acceptance or giving reasons why your application has not been successful.

Applicants who do not yet fulfil all the criteria can re-submit but should first address any issues or improvements identified.

Support

Not there yet? Are there areas covered in this process that you need to develop to meet our criteria? If there are these may be covered by the Partnership support programme. As part of our commitment to you we offer a service designed to help providers put in place all of the policies and procedures expected by funding agencies so that providers who want to be partners can work with us on partnership projects and access public funding to offer learning to staff, volunteers and clients.

The support programme will consist of:

- A whole organisation audit - to identify strengths and weaknesses
- Organisation development plan - tailored to your business
- Advice on learning and skills - ongoing, on tap
- Access to briefings - skills and knowledge
- Alignment of training - get qualified!

Associate partner registration

1. Location and organisational details

Name of organisation			
Address line 1			
Address line 2			
Address line 3			
Post Code		Telephone	
Email			
Web			

2. Type of organisation

College/University	
Company	
Charity	
Social Enterprise	
CIC	
Voluntary Sector	

Please indicate: as appropriate

3. Provision offered in the local area

Young People		Literacy, numeracy		Leadership M'ment	
NEETs		ESOL		Work Programme	
Apprenticeships 16-19		Redundancy support		<u>Other</u>	
Adult Apprenticeship		L2			
Informal Learning		L3			
Foundation Learning		L4			

4. Vision, aims and values

Vision

Every adult matters and should have access to learning from pre-entry through to higher education.

*We will identify **gaps in existing provision** and seek funding to create innovative new activities that enable more adult learners to enter learning and to progress as far as they want in order to improve their skills and qualifications and realise their potential.*

4. Vision, aims and values (continued)

Mission

The Partnership will **liaise closely** with mainstream funders, providers and networks, including for Higher Education, Further Education, Workbase Learning, Adult and Community Learning and the Voluntary and Community Sector.

We will work to build an effective brokerage service to reduce duplication and promote signposting and the alignment of provision within the area.

Aims

We are a **private-public partnership** of learning providers and related organisations, with common aims and intentions to improve the skills of adults and businesses in Bedfordshire and Luton. We **bring together** partners to help achieve the outputs needed to deliver these objectives.

We will value **collaboration**, foster **co-operative** working in an atmosphere of **trust** where all partners receive **fair** treatment and are given equal opportunity to **initiate** or **contribute** to actions that further the development of adult learning.

We agree to the Partnership values [signature]

Organisation

Position

Please note: only organisations that agree with this statement are entitled to register as a partner

5. Contact details

Name of contact	
Position	
Telephone	
Email	

Please note: we will add your details to our database and you will receive communications from us on Partnership activities. Other members of your organisation can also be added to our lists as required. No information from our mailing list will be shared or copied to any other organisation for any purpose. If you wish to be removed at any time please let us know (this form is also available at www.learningincommunities.co.uk)

Partner details

If your organisation wishes to take part in partnership bids and work with the Partnership and other partners on future funding opportunities we ask you to complete the form below to give us information to help us confirm that you would be able to contribute to skills programmes to the standards expected by the public funding agencies to whom we are accountable.

Note – the Partnership will look at each request according to criteria published in Appendix 1. If an organisation is not quite at the right level this does not affect their status as a partner and we will help them and work with them to reach the standard that we require.

1. Financial Health & Capacity:

Are audited accounts available for last full year	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
What was your turnover last full financial year	<input type="text"/>			
What surplus did you make	<input type="text"/>			
Are qualified staff employed for IAG (L3, 4 , 6)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are qualified staff (PTLL's, CTLL's or DTLL's)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are all delivery staff CRB checked	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are all teaching staff IfL registered	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Notes:

1. *Information on turnover:* will be used to confirm that your organisation is viable and has the capacity to deliver numbers of learners which may influence the size of contracts that we would be able to agree
2. *Are qualified staff used for IAG:* qualifications are required if you plan to deliver information, advice and guidance as part of a project (having qualified staff would be a mandatory requirement)
3. *Are qualified staff used for teaching:* having qualified staff registered with the Institute for Learning would be desirable and may be mandatory with some contracts

What policies do you have in place:

Equal Opportunities policy in place?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Health and Safety policy in place?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Complaints policy in place?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Vulnerable adults policy	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Data security	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Environmental policy	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Whistleblower	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Appraisal	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Staff Training Plan	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Risk Management Procedure	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Financial Procedures	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Notes:

1. *Equal Opportunities, Health and Safety, Complaints and Vulnerable Adults policies*: are all mandatory policies and must be in place
2. *Other policies*: are considered good practice (in some cases funding agencies may ask about them as part of the procurement process)

What insurances have you in place:

Public liability Insurance (at least £5 million)	Yes		No	
Employer Liability insurance (at least £10 million)	Yes		No	
Professional Indemnity (at least £ ½ million)	Yes		No	

Notes:

1. *Public liability insurance, Employer liability and Professional indemnity*; are all mandatory to cover any incidents involving the public or staff, including participants engaged on programmes

2. Capability & Quality:

Do you have a recognised quality system in place	Yes		No	
Self Assessment Report	Yes		No	
Quality Improvement Plan	Yes		No	
ACTOR/SFA Approved	Yes		No	
DWP Approved	Grade 1-4			
Other (Please specify)				

Inspection Results

Latest Ofsted results (<i>if applicable</i>)	Grade 1-4	
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Notes:

1. *Quality assurance*, system in place is a mandatory requirement. It is desirable that you will have a recognised system suitable for the learning and skills sector along with annual self-assessment and quality improvement. Quality assurance includes how you manage the work of the organisation in recruiting, assessing, advising, training and signposting participants and in ensuring the highest standards for equality, safeguarding, health and safety and the data and financial management systems, policies and procedures
2. *Other*, if you have a different quality assurance system, please give brief details (the Partnership may ask for further information)
3. *OFSTED results*, if your organisation has been inspected by OFSTED within the last 3 years please indicate the overall grade that was achieved

If no OFSTED how will you manage the learner journey:**Recruiting learners onto programmes [200 words]**

You should cover:

- *Marketing*
- *Press*
- *Stakeholders*
- *Referrals*
- *Signposting*

Induction and initial information advice and guidance [200 words]

You should cover:

- *Information*
- *Advice*
- *Guidance*
- *Assessment*
- *Soft skills*

Support to learners engaged in learning [200 words]

You should cover:

- *Learner plan*
- *Session feedback*
- *Adjust objective*

Completion and exit from the programme [200 words]

You should cover:

- *Feedback session*
- *Review effectiveness of programme*
- *Strengths/weaknesses*
- *Improvements*

Signposting further learning, into work [200 words]

You should cover:

- *Further training*
- *Employability skills*
- *Career service*

What registrations do you hold

UKPRN	Number:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Data Protection Registration	Number	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Do you have a recognised quality standard

Investors in People (IIP)		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Matrix		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Investors in Diversity (Level		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
ISO9001		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
ISO27001		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Other (please specify)					

Notes:

1. *Registrations - UKPRN*, it is a mandatory requirement that you have a UK Provider Reference Number (UKPRN). Some agencies will invalidate tender applications where this is not provided. Register at www.ukrlp.co.uk
2. *Data Protection*, it is a mandatory requirement that you register under the Data Protection Act with the Information Commissioners Office (ICO) to cover your work with staff, volunteers and adult learners. Register at www.ico.gov.uk
3. *Quality standard*, it is desirable that you have a recognised quality standard in place or are working towards one.

5. Type of contracts held (top 3)

Agency	Description	Start	End	Targets	Actual

6. Contract termination

Have you had a contract terminated for poor performance. If so, please explain:

Notes:

1. *Any example of contract termination*, should be accompanied by an explanation which provides satisfactory re-assurance that you have acted to remedy the situation and to eliminate the possibility of a reoccurrence in the future (action plan, review of systems, policies or procedures, other action taken, evidence of improved performance)

7. Declaration

I confirm on behalf of my organisation that I am authorised to agree this declaration and to my knowledge all of the answers detailed above are true and accurate.

Name:

Job Title:

Organisation:

Date:

March 16th, 2011

END