



TEES VALLEY MAYOR

# **TEES VALLEY COMBINED AUTHORITY**

## **Adult Education Budget**

### **APPRAISAL CRITERIA**

**NOVEMBER 2018**

## Overview

The purpose of this document is to confirm the process by which the Tees Valley Combined Authority will undertake to appraise each of the Delivery Plans that are submitted as part of this commissioning process.

The appraisals of the Delivery Plans will be undertaken via a cross organisational panel approach and will be subject to final approval of the Tees Valley Combined Authority Cabinet.

## The Appraisal Process

### Stage 1: The Delivery Plan

All Delivery Plans will be required to be submitted electronically via the Adult Education Budget portal. The Delivery Plan consists of ten schedules which must be fully completed, where relevant.

The Delivery Plan will form the basis of the successful provider's Funding Agreement with the Tees Valley Combined Authority and will be used for ongoing performance management and monitoring purposes.

Scoring will be applied to the Delivery Plan as follows:

- Schedule 1 will be appraised on a 'pass/pass with conditions/fail' basis. If a Delivery Plan should fail schedule 1, the rest of the Delivery Plan will not be appraised. However, the Delivery Plan may 'pass with conditions' (subject to the outcome of the financial due diligence), if funding is awarded.
- Schedule 2 will be appraised and will carry 40% of the overall marks.
- Schedules 3 to 8 will detail the high level curriculum offer against the types of provision. These schedules will not be scored but will be appraised alongside the other schedules.
- Schedule 9 will not be scored.
- Schedule 10 will be appraised and will carry 60% of the overall marks.

### Stage 2: Policy Review

Schedule 9 of the Delivery Plan will not be scored. This section requires providers to up-load their key policies as detailed below:

- Health and Safety
- Equality and Diversity Policy
- Safeguarding and Prevent Policy
- Self-Assessment Report
- Adult destination and progression outcome reports
- Adult learner voice reports

These will be reviewed in line with the Delivery Plan.

## Appraisal and Scoring

### SCHEDULE 1

A 'pass' or 'pass with conditions' will be defined as follows:

- (i) if the organisation is currently a registered training provider **and** the UKPRN has been provided;
- (ii) if the proposed total AEB funding value for Tees Valley residents in 2019/20 is a minimum value of £50,000;
- (iii) if the proposal has a Management Information System in place that is capable of producing an Individual Learner Record (ILR) to Education Skills Funding Agency (ESFA) specification;
- (iv) an 'Outstanding', 'Good' or 'Satisfactory' grade from the ESFA Financial Health Assessment **or** the outcome of the TVCA financial due diligence

### SCHEDULE 2

Schedule 2 carries 40% of the overall marks and will be appraised as follows:-

Question	Score	Weighting
2.1	5	x 2
2.2.1a	7	x 1
2.2.1b	(2)	x 1
2.2.3	4	x 1
2.2.4	5	x 1
2.2.6	5	x 2
2.3	4	x 1

- 2.1** If successful in securing TVCA funding through this process, please describe how you will manage your funding and your provision.

Please include a description of the systems, procedures and processes you will adopt to ensure the successful delivery of your intended provision (as set out in this Delivery Plan) to support your answer.

5 points	The response demonstrates excellent proposals for performance management which are supported by robust evidence and which raise no concerns.
3 points	The response demonstrates acceptable proposals for performance management which are supported by some evidence but they could be improved in at least one area.
1 point	The response lacks detail in relation to how AEB will be performance managed and there are significant gaps in the supporting evidence and/or there is a concern in at least one area.
0 points	No response or fails to address the question.

**2.2.1a** A maximum of 7 points can be attained in this question “What was your most recent overall Ofsted grade?” as follows:-

<b>2.2.1a Response</b>	<b>Scoring Criteria</b>
No Ofsted visit	0
Inadequate	0
Requires improvement	0
Good	5
Outstanding	7

**2.2.1b** Where a provider has a “requires improvement or inadequate” and has been subject an Ofsted monitoring visit, there is an opportunity to attain 2 points as follows:-

<b>2.2.1b Response</b>	<b>Scoring Criteria</b>
Significant progress	2
Reasonable progress	1
Insufficient progress	0
No monitoring visit	0

**2.2.2** This question will not be scored.

**2.2.3** Performance Trends

This will be measured based on the Adult 19+ Achievement Rate against the provider national averages for 2017/18. If 2017/18 data is not available we will assess utilising the 2016/17 data.

<b>Scoring criteria for Adult 19+ achievement rate</b>	
Below national rate	0
Equal to national rate or 1% above	1
Between 2% - 3% above national rate	2
Between 4% - 5% above national rate	3
6%+ above national rate	4

**2.2.4** Please describe how your quality assurance systems and processes will be used to inform and underpin continuous improvement in the delivery and management of your AEB for Tees Valley residents.

5 points	The response demonstrates that there are fully comprehensive quality assurance systems and processes in place and is supported by robust evidence.
3 points	The response demonstrates acceptable quality assurance systems and processes in place and is supported by appropriate evidence but they could be improved in at least one area.
1 point	The response lacks detail in relation to the proposed quality assurance systems and/or there are significant gaps in the supporting evidence. There is a concern in at least one area.
0 points	No response or fails to address the question.

**2.2.5** This question will not be scored.

**2.2.6** Please demonstrate your track record in recruiting learners and delivering successful outcomes in AEB provision since 2016/17 to the present day.

In particular, please tell us about your track record of delivery in Tees Valley.

5 points	The response demonstrates a track record in delivering successful outcomes in AEB provision, including specifically to Tees Valley residents and is supported by robust evidence.
3 points	The response demonstrates a track record in delivering successful outcomes in AEB provision and is supported in the evidence.
1 point	The response demonstrates a track record in delivering AEB provision and there are gaps in the supporting evidence.
0 points	No response or fails to address the question.

**2.3** Do you have a Business Continuity Plan?

	<b>Scoring Criteria</b>
a) We have a Business Continuity Plan and regularly review and test this	4
b) We are in the process of developing a Business Continuity Plan which will be reviewed and tested prior to 1 <sup>st</sup> August 2019	2
c) We do not have a Business Continuity Plan and will not be developing one	0

## SCHEDULE 10

This schedule carries 60% of the overall marks. The questions will be scored and as follows:-

Question	Score	Weighting
10.1	5	x 4
10.2	5	x 2
10.3	5	x 4
10.4	5	x 2

- 10.1** Please describe how your intended delivery (as set out in this Delivery Plan) contributes to the strategic and economic needs of the Tees Valley. How have you identified that your intended provision links directly to the needs of Tees Valley employers and supports learners to achieve economic progress and success?

5 points	The response demonstrates that the intended provision would make a strong contribution to the SEP, EES Strategy and Skills Plan in relation to economic growth, identifying provision that links directly to Tees Valley employers and supports learners to achieve economic progress and success, and is supported by appropriate robust evidence.
3 points	The response demonstrates that the intended provision would make some contribution to the SEP, EES Strategy and Skills Plan in relation to economic growth, identifying provision that links directly to Tees Valley employers and supports learners to achieve economic progress and success, and is supported by appropriate evidence.
1 point	The response demonstrates that the intended provision would contribute little to the SEP, EES Strategy and Skills Plan in relation to economic growth, employer and learner needs and/or there are significant gaps in the supporting evidence provided.
0 points	No response provided or no contribution to SEP, EES Strategy and Skills Plan demonstrated.

- 10.2** Please describe your proposed delivery methods (as set out in this Delivery Plan) and explain why they are the most appropriate to meet the needs of Tees Valley learners and employers. Also, please demonstrate that you have sufficient capacity, resources and infrastructure to deliver your intended delivery for 2019/20.

5 points	The response demonstrates that the delivery method(s) to be adopted are fully appropriate to meet learner and employer needs <u>and</u> is supported by robust evidence that the provider has the necessary capacity, resources and infrastructure required to deliver its Delivery Plan with no concerns.
3 points	The response demonstrates that the delivery method(s) to be adopted are acceptable to meet learner and employer needs <u>and</u> is supported by evidence that the provider has adequate capacity, resources and infrastructure required to deliver its Delivery Plan but there is obvious room for some improvement in the Provider's proposal in at least one area.

1 point	The response fails to persuade that the delivery methods are acceptable to meet learner and employer needs <u>and/or</u> that the Provider has adequate capacity, resources and infrastructure required to deliver its Delivery Plan. There is some concern in at least one area.
0 points	No response or fails to address the question or response is deemed completely unrealistic or inappropriate in relation to the proposed delivery methods or level of capacity, resources and infrastructure available.

**10.3** Please describe the economic impact that your organisation has in the Tees Valley.

In particular, how many FTE staff do you expect to directly employ (existing or new staff), with a working location in the Tees Valley? How might those numbers be impacted if your Delivery Plan is not funded by TVCA?

5 points	The response demonstrates a significant direct economic benefit to the Tees Valley. In particular, the response may safeguard or create more than 25 FTE jobs in the Tees Valley or offer other economic benefit of an equivalent value.
3 points	The response demonstrates some direct economic benefit to the Tees Valley. In particular, the response may safeguard or create between 11-24 FTE jobs in the Tees Valley or offer other economic benefit of an equivalent value.
1 point	The response demonstrates marginal economic benefit to the Tees Valley. In particular, the response may safeguard or create between 1-10 FTE jobs in the Tees Valley or offer other economic benefit of an equivalent value.
0 points	The response demonstrates no direct economic benefit to the Tees Valley. In particular, no jobs created or safeguarded.

**10.4** Please explain in full how you have ensured that your intended provision is fully accessible to Tees Valley learners?

5 points	The response demonstrates that the provision set out in the Delivery Plan is fully accessible to all Tees Valley learners and is supported by robust evidence.
3 points	The response demonstrates in part that the provision set out in the Delivery Plan is reasonably accessible to most Tees Valley learners and is supported by limited evidence.
1 point	The response lacks detail or there is a concern in relation to how the provision set out in the Delivery Plan is accessible to some Tees Valley learners and/ or there are significant gaps in the supporting evidence.
0 points	No response or fails to address the question.