



7 November 2005

Commissioning Framework Documentation

Single Programme Investment Plan

Programme 5 Economic Inclusion

Commission 7 – Countywide Lifelong Learning Support

County Durham Economic Partnership, through the development of the Single Programme Investment Plan, has identified some key priorities for investment. They would like to invite the County Durham Lifelong Learning Partnership to develop a proposal in relation to **Countywide Lifelong Learning Support**, taking full account of the details below.

The submission should be made in the first instance on an outline project proposal form (OPP) prior to the Learning and Skills Working Group of the Partnership on **Wednesday 19 October 2005**. A full Single Programme Application Form should then be made to:

Richard Smith,
County Durham Economic Partnership,
Economic Development,
Chief Executive's Office,
Durham County Council,
County Hall, Durham City,
DH1 5UF
R.Smith@Durham.gov.uk

by **Monday 14 November 2005**.

This Commissioning Pack includes:

- Outline Project Proposal Form
- Evaluation Guidance
- NTF output detailed guidance, evidence summary and copy of training day presentation
- Copy of full application form
- Copy of Sub Regional Partnership (SRP) Guidance Manual

If you would like to discuss this further please contact Richard Smith at the County Durham Economic Partnership on 0191 383 5590.

Partners who wish to be involved in this proposal as it is developed should contact Jeanette Trafford (0191 370 6401) at the County Durham Lifelong Learning Partnership (CDLLP) to discuss their involvement. CDLLP have been recognised by the Economic Partnership as the most appropriate partners to lead on the development of this proposal.

	<p>PRIORITY FOR INVESTMENT</p>	<p>Single Programme Investment Plan - People Strand Programme 5 Economic Inclusion Commission 7 – Countywide Lifelong Learning Support</p> <p>This includes the previously agreed: Activity Area 2 – Non Accredited Pathways into Work Activity Area 3 – Skills for Life Co-ordination Activity Area 4 – Providing the local co-ordination to move individuals away from worklessness</p>
	<p>ACTIVITY TO BE DEVELOPED / DELIVERED</p>	<p>The County Durham Economic Partnership wishes to commission a Countywide project that supports Lifelong Learning and Skills for Life Co-ordination and non-accredited pathways into work.</p> <p>Current Activity There is significant current or planned investment throughout County Durham in relation to Economic Inclusion. In particular there is the mainstream LSC and JCP budgets, local authority and local strategic partnership funded projects, and ESF Co-Financing.</p> <p>This proposal should compliment mainstream funds and focus on areas where Single Programme funding can add value.</p> <p>In future, ONE NE indicates in the new RES that issues relating to Economic Inclusion will increasingly be addressed regionally particularly with reference to links with employers and meeting the skills needs of the economy.</p> <p>Focus of activity to be developed The key focus of this activity area will be on addressing the co-ordination needs of skills for life, non accredited learning and local learning co-ordination.</p> <p>We would envisage that you will develop one application for this proposal working closely with local partners to ensure Countywide delivery and liaising with the LSC regarding complementarity with approved and forthcoming ESF funded provision. You will consider the existing Single Programme funded projects in this area and refine them to meet this commission in a sustainable way.</p> <p>Activities should focus on:-</p> <ul style="list-style-type: none"> • The proactive engagement and participation of working age adults with the purpose of promoting learning and access to employment activities; Although this is the focus, the needs of young and older people can be considered in the bid if it is appropriate and compliments the core purpose of the project.

- Engaging and securing the participation of local partners to encourage collaborative learning activities and the delivery of learning opportunities that meet the needs of employers and key sectors,
- The provision of learning with clear progression routes. This must complement and add value to the mainstream activity.
- The engagement of employers and individuals to develop flexible and responsive learning activity which can lead to progression.
- Developing the provision of demand led opportunities for all types of learners. Particular emphasis should be placed on inclusivity and the potential to engage those furthest removed from mainstream learning.
- Identify current good practice from the North East Region and elsewhere, Proposals should design and implement those practices to the benefit of promoting learning and access to employment.

Proposals Requirements

CDLLP should develop a proposal which:

- Working with local partners and LSPs, brings forward a countywide strategic approach to collaborative learning co-ordination linked to the objective of increasing economic activity in the County.
- Collaboration should be developed between learning sectors including schools, the voluntary and community sector, local authorities, Education in the Community, Learn Direct, FE colleges, work based learning providers and universities if appropriate.
- Recognises the need to meet in equal measure, CDLLP and LSP priorities and also the requirements of CDEP as set out in this commission. Many of these priorities will compliment one another although some degree of prioritisation may be required following dialogue with partners.
- Helps to enhance the delivery of learning which fit under the established sectoral priorities of the LSC. These sectors are construction, health and social care, public services, manufacturing and engineering, tourism and leisure and retail (see 'The Future of Learning in County Durham').
- Considers and includes existing proposals as part of this process only if they fit with the requirements of this commission. The project should also make specific reference to the linkages and complementarity with other key projects such as Pathways to Work, Testbed Learning Communities, and Regional Skills Partnership activity.
- You will need to consider the existing projects funded by Single Programme up to March 2006 which relate to this proposal and how they can be merged into one project to

		<p>meet this commission and to compliment ESF funded activity. This includes:</p> <ul style="list-style-type: none"> - Countywide Lifelong Learning and Skills for Life Co-ordinators - County Durham Learning - Sedgefield Learning Borough <ul style="list-style-type: none"> • You should consider developing a Countywide flexible support fund for this project to support learning activity. Clearly, CDLLP will need to develop a set of criteria and controls for such a fund to be agreed with the Partnership and the LSC. • You should consider the potential linkages and opportunities for this proposal to support the proposed development of Employer Based Learning Centres and a programme of Raising Demand for Skills with Employers. These proposals are set out in more detail in Commission 4 under Programme 4b: Higher Level Skills and Management Development. • Recognises the need to contribute to the development of capacity across the County in response to the challenges of the adult learner charter and the Adult Learning Strategy. • Considers the needs of all learners but recognises where the key gaps in provision should be addressed through this funding. • Considers the needs of employers and opportunities for employer involvement • Includes innovative methods of delivery which add value to the 'offer' currently available. Any proposal should ensure that activity will seek to enrich the mainstream learning experience. It will not be possible to fund a project if it does not provide added value to the current learning experienced through mainstream funding. <p>CDLLP are invited to develop proposals to address the above issues. Details should be included in the response in relation to activity to be delivered, organisation/s involved in delivery, & management arrangements, including referral to other agencies. Consideration should also be given to the development of demand led solutions, links to employers and employer demand and the relevance of the provision to the world of work.</p>
	<p>RATIONALE FOR PRIORITY IN DURHAM</p>	<p>The Partnership sets out in the Single Programme Investment Plan that reducing worklessness and increasing economic inclusion is one of its key challenges.</p> <p>This has been highlighted in a recent labour market study for County Durham and indeed, the region. County Durham has geographic locations where the issue of worklessness is not only the highest within the region, but also within the UK.</p> <p>Within this, the Partnership recognises the need to address</p>

Skills for Life co-ordination, Non Accredited Learning and Local Learning Co-ordination needs as key enablers in assisting individuals and communities to become economically active.

Regional and National strategic drivers have influenced the partnerships decision to prioritise this issue, they include:

- Enabling those people still excluded from the labour market is a key priority nationally and was highlighted as a Government priority following the last election and in the DWP Five Year Plan.
- Regionally, worklessness is a key priority within the draft Regional Economic Strategy. A Regional Strategic Direction Group has been established to consider the worklessness agenda.
- Worklessness is defined as including both the unemployed and economically inactive (Social Exclusion Unit, Jobs and Enterprise in Deprived Areas).
- Claimant count unemployment has reduced significantly over the past 10 years nationally, regionally and in County Durham. However, four of our LSP areas (Easington, Sedgefield, Wear Valley and Derwentside) are in the top ten regionally regarding the numbers of Incapacity Benefit claimants and worklessness is an issue across the County.
- Despite economic growth in the Region, there are still individuals, families and neighbourhoods that remain relatively untouched by economic revival.
- There are many factors associated with economic exclusion – these can vary in degree for individuals and communities, but include isolation from job opportunities, low skill levels, health problems, carer responsibilities and a variety of basic economic factors. The Partnership recognises that a multi agency approach is required to address these issues.

Current Activity

Presently there are a series of initiatives in operation across the County with the aim of helping those who could work into employment and thus reducing worklessness. Although unemployment has reduced overall, the numbers receiving incapacity benefit continues to rise.

The challenge is to develop service provision that can effectively connect people to job opportunities and the services / facilities that can prepare people for work. An increase in numbers of people participating in the labour market is a key target of both the national Skills Strategy and the Regional Skills Partnership Action Plan.

The Partnership recognises that regional activity and mainstream LSC provision is focussing on providing support to individuals and employers for level 2 training (five GCSE's A*-C

		<p>equivalent) and skills for life provision.</p> <p>Within the County there continues to be a high number of adults and young people lacking the basic literacy, language and numeracy skills required for employability (this is represented by a level 2 qualification).</p> <p>The need to give adults who have not succeeded in school a second chance to gain the skills they need to be employable and personally fulfilled is vital if productivity is to be increased. The widespread development of skills for life competencies and non accredited learning pathways is a key component of reducing worklessness.</p> <p>The Partnership also recognises the value of supporting the ongoing development of the CDLLP Lifelong Learning Co-ordinator Network to facilitate lifelong learning with employers and individuals and supporting progression towards employment.</p>
	<p>REGIONAL ECONOMIC STRATEGY</p>	<p>Your proposal should make reference to the way it will support the objectives of the Draft Regional Economic Strategy (RES).</p> <p>This commission links specifically to:</p> <p>RES Objective 5 - Skills RES Objective 6 - Economic Inclusion</p>

	<p>FUNDING CONSTRAINTS</p>	<p>The Partnership will not fund:</p> <ul style="list-style-type: none"> • Multiple independent applications with no strategy for integration and joint working • Any mainstream delivery or associated costs • A proposal which directly duplicates ESF or other funded provision • Small scale projects in isolation • Projects with limited geographic coverage (e.g. 1 LSP area)
	<p>GEOGRAPHIC COVERAGE</p>	<p>The geographic coverage required is County Durham. Details should be provided in the response to assure CDEP that activity will be accessible to individuals across the County.</p> <p>There may be areas of the County where co-ordination is already funded and as such will not require Single Programme support. However, any flexible support fund should be made available to the Countywide Learning Co-ordinator Network.</p> <p>You should also consider the rural nature of the County and mechanisms to ensure that the provision is 'rural proofed'. For further guidance you can access the Partnerships Rural Proofing Toolkit in the Rural Section at www.countydurhampartnership.co.uk/cdep</p>
	<p>PARTNERSHIP/ CONSORTIA</p>	<p>CDLLP are requested to take the lead in developing a response to this proposal and we would expect that there will be one accountable body. However it should be noted that CDEP would like to ensure that all organisations with an interest in this area be involved in the development of the proposal.</p> <p>A key first step will be liaising with the LSC regarding complimentary of the proposal with ESF funded projects. Any activity that duplicates and does not add value to the ESF co-financing funding provided for skills for life and non accredited learning will not be considered eligible to apply for this commission.</p> <p>The LSPs in each district should be engaged with regard to the further development and funding of each learning co-ordinator post and the associated priorities and objectives of those posts.</p> <p>A consensus should be reached regarding these issues as part of the overall proposal and the route that learning co-ordinator posts can take in terms of matched funding from local sources and potential mainstreaming over time.</p> <p>CDLLP has responsibility for prioritisation of potential projects that may fit this commission and explaining their decision in the final submission to the Partnership. It will be for the Economic Partnership to endorse the project proposal made by CDLLP.</p>

		Details should be provided in the response of all partners involved by CDLLP, in this specific proposal, and how CDLLP has taken steps to ensure inclusion.									
	CONTACT NAME & LEAD ORGANISATION	<p>The CDLLP are expected to be the lead contact and organisation that will hold and manage the contract on behalf of partners. Details should be included in the response regarding details of management arrangements and the partnership that will be involved and the roles and responsibilities of each partner.</p> <p>It should also detail how the overall project delivery will be managed and what structures will need to be put in place to enable this.</p>									
	TIMESCALE	<p>Activity can operate between 1 April 2006 – 31 March 2008. Details of timescale should be included in the response including key milestones and target achievement dates.</p> <p>In developing the proposal, CDLLP will be required to report to the Learning and Skills Working Group of CDEP on October 19 2005 detailing their proposal at that stage prior to submission to the Secretariat in November. At that meeting the Working Group will be asked to endorse your approach.</p> <p>From November you will be supported by the Secretariat in developing your application to meet key milestones prior to the optimum start date of your project which will 1 April 2006.</p> <p>The key milestones are:</p> <ul style="list-style-type: none"> • February 2006 – Project moves into appraisal with the Partnership Secretariat • March 2006 – Project is approved at the One NorthEast Project Executive Panel if the total Single Programme contribution is above £250,000. • April 2006 – Project starts 									
	RESOURCES	<p>There will be a revenue funding allocation over the 2 year period from Single Programme.</p> <p>The funding split is detailed in the table below</p> <table border="1"> <thead> <tr> <th>Revenue</th> <th>2006/07</th> <th>2007/08</th> </tr> </thead> <tbody> <tr> <td>Programme 5</td> <td></td> <td></td> </tr> <tr> <td>Learning Coordinators, Skills for Life Co-ordination & Non Accredited Learning</td> <td>150,000</td> <td>100,000</td> </tr> </tbody> </table> <p>CDLLP are invited to detail their proposal and budget, including an annual itemised breakdown of costs by financial year.</p>	Revenue	2006/07	2007/08	Programme 5			Learning Coordinators, Skills for Life Co-ordination & Non Accredited Learning	150,000	100,000
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		This should clearly identify what Single Programme resources will support and what additional funds have also been identified and secured to support this activity.								
	MATCHED FUNDING	CDLLP should identify additional funding which will be levered in to support the project. 50% of the total costs would be the indicative match funding contribution expected for this project. This can be a mixture of in kind and cash contributions.								
	STRATEGIC ADDED VALUE	<p>The project proposal needs to demonstrate how it will deliver strategic added value in one or more of the following areas:</p> <ol style="list-style-type: none"> 1) Improving Intelligence - e.g. the project will lead to increased knowledge and awareness about the issues being addressed 2) Influencing and Lobbying - e.g. the project will lead to increased awareness about the need for action to enable sustainable regional economic development 3) Increasing Co-ordination, Alignment and Partnership – e.g. the project will create an awareness and interest for regional partners and stakeholders to work together that otherwise wouldn't 4) Strategic and Catalytic Activity – e.g. will the project encourage investment in activities that will have a ripple (multiplier) effect in the economy, in support of targeted strategic objectives <p>The proposal should include a brief summary of how you will deliver Strategic Added Value and also how it will be evidenced e.g. key milestones / measurable outcomes.</p>								
	OUTPUTS & OUTCOMES	<p>Indicative targets in relation to this activity are people assisted in skills development (see outputs guidance for further advice)</p> <table border="1" data-bbox="523 1406 1449 1563"> <thead> <tr> <th></th> <th>2006/07</th> <th>2007/08</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>No. of people assisted in Skills Development (>6 hours)</td> <td>700</td> <td>700</td> <td>1400</td> </tr> </tbody> </table> <p>Please include details of the number of outputs that will be delivered and how they will be delivered by the project. If the number is less than the above table shows please provide supporting information.</p> <p>Finally please provide details of the anticipated outcome of the activity and an appropriate exit strategy.</p>		2006/07	2007/08	Total	No. of people assisted in Skills Development (>6 hours)	700	700	1400
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	CROSS CUTTING THEMES	There is one cross cutting theme identified by CDEP. This is the knowledge economy. Please provide details in your proposal								

		<p>how CDLLP will address this issue.</p> <p>You should also consider and make reference to rurality and sustainability issues as part of your proposal.</p>
	<p>RISK/ DELIVERABILITY (Including critical success factors)</p>	<p>Please identify any risks associated with the delivery of this proposal.</p> <p>Please make particular reference to risks associated with meeting timescales and outputs requirements.</p>

