Removing Barriers to Apprenticeships

Access the application form and specification

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Agenda

Time	Agenda
13:30	Arrival & Welcome
13:45	Removing Barriers – A Strategic Overview
14:00	Removing Barriers – Call for Proposals
14:30	Applying for Removing Barriers Project Funding
15:00	Q & A session
15:30	Networking and Building Partnerships
16:00	Close

Removing Barriers –
A strategic overview

Our Ambition

#SEEDIFFERENT

Apprenticeships are seen differently because of the contribution they make and the opportunities they bring

Do Different

Organisations will be working together to ensure all Apprenticeship opportunities are of the highest quality

Be Greater

We will be an exemplar of Apprenticeship employment with a range of opportunities to develop skills and improve business productivity.

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OLDHAM

ROCHDALE
SALFORD

STOCKPORT
TAMESIDE

TRAFFORD
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Vision and areas of work

Our Vision

Greater Manchester will **lead the way** in Apprenticeship employment, providing quality opportunities for learning and development

More of our employers than ever before will see the contribution that **high quality**, **sustainable** Apprenticeships can make to their business and their workforce

Our residents will be **inspired** and **supported** to make decisions about how an Apprenticeship can support their personal and professional development

In Greater Manchester Apprenticeships, create more and better **opportunities for anyone** looking to develop their career at any time

7 key areas of work

- SME Apprentice Support

- Maximise the impact from Levy Payers

- Deliver the Public Sector Apprenticeship Approach

- Improve the quality of Apprenticeships

- Remove barriers to Apprenticeships

- Provide information and advice about apprenticeships

- Prioritise sectors and occupations with the highest skills needs

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Why diversity is important to us?

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Our People, Our Place - The Greater Manchester Strategy

A place where all children are given the best start in life and young people grow up inspired to exceed expectations.
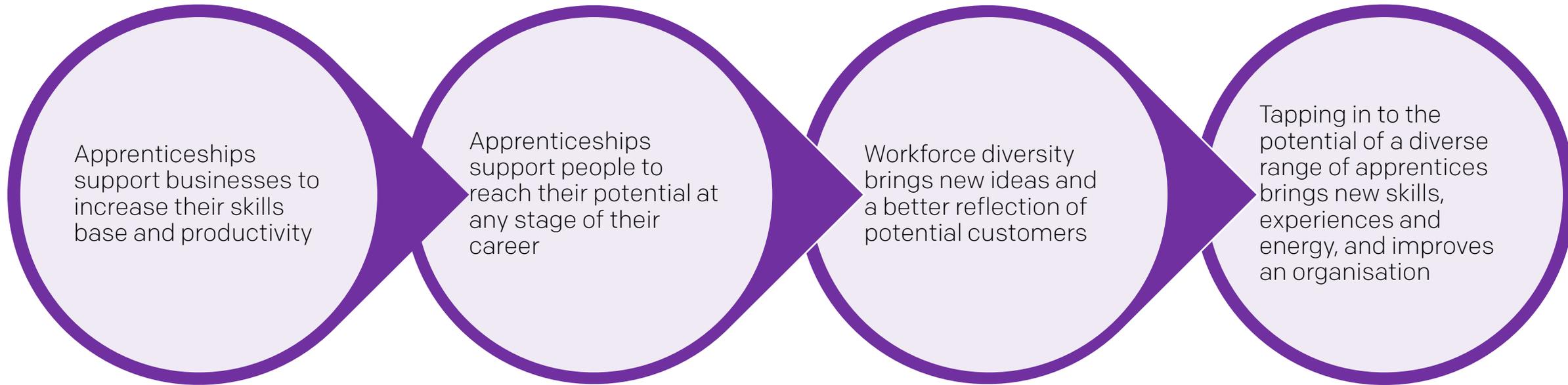
A place where people are proud to live, with a decent home, a fulfilling job, and stress-free journeys the norm. But if you need a helping hand you'll get it.

A place of ideas and invention, with a modern and productive economy that draws in investment, visitors and talent.

A place where all voices are heard and where, working together, we can shape our future.

We want everyone to reach their potential

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Why diversity is important to us?

Apprenticeships support businesses to increase their skills base and productivity

Apprenticeships support people to reach their potential at any stage of their career

Workforce diversity brings new ideas and a better reflection of potential customers

Tapping in to the potential of a diverse range of apprentices brings new skills, experiences and energy, and improves an organisation

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Removing Barriers – call for proposals

Key Headlines

- Apprenticeship numbers

- Continue to drop following government reforms and we are still seeing disparity and under-representation between different genders, cultures, ages and disabilities in different sectors and across the apprenticeship workforce as a whole.

- Removing barriers for individuals to access and achieve apprenticeships is a priority

- Greater Manchester Chamber of Commerce and Greater Manchester Learning Provider Network's Ambition statement.

- Priorities 2 (Young people equipped for life) and 3 (Good jobs, with opportunities for people to progress and develop) of the Greater Manchester Strategy: Our People, Our Place.

- Life Readiness agenda, Greater Manchester's Apprenticeship Ambition and wider approaches to supporting NEET young people

- Local Industrial Strategy

- Supporting underrepresented groups into good quality apprenticeships in a range of sectors improves the chances of our residents.

- This call for project proposals stems from Greater Manchester's ambition to be the best place in the world to grow up, get on and grow old. Apprenticeships are a key part of this ambition to create more and better opportunities for anyone looking to develop their career at any time.

- Despite our ambition we are acutely aware that barriers exist excluding groups from accessing and achieving apprenticeships.

- Funding available

- Between £25,000 and £50,000 and apprenticeship starts must be an output.

- Partnership

- Proposals need to be built from a partnership that includes an employer with apprenticeship vacancies, a provider and potential apprentices (or access through a support organisation to potential apprentices).

What is the grant for?

Programme is designed to pilot and test new approaches that remove barriers to apprenticeships for currently under-represented groups in the Greater Manchester Apprenticeship landscape. Grants will deliver projects that:

o Target an under-represented group and support them to start, and achieve an apprenticeship
o Test and learn from approaches that remove barriers for the under-represented group supporting pathways into and achievement of apprenticeships
o Share learning and increase the understanding across GM about how to remove barriers to apprenticeships
o Stimulate further delivery beyond the timeframe of this project supporting underrepresented groups in to apprenticeships.

The grants can be for:

- Adaptation of an apprenticeship delivery model to meet the needs of the target cohort

- Creation of a programme for a particular employer linked to an underrepresented group

- Pre-apprenticeship activity that better prepares the target cohort for an apprenticeship.

The grants are not for:

- Extensions of existing projects

- Projects with no evidence of under representation or barriers

In all cases, we will need to see evidence of real apprenticeship opportunities within the grant application and the cohort achieving a minimum of 10 sustained apprenticeship starts (apprentices on programme for more than 4 months).

The delivery needs to test a new approach for GM and not extend an existing project.

Proposals must be sustainable beyond the initial cohort and be scalable in the future building on the lessons learnt.

Partnerships

We want to see project proposals submitted by partnerships of:

- Apprenticeship providers

- Employers with apprenticeship opportunities

- Organisations representing or providing support for the target cohort.

Applications can be led by any of the organisations identified within the partnership as long as they can evidence that they are financially robust and properly constituted.

Apprenticeship Providers must be registered on the Register of Apprenticeship Training Providers (ROATP).

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Project examples

We do not want to dictate the type of project we will fund as long as it meets the programme objectives to increase representation and apprenticeship starts for an identified cohort. However, examples of projects may include:

- A flexible or part time delivery model for young single parents

- Talent attraction of older apprentices in to vacancies within a specific employer

- Autism friendly delivery and / or preparation for apprenticeships

- Supported apprenticeship model for people with LLDD

- Wraparound support for a vulnerable group

- Different approaches by an employer to recruit from a particular cohort

- Working with an employer to create a more inclusive pre-apprenticeship or apprenticeship programme

- Include identified new apprenticeship vacancies at a viable scale for a provider to deliver to.

- Focus on either Apprenticeship delivery models or a pre-apprenticeship programme that leads to pre-identified apprenticeship opportunities.

- Include innovative delivery models that remove the barriers for identified potential apprentices such as part time models, digital delivery.

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Delivery requirements and timescale

- We will expect to see a clear project plan with milestones that show how delivery will achieve the stated project outcomes.

- We will want to see evidence of all proposed activity that leads to at least 10 sustained apprenticeship starts for the target group - a sustained apprenticeship start is an individual remaining in their apprenticeship for at least 4 months

- A tested new model or approach that removes barriers for an under-represented group within the apprenticeship workforce.

- Any project proposals must also be compliant with Apprenticeship funding rules.

- Recruitment of learners to the programme must be considered, alongside any personalised support or signposting they need reflecting the particular needs of the target group. This must be evident in the programme design.

- The project proposal must also provide evidence and thinking as to how and why the project will be scalable beyond the funded period.

- We anticipate projects starting between June and August 2020, and completing in early 2022.

- A project will be 'complete' once there have been 10 apprentices on programme for a minimum of 4 months (a sustained apprenticeship). This will allow case studies to be developed and shared with other projects, partners and stakeholders. We recognise that individual apprentices won't have completed their programme at this stage, and will require commitment from the partnership that they will support all apprentices through to achievement.

Target audience

Projects will need to focus on a particular cohort of people that are under-represented across the apprenticeship workforce in Greater Manchester, for example:

- BAME
- single parents
- care leavers
- people with mental or physical health conditions
- 16-18 year olds
- women in STEM or construction
- older people (50+)
- ex-offenders

This list is not exhaustive and there may be groups not identified here that you can evidence are under-represented and experience barriers, which could also be a suitable target audience.

Projects will need to work with these cohorts to understand their barriers and create programmes of apprenticeship delivery or pre-apprenticeship activity that allows them to successfully start and achieve an apprenticeship.

Some evidence of under representation in the apprentice workforce is provided, however grant proposals will be expected to include more detail and a strong evidence base for the project need.

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Funding

- Project proposals must be for between £25,000 and £50,000 grant funding.

- Match funding is not essential however if the partnership will be bringing match in cash or kind, this can be highlighted in the funding section of the application form.

- Grants will be paid in 3 stages:
  - 50% at the start of the project
  - 25% after 1/3 of the project timeframe
  - 25% after 2/3 of the project timeframe

- Your organisation needs to be legitimate, financially stable and have appropriate financial controls in place to be able to deliver the programme of work that you propose and have evidenced in the application form.

- We will expect your application to demonstrate clear value for money (like efficiencies through collaborating with other partners and minimising overheads) and that the lowest level of grant needed to support the proposed activity is requested.

- Where it is appropriate, we will also take into account the extent and strength of financial support from other partners, such as other funders and agencies.

What we won't fund:

- Delivery cost to provider
- Apprentice salaries
- Support or resource available through other sources

What we will fund:

- Partnership development
- Development of appropriate materials and curriculum
- Wraparound support for apprentices
- Pre-apprenticeship activity (with direct progression to apprenticeships)

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Governance, evaluation and legacy of the project

Governance

- Projects will be monitored and performance managed through the GMCA contracts team.

- We will also establish a steering group for all the successful projects, key partners and the evaluators with Terms of Reference that set out a shared responsibility for sharing learning as it is developed throughout the project lifespan.

Evaluation

- Alongside the project delivery grants, we will be commissioning an evaluation organisation to work throughout the project timeline capturing lessons learnt, producing case studies and supporting the development of recommendations.

- Successful projects will be expected to work with the evaluation organisation throughout their project lifespan.

Legacy

- GMCA wants to see a clear legacy from these projects that improves the quality of apprenticeship delivery for the widest possible range of potential apprentices.

- We want to learn real lessons that can be used to grow the provision of tailored delivery for under-represented groups.

- Ultimately we would like to see an apprenticeship workforce that truly represents Greater Manchester's working age population.

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Stages

Stage 1: Project Evaluation and Scoring

- In the 1st stage, proposals will be individually scored by an independent panel and then put through a moderation phase.

- There will be a minimum scoring threshold whereby any organisations who score 0 or 1 on any questions will be automatically excluded from the process.

- We will make our assessment on the basis of the information you provide in your application, including any further clarification information that we request from you or other stakeholders

Stage 2: Balancing Criteria

- The 2nd stage considers how activity proposed by applicants fit into a portfolio of organisations and services which will achieve a balance of outcomes against the priorities. These will be considered after stage 1 is complete

- We will use a process of balancing criteria and negotiation to ensure this funding benefits a diverse range of projects across Greater Manchester so will take the following 3 themes into consideration for final decision making.

  o Geography – to ensure a spread of projects across Greater Manchester

  o Diversity - to ensure the projects cover a range of underrepresented groups

  o Apprenticeship Standard – to ensure we are supporting routes to a range of occupations

Stage 3: Decision Making

- Following recommendations made by the evaluation panel and GMCA's Principal Skills Manager (Apprenticeships and Technical Education), final decisions on grant award will be made by Greater Manchester's Work and Skills Exec Board and the GMCA Treasurer.

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Proposal Evaluation

Score	Definition	Assessment
0	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the supplier has the ability, understanding, experience, skills, resource & quality measures required to provide the supplies, with little or no evidence to support the response	Unacceptable
1	Does not satisfy all the requirements and therefore major reservations. Considerable reservations of the supplier's relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies, with little or no evidence to support the response	Serious Reservations
2	Satisfies the requirement with minor reservations. Some minor reservations of the supplier's relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies, with little or no evidence to support the response	Minor Reservations
3	Satisfies the requirement. Demonstration by the supplier of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies, with evidence to support the response.	Acceptable
4	Satisfies the requirement with additional benefits. Above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resource & quality measure required to provide the supplies. Response identifies factors that will offer potential added value, with evidence to support the response.	Good

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Applying for Removing Barriers project funding – completing the questions

[Access the application form and specification](#)

Hints and Tips

- Keep to word count – evaluators will stop reading (and scoring) once word count is reached

- Do not embed documents – they will not be looked at

- Diagrams, charts and tables can be included as long as within word count and part of the main body of the text

- Make sure you have responded to the question and the points raised within it – cutting and pasting from other documents isn't always the answer!

Lead and Partner Organisations Details

We need contact and organisational details for lead and all named partner organisations

Name of Lead Organisation:
Contact name: Position Held:
Second contact name: Position Held:
Registered address of Organisation:
Daytime telephone:
E-mail address:
Website Address:

- Name of Partner Organisation:
- Registered address of Organisation:
- Daytime telephone:
- E-mail address:
- Website Address:
- Contact name:
- Position Held:
- Second contact name:
- Position Held:

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Funding Request and budget (12%)

2 tables to complete with your overall funding request (between £25,000 and £50,000) and the expenditure budget for the project

	£	Details
Amount of Grant Requested		N/A
Match funding – cash		
Match funding – in kind		

	July – December 2020	January – June 2021	July – December 2021	January – June 2022	Beyond July 2022	Total
Expenditure lines						
Please add in a line for each of your budget headers giving as detailed a breakdown as possible						

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Project Summary (Max 500 words) 15%

- Overview of your proposal for testing a new model or approach

- Target audience, why they are under-represented and the barrier(s) they face.

- Apprenticeship opportunities being created including the number and the Apprenticeship Standard.

- Outline how the proposal meets an identified gap or need across the apprenticeship workforce.

This question is a high level summary and overview of the project so evaluators can get a flavour of the project from the start of your proposal

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Delivery Model and Timeline (Max 1000 words) 15%

• Describe the delivery model you intend to use

• Key referral pathways

• Staffing

• Programme delivery

• On programme support

• Timeline that illustrates key milestones throughout the project

This question will help the evaluators understand the delivery of the project, and make judgements around its viability

Partnership Arrangements and Collaborative Working (Max 500 words) 12%

- Detail who is the lead organisation and the key partners?

- What will the role be of each of the partner organisations?

- Why is your partnership best placed to deliver your proposed project? Details to include

  - general track records

  - any quality standards (include the Apprenticeship Providers UKPRN number)

  - experience of working with the target group and delivering apprenticeship programmes

  - length and strength of working relationship between partners

  - the partnerships access to potential apprentices.

This question will allow the evaluators to understand the experience and track record of those involved in the project

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Target audience (Max 500 words) 12%

- Which under-represented group?
- What specific barrier(s) will be addressed through the provision?
- How have you identified these barriers?
- Needs to include a strong evidence base

This question will allow the evaluators to understand the evidence base that demonstrates the need for the project

Outcomes and Impact (Max 300 words) 12%

- What outcomes do you expect to achieve e.g. number of apprenticeships you expect to create through this programme?

- What added value will the project have?

- How will you monitor the impact of your work?

This question allows the evaluators to understand both value for money and the learning that will come from the project.

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Scalability and Legacy (Max 300 words) 12%

- How will your programme be scalable beyond the funded period?
- What is your plan for further rollout?

This question allows the evaluators to understand the opportunity and plans beyond the funded period and the aspiration of the partnership to take work forward in the future.

Social Value (Max 300 words) 10%

- How will the partnership contribute to improving social value across Greater Manchester.
- This response is over and above the stated project outputs and outcomes and about what the organisations will offer beyond the funded activity
- 6 objectives for social value:
    - Promote employment and economic sustainability
    - Raise the living standards of residents
    - Promote participation and citizen engagement
    - Build the capacity and sustainability of the voluntary and community sector
    - Promote equity and fairness
    - Promote environmental sustainability
- Response needs to respond to each objective and include targets or KPI's
- Social Value policy contains more detail and is available on the website

Balancing Criteria

- Balancing criteria will be used after a short list of proposals has been created to ensure a diverse range of projects is funded.

- 3 questions which require short (150 word) responses and will summarise geography, diversity and sector / occupation range:
    - Which GM Boroughs will you work in?
    - Who is your target audience and how will you ensure your project reaches your target audience?
    - Which standard will you be delivering and how does that connect to the Local Industrial Strategy?

We will use these responses as part of a prioritisation and negotiation process if required

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Declaration and Supporting Information

- You need to have appropriate governance, leadership and management to be able to deliver effectively the programme of work that you propose.

- You will be asked to confirm that your application is supported by the governing body of your organisation.

- The declaration must be completed by the Chair of your Board/Management Committee or Chief Executive Officer.

- We will need evidence to confirm your business is solvent, and you have all the appropriate policies and procedures in place. The initial financial assessment will be carried out by means of an Experian credit assessment. Where the rating is below 40, GMCA will undertake further Financial Checks and Analysis.

- The Combined Authority requires a minimum level of economic and financial standing for this grant. The requirements will include the following:

- The filing of accounts at Companies House must not be overdue.

- The organisation must be making a profit before tax.

- Any unsatisfied County Court Judgements may be taken into account depending on their value against the organisation's annual turnover.

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Documents to submit with application

- A copy of Audited /Independently Verified Accounts for your organisation for the last two years or an alternative means of demonstrating financial status:

- Self-certification that you already have, or can commit to obtain, prior to grant award, the levels of insurance cover indicated below:
  - Employer's (Compulsory) Liability Insurance = £10 million
  - Public Liability Insurance = £10 million
  - Professional Indemnity Insurance = £5million

- Health and Safety Policy that complies with current legislative requirements

- Safeguarding Policy (Please attach safeguarding policy of apprenticeship provider)

- Equality, Diversity and Inclusion Policy

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Question and answer session

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Networking and building partnerships

To see what is going on with the project follow this hashtag. We would also encourage you to use this to reach out and build partnerships.

#GMRemovingBarriers

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