

ChangeActShare

Jewellery Sector Investment Plan

Phase 1: Programme Prospectus and Project Specifications

Call for Applications, Spring 2006



Jewellery Sector Investment Plan

Programme Prospectus and Project Specifications

Foreword

Welcome to the programme prospectus and project specifications for the 1st phase of implementation of the **Jewellery Sector Investment Plan (JSIP)**.

The JSIP was written by the London jewellery industry supported by the City Fringe Partnership, London Borough of Camden and The Goldsmiths' Company. The JSIP is a call to action from the industry and sets out a robust business case for investment from the public and private sector. The JSIP is downloadable from the City Fringe www.cityfringe.org.uk and www.change-act-share.org.uk websites.

The City Fringe Partnership's methodology of developing Sector Investment Plans is to ensure they are led by businesses, reflect a focused and demand driven approach, provide an innovative way forward for defining services that will position businesses to take advantage of new market opportunities and secure long term, sustainable, private sector investment.

In producing the Jewellery Sector Investment Plan the industry noted that the jewellery industry faces enormous challenges and corresponding opportunities over the next 10 years. The growth of the global economy, changing consumer tastes and buying patterns and events such as the 2012 Olympics are already impacting upon the UK industry in many ways. The JSIP represents a unique response to these challenges and opportunities. The JSIP puts in place the building blocks for the long-term future of the industry, ensuring that the Jewellery SIP leaves a legacy of enhanced skills, property, careers, tourism, export, manufacturing and economic inclusion, as well as a contribution to the Olympic legacy for London and the Nation. The JSIP demonstrates the true value of not only working with the private sector but getting business leaders to take ownership of this process.

This call for applications is the 1st phase in the implementation of the JSIP and it is the City Fringe Partnership's role to oversee this application process.

Should you choose to apply; I wish you every success in your application.

Sarah Purvis
Sector Development Manager (Deputy Director)
City Fringe Partnership

Contents

1. Introduction

- 1.1 to CFP
- 1.2 to the JSIP
- 1.3 to the New London Group
- 1.4 to this document

2. The JSIP Programme : Phase I

- 2.1 Who should apply
- 2.2 Project duration
- 2.3 Funding, outputs and unit costs
- 2.4 Match funding
- 2.5 Geographical targeting
- 2.6 Target beneficiaries

3. The JSIP Strategic Objectives

4. The Project Specifications

5. How to Apply

- 5.1 Timetable for applications
- 5.2 Submitting your application
- 5.3 Assessment and Appraisal Process
- 5.4 Notification of successful applicants
- 5.5 Support for applicants

6. Terms and Conditions

- 6.1 Calculating costs
- 6.2 VAT
- 6.3 State Aids
- 6.4 Contracting
- 6.5 Monitoring and Systems Training

Appendix 1

1. Introduction

1.1 The City Fringe Partnership

The City Fringe Partnership (CFP) was established in 1996 by the City of London Corporation and the Boroughs of Hackney, Islington and Tower Hamlets. Camden joined in 1998.

Between 1996 and March 2003 we undertook an £8 million regeneration programme, which brought £78 million of public and private investment into the area.

For the last three years we have been working with the London Development Agency - the Mayor's agency for business and jobs - to develop and implement 'City Growth' in the City Fringe. City Growth helps achieve mutual aspirations between businesses and the public sector by placing the drive for improving business competitiveness in the hands of the private sector, whilst targeting social disadvantage. Our strategy for the economic development of the area was published in November 2003 and launched by the Rt Hon Gordon Brown MP Chancellor of the Exchequer and Professor Michael Porter of Harvard University, a copy of our strategy can be found at;

www.cityfringe.org.uk/html/citygrowthstrategy.asp.

Projects and programmes of around £15 million of London Development Agency investment have been developed by the City Fringe Partnership between March 2003 and March 2006.

The Jewellery Sector Investment Plan (JSIP) is one of these programmes.

1.2 The Jewellery Sector Investment Plan (JSIP)

Hatton Garden has been a centre of the jewellery industry since the 19th century. Manufacturers, retailers and allied trades cluster in and around this street and the area is a home to over 800 jewellery business. The London industry represents 37% of a £2.8 billion business nationwide.

The jewellery industry is at a crossroads. Cheaper imports, competition for premises from developers and the decline in apprenticeship training are putting pressure on businesses, especially here in the Capital. The industry has realised a degree of collaboration is necessary.

The industry has come together and devised a plan for the industry in London. This plan is called the Jewellery Sector Investment Plan.

The JSIP sets out the vision for London's jewellery industry to be globally acclaimed, and the Jewellery Sector Investment Plan (JSIP) is a catalyst for achieving this.

Through the City Fringe Partnership, the Jewellery Sector Investment Plan has secured £3m of London Development Agency (LDA) funding over the next three years. During this period it is also expected that far greater investment from the industry will be invested.

1.3 London Jewellery First

Key to the success of the JSIP is ***London Jewellery First***, a campaigning group of industry leaders that will act as a powerful lobby for the industry in London. The announcement of the group's formation in December 2005 attracted much interest from key players in the London industry, and even as far afield as Bangalore.

London Jewellery First will be comprised entirely of people in the jewellery business. City Fringe Partnership managed the recruitment process and will facilitate London Jewellery First's involvement in commissioning, assessing and reviewing progress with the JSIP. A list of the members of London Jewellery First can be found on www.change-act-share.org.uk

Change Act Share (www.change-act-share.org.uk)

The JSIP and London Jewellery First are creating a website, Change Act Share, which provides a communication tool for all segments of the industry to talk to one another and for the group to communicate its activities to the wider trade.

The JSIP was approved by the City Fringe Board in June 2005 and by the LDA in March 2006. The City Fringe Partnership will manage the implementation of this plan during 2006 and beyond.

1.4 This document

This document sets out the framework for investment of LDA funding through the City Fringe Partnership in this 1st stage of implementation of the JSIP.

The document sets out the City Fringe Partnership's requirements for this tendering round and should be read in conjunction with the JSIP, which sets out the objectives for the industry and the background to this initiative in more detail.

This document also specifies what we need to achieve with the money that is available and how you should complete and submit applications against the specifications.

PLEASE READ THESE GUIDELINES VERY CAREFULLY BEFORE SUBMITTING YOUR APPLICATION.

2. The JSIP Programme: Phase 1

2.1 Who should apply?

The City Fringe Partnership welcomes applications from any legally constituted organisation. This is a highly customised programme and as such we would expect applicant organisations to be able to demonstrate a strong track record of delivery for and to the jewellery industry, or can demonstrate collaboration with such agencies. Partnership bids are welcome where partners are named and their respective roles specified. Partnership bids should name a lead partner who will go into contract with City Fringe Partnership for the delivery of the proposed programme and will co-ordinate the provision of monitoring information and grant claims. All project partners need to fill in a Partnership Declaration form.

2.2 Project Duration

Applicants are invited to bid for funding for up to and no more than 2 years from October 2006 - October 2008. Projects will be monitored on a quarterly basis and contracts will be terminated at any time due to poor performance.

2.3 Funding, outputs and unit costs

Full output definitions and verification requirements are attached at Appendix 1.

The City Fringe Partnership is looking to commission projects to a total value of approximately £2million. For this funding we must commission a minimum of 1,000 (20%) skills outputs and 700 (10%) businesses assisted (City Fringe Partnerships targets for Black, Asian and Minority Ethnic (BAME) groups are in parenthesis). We also need to deliver employment support, jobs created and jobs safeguarded outputs. **Some specifications will have different BAME targets to the overall targets above. Targets are detailed in the specifications at section 4.**

When considering projects, City Fringe Partnership will consider the value for money as well as how realistic proposed projects are in delivering the specification.

Please note that more than one output can be attributed to a single individual where the output describes a different activity or outcome. For example, if an individual receives more than 6 hours of training and is then provided with (for example) CV advice and interview skills support, this individual can be counted as a skills output and as an employment support output. Furthermore, a sole trader provided with business support, who states that the business was in jeopardy without that support, can be counted as a business assisted and a job safeguarded.

It is important to note however that any outputs submitted to the City Fringe Partnership cannot also be submitted to other funders.

All outputs need to be fully verified. City Fringe Partnership will provide training on verification requirements for successful applicants.

2.4 Match Funding

Projects which include a business or employer contribution to your training or business support package are welcome.

Projects which are match funded by other public or private funding sources are strongly encouraged.

City Fringe Partnership will consider providing 100% funding where the City Fringe Partnership accepts there is a reasoned argument for this.

2.5 Geographical Targeting

Our priority areas for intervention are the City Fringe boroughs of Camden, Islington, Hackney and Tower Hamlets. For these reasons we anticipate that the majority (not less than 70%) of beneficiaries will be businesses or residents located in the 4 borough areas. A maximum of 30% of the outputs can be delivered from any other London location.

2.6 Target Beneficiaries

Each specification sets out the target beneficiary groups.

In general, beneficiaries can be businesses or individuals from the target area (see 2.5 above).

Projects which expect to deliver to under-represented groups in the industry such as people or businesses from Black or Asian Minority Ethnic (BAME) backgrounds, women or people with disabilities are particularly encouraged. This will be particularly prioritised in the skills specifications.

A BAME business is defined as one where 50% or more of the business owners are from BAME backgrounds **or** where 50% or more of the workforce (employees) are from BAME backgrounds.

3. The JSIP Strategic Objectives

The JSIP is an integrated investment plan. Its component elements should be viewed as a mutually supportive whole. For the sake of clarity, three headline objectives have been specified, under which particular specifications are set out in section 4.

This tendering round is calling for applications for projects under Strategic Objectives 1 and 2 only; work is already underway for strategic objective 3.

Strategic Objective 1: Demand

To stimulate the demand for quality, innovative and design-led jewellery and allied products.

This programme aims to stimulate consumer demand from the local domestic market in Hatton Garden right through to international trade and export markets. Specifically, it aims to:

- Establish London Jewellery Design Week to support the promotion of the best of London design and manufactured product from the avant-garde craft through to classic bespoke;
- Increase export revenues of London jewellery and allied industry products to take advantage of emerging international markets.

Strategic Objective 2: Supply

To build the capacity of the London jewellery sector to supply quality, innovative and design-led jewellery and allied products.

This programme incorporates a full range of capacity-building measures to ensure a competitive industry, from grass roots community engagement through to executive-level networks. Specifically, it aims to:

- Widen participation in training and employment opportunities within the jewellery industry for City Fringe and London residents, including those who are socially excluded and currently not engaged in learning;
- Optimise the successful delivery of the new forthcoming apprenticeship framework through the engagement of businesses and school leavers;
- Provide industry-led training which meets identified skills gaps within the workplace;
- Improve access and use of technology within the sector;
- Equip those graduates exhibiting the most potential with the necessary technical, craft skills and business management, in order to support their transition into industry;
- Increase the viability and success rate of jewellery micro businesses through the provision of tailored business support;
- Enable forward thinking business owners to develop themselves as managers and leaders, and thereby improve their businesses.

Strategic Objective 3: Support

To co-ordinate effective partnership and collaboration within the sector.

This programme theme is integral to the success of the JSIP and will build on the existing engagement between the private sector, the business and training support providers and the public sector. Specifically, it aims to:

- Provide integrated on and off-line marketing communications regarding opportunities for business and skills training, ensuring accessibility of information regarding all provision and promote a culture of collaboration.

This tendering round is calling for applications for projects under Strategic Objectives 1 and 2 only.

The table below sets out 2 objectives to be delivered by this 1st phase implementation programme, and the project specifications which will contribute to meeting these objectives.

4. The Project Specifications

Please note, where Jewellery is mentioned this should relate to the full Jewellery, silversmithing and allied crafts industry.

Full output definitions and verification requirements are attached at Appendix 1.

Our priority areas for intervention are the City Fringe boroughs of Camden, Islington, Hackney and Tower Hamlets. For these reasons we anticipate that the majority (not less than 70%) of beneficiaries will be businesses or residents located in the 4 borough areas. A maximum of 30% of the outputs can be delivered from any other London location.

Strategic Objective 1 : Demand	
To stimulate the demand for quality, innovative and design-led jewellery, silversmithing and allied products.	
Specification 1.1	Name: Export – International Trade, New Markets and Showcasing Objective: To increase the number of London based jewellery and allied industry businesses exporting products and services to new and established international markets. To increase the number of London businesses showing at domestic trade fairs and to improve the experience of London based jewellery trade fairs for buyers and sellers alike. Description: This is a research and business support project and will require a as a minimum the following activities; 1) Agreement with Trade Associations of a standard template to capture effective data on existing export trade shows. Consolidate existing knowledge of export markets and international/domestic shows and distribute using appropriate media. 2) To work with UKTI to undertake fact finding missions of international trade fairs in emerging markets. There will be a requirement to compile fact files and profiles/SWOT analysis on each and distribute to the industry. 3) To work with existing main stream business support (export readiness programmes for example) and specialist international trade support agencies to assist businesses in accessing export markets. This will be informed by points 1 and 2 above. Business Support elements might include; <ul style="list-style-type: none">• Export clubs - seminars and networking aimed at early stage export activity, promoting successful exporting companies, highlighting lessons learned, tips and operational issues to consider.

	<ul style="list-style-type: none"> • Financial support for visits to trade shows • Mentoring from established export companies <p>The programme will also actively engage BAME businesses to utilise existing knowledge of export markets and identify opportunities for innovative partnership projects between international partners.</p> <p>4) To work with existing trade fair event management companies to improve UK positioning within shows. This might include international buyer incentives, group expose, London design group promotions, export collectives, etc.</p> <p>Target beneficiaries: Jewellery and allied industries businesses, including those that can be described as BAME and women-run businesses.</p> <p>Outputs and outcomes: Jobs Safeguarded (1b)**, businesses assisted (4)**</p> <p>** These figures represent the corresponding Output reference number in Appendix 1</p>
--	---

<p>Specification 1.2</p>	<p>Name: London Jewellery (Design) Week</p> <p>Objective: To raise the profile of the London jewellery industry and to support the promotion of the best of London design and manufactured product with the aim of inspiring customers to purchase high-quality, design-led jewellery, stimulating a broader market base in London and the UK.</p> <p>Description: This is a research/feasibility study.</p> <p><u>Stage 1</u> This stage 1 project will result in a report which will outline the feasibility for and detail of a London Jewellery (Design) Week. A detailed business plan for its realisation will be required. Potential applicants should separately contact the City Fringe Partnership to request a full brief for this commission. Email requests should be sent to sarah.purvis@cityfringe.org.uk</p> <p>We anticipate that organisations with a proven track record in developing the case for and (with some experience of) managing such large scale and high profile events will be the lead or a key partner in bidding for this project. The successful bidder will be expected to work with an industry-led group for strategic/creative direction.</p> <p><u>Stage 2</u> – to be commissioned subject to the outcome of stage 1. Representatives from London Jewellery First will help plan Stage 2 of this project. It is hoped an exciting innovative programme will be developed in the lead up to the Olympics which uses jewellery & other related creative industries to promote both diversity in design and of London’s diverse communities. <u>This will be commissioned separately at a later date and is not part of this commissioning stage.</u></p> <p>Target beneficiaries: All jewellery businesses interested in raising the profile of London Jewellery.</p> <p>Outputs and outcomes: Feasibility study with business plan; businesses assisted (4); consultation events</p>
---------------------------------	--

Strategic Objective 2: Supply

To build the capacity of the London jewellery sector to supply quality, innovative and design-led jewellery

and allied products.

Specification 2.1

Name: Schools and Community

Objective: To widen participation in training and employment opportunities within the jewellery industry for City Fringe and London residents, including those who are socially excluded and currently not engaged in learning, ensuring a more inclusive and diverse industry for tomorrow.

Description

This programme will promote the opportunities for training, jobs and employment in the Jewellery industry for young people and adults.

The jewellery industry should be promoted in its widest sense not solely the design or production element. Jewellery PR, marketing, materials etc. should be promoted as part of this specification.

It will not only provide basic craft skills but also give individuals behind-the-scenes visits to the industry and sign-posting and support into further training opportunities within the industry including NVQ Level 1 leading to Level 2 within the apprenticeship framework (see below).

Eligible activities may include, but are not restricted to; taster courses, industry awareness days, term-time courses, part-time courses and summer schools. It may include talks in schools by key industry leaders, work experience programmes, mentoring by master craftsmen/women, engaging high profile designers to promote the benefits of the industry, practical demonstrations.

The programme will be delivered by organisations that have demonstrable and proven experience of working with local communities and hard to reach groups.

This project will concentrate its activity in deprived areas, those areas with high BAME populations and especially those locations with proximity to the industry, for example: - Camden, Islington, Hackney, Tower Hamlets and Newham.

Close collaboration with the project managers of specification 2.2 will be required.

Target beneficiaries: Adults and school children, particularly those from BAME communities. **Project submissions will need to demonstrate at least 45% of their beneficiaries are from BAME groups.**

Outputs and outcomes: Skills (6)

Specification 2.2

Name: Apprenticeships – marketing and promotion (Please note that this project is not intended to fund the delivery of apprenticeship training)

Objective: To optimise the successful delivery of the new forthcoming apprenticeship framework through engaging businesses, targeting adults and school leavers onto the apprenticeship programme.

Description

	<p>The new apprenticeship framework is being developed in collaboration with Newham Sixth Form college, Holts Jewellery School and London Learning and Skills Council and other national partners. The funding for the delivery of this apprenticeship is being provided from other sources. The success of the take-up of the new apprenticeship framework very much depends on employer engagement as well as the way secondary schools promote it as a valid career option to school leavers.</p> <p>This programme will ensure that this new apprenticeship scheme has the best support provision possible to ensure effective take up from schools, employers and the potential apprentices themselves.</p> <p>To achieve the above objective, the programme will;</p> <ol style="list-style-type: none"> 1) ensure that secondary schools are offered support and training in order to promote the apprenticeship programme and the benefits of a jewellery and allied industries career. 2) enable that schools share experience and information on point 1) above. 3) events to launch the apprenticeship 4) an employers handbook and case study examples demonstrating the operational aspects of the apprenticeship. <p>This programme also links to 2.1 by creating work-based training opportunities for adults progressing from the community taster courses on to further training and the apprenticeship programme.</p> <p>Target beneficiaries: school leavers, adults, secondary schools and employers Submissions will need to demonstrate how they intend to work with schools and employers to target BAME students and employers.</p> <p>Please note the apprenticeship framework is being assessed in late September 2006. This specification will only go ahead if the apprenticeship framework is approved.</p> <p>Outputs and outcomes: Skills (6), Businesses Assisted (4) Promotional material and activities targeting the BAME communities</p>
<p>Specification 2.3</p>	<p>Name: Bespoke, Industry – led Training</p> <p>Objective: To provide industry-led, bespoke training to designers and manufacturers, which meets identified skills gaps within the workplace. To develop productive, collaborative links between designers and manufacturers.</p> <p>Description This programme addresses the need for manufacturing jewellers and jewellery designers to access to higher-level skills.</p> <p>Training in new materials and new skills is crucial for product innovation and therefore business growth. However, needs differ between manufacturers and designers.</p> <p>The programme will;</p> <ol style="list-style-type: none"> 1) Deliver a comprehensive range of short courses utilising appropriate training providers in London to meet the technical skills needs of both these groups.

	<p>2) Establish a job brokerage service to assist with skills gaps and help designers locate manufacturing services.</p> <p>3) Develop innovative incentives, such as awards or new product commissioning programmes, to build collaboration between designers and manufacturers.</p> <p>Target beneficiaries: established micro/SME businesses</p> <p>Outputs and outcomes: Skills (6), Businesses Assisted (4)</p>
<p>Specification 2.4</p>	<p>Name: Technology</p> <p>Objective: To improve access to and use of technology within the sector</p> <p>Description New technology can be seen as an opportunity and threat by new and established companies alike. Fear of change and lack of detailed sector relevance can create barriers for businesses embracing new technology. More effort needs to be made to make access to and use of technology easier, whilst demonstrating the commercial value of such technologies through promoting successful case studies.</p> <p>This project will demystify new technology for businesses by offering a comprehensive programme of activities to explain and demonstrate the opportunities to all sections of the Jewellery business community. We would anticipate that the project would have to include as a minimum the following type of activities;</p> <ol style="list-style-type: none"> 1) Work with technology suppliers to provide information on available technologies and opportunities to trial these. 2) Work with the JSIP communications project to identify case studies which highlight business and technology partnership successes and publicise the benefits. 3) Provide support to companies looking to purchase/lease new equipment. 4) Make effective links to Birmingham’s Innovation Centre and the forth-coming London Metropolitan University Digital Manufacturing Centre to benefit the industry offering new rapid prototyping facilities and other CAD/CAM facilities. <p>Target beneficiaries: All jewellery related individuals and businesses. Those in training and established businesses.</p> <p>Outputs and outcomes: Skills (6), Businesses Assisted (4)</p>
<p>Specification 2.5</p>	<p>Name: Graduate Excellence</p> <p>Objective: To support the development of design based manufacturing businesses by creating “industry ready” post graduate designers.</p> <p>Description: The scheme would be aimed at the best graduates exhibiting the most potential. Through training and business support, individuals will leave with the necessary technical, craft and business management skills, in order to support their transition into industry. It will operate between undergraduate and postgraduate study or alternatively after applicants have finished their studies completely, on a part-time</p>

	<p>or full-time basis.</p> <p>This project will address the issue raised by industry that graduates lack the depth and range of practical skills and technical knowledge upon completion of their courses.</p> <p>It will provide an intensive half-way house where graduates can improve practical skills and gain knowledge and insight into manufacturing technologies, processes and materials as well as business management. Those on the programme, subject to a diagnostic, will access support from programmes 2.4 and 2.7 to complement this programme.</p> <p>Effective links with leading design colleges and mainstream business support will be a priority. Opportunities for engaging business schools will also be welcome.</p> <p>Target beneficiaries: Graduates</p> <p>Outputs and outcomes: Skills (6), Businesses Assisted (4)</p>
<p>Specification 2.7</p>	<p>Name: Business Development</p> <p>Objective: To increase the viability and success rate of new and established small businesses through the provision of tailored, sector-specific business support, targeting designers, manufacturers and retailers.</p> <p>Description: This programme aims to support small jewellery firms to develop their business and management competencies through drawing in mainstream business support services, identifying the need for and delivering more specialised support services and ensuring access to relevant information on these services is clearly promoted to potential beneficiaries.</p> <p>The types of activities that might be considered will include;</p> <ul style="list-style-type: none"> • Business forums with guest speakers • Management skills for established businesses • Mentoring opportunities • Business leadership training • Growing problems and solutions • Supplier support information <p>This project will be customised to fit the appropriate segment of the industry such as designers, manufacturers and retailers. Applicants should demonstrate different approaches to both the engagement of and delivery to these segments.</p> <p>Target beneficiaries: Micro and SME businesses</p> <p>Outputs and outcomes: Businesses assisted (4)</p>
<p>Specification 2.8</p>	<p>Name: Executive Development</p> <p>Objective: To create a new generation of top level business leaders and effective management teams to help forward-thinking business owners develop and enhance their and their employees competencies supporting the drive for more effective business models in which to drive growth ready businesses in the jewellery industry.</p>

Description:

This project will develop innovative ways of supporting growing businesses, focussing on developing the skills of the top management level or business owner/director.

Areas for consideration will include:

- Executive clubs
- Leadership mentors
- Master classes
- Practical learning opportunities
- Peer to Peer and action learning

Collaborative partnerships with business schools would be welcome for this specification.

Target beneficiaries: SME businesses

Outputs and outcomes: Businesses assisted (4)

5. How to Apply

5.1 Timetable for applications

There will be a phased application process. The deadline for Specification 2.1 Schools and Community only is 24th July. All other project deadlines are 7th August.

Programme Guidance and application form published	19 th June 2006
Completed application 2.1 submitted	24 th July 2006
All other completed applications submitted	7 th August 2006
New London Group consideration of applications	7 th August (2.1) and 11 th September
CFP appraisal and approval	28 th September
Applicants notified of decisions	29 th September
Project start date	1 st October

5.2 Submitting your application

The application form and guidance are available on the City Fringe Partnership website at <http://www.cityfringe.org.uk/html/sectors.asp?sectorID=3>. You may submit more than one application, however, a separate application must be submitted for each proposed project and a project should only address one specification.

Closing Date

The closing date for applications is 5.00pm on 24th July for Specification 2.1 and 7th August for all others. **Any applications received after the relevant deadline will not be considered.**

City Fringe Partnership will provide a receipt of delivery for all hand delivered applications which will be signed to record the date and time of arrival.

Posted applications should be sent recorded delivery.

All hard copy applications should be marked 'JSIP Phase 1 Programme Application' and should be sent to;

Kate Gibbs
Systems Manager
City Fringe Partnership
Unit 3.06, Tea Building
56 Shoreditch High Street
London E1 6JJ

Emailed applications **will** be accepted. In this instance the date and time of sending must be before the deadline. Email applications should be sent to kate.gibbs@cityfringe.org.uk

What to submit

- One copy of the application form with all sections completed
- One copy of the project costs and outputs spreadsheet.
- Signed copies of the Partnership Declaration Forms

5.3 Assessment and Appraisal Process

Appraisal by City Fringe Partnership

Following the submission of your application, the City Fringe Partnership staff team will carry out a detailed technical appraisal on your project and may well contact you for any additional information required. The appraisal will include;

- The extent to which the proposed project objectives meets the objectives of the specification & the JSIP
- The extent to which the proposed activities will deliver the stated objectives
- The extent to which the project delivers the objective of the specification
- The appropriateness of any partners in the project, including employers
- The track record of applicant in delivering similar projects
- Whether the identified options for the delivery of the project are appropriate and have been adequately considered
- Whether project costs are eligible, reasonable and realistic
- Whether project outputs are eligible, reasonable and realistic
- Whether the equalities targets identified are adequate, reasonable and achievable
- Value for Money

Consideration by London Jewellery First

London Jewellery First will consider all applications and will provide an industry perspective on the application for consideration by the Partnership. London Jewellery First will advise the partnership as to;

- Whether the project will impact positively on the jewellery industry
- Whether the proposed activities are the right ones to address the issues identified
- Whether there is likely to be sufficient demand for the project
- Whether the applicant has a track record with the industry
- Whether there are any linkages with existing providers that should be made by the proposed project to add value and reduce duplication.
- Whether they can support the application in its delivery

Approval or Rejection by the City Fringe Partnership

The City Fringe Partnership will consider the project application, the CFP appraisal and the comments of London Jewellery First in deciding whether to approve or reject projects. The decision of the City Fringe Partnership is final.

If a project is approved, the City Fringe Partnership may impose conditions of funding which will be discussed with applicants during the contracting phase.

5.4 Notification of successful applicants

Successful applicants will be notified of the decision of the City Fringe Partnership on 29th September (or as soon as possible thereafter). Successful applicants will also be listed on the City Fringe Partnership website.

5.5 Support for applicants

Advice and support on the application process can be requested by sending questions to cityfringe@cityfringe.org.uk. We will endeavour to answer your questions within 24 hours.

For questions relating to the JSIP, potential partnership arrangements and contacts and other questions relating to the nature of your application please contact fiona.mckeith@camden.gov.uk

6. Terms and Conditions

6.1 Calculating costs

There are no definitive criteria to define what eligible (or ineligible) project costs are but as a guide please refer to the list below:

Eligible project costs

- § Purchase of general goods or services that pertain to the running of the project
- § Salaries of project related staff
- § Consultants fees (for project related activities only)
- § Beneficiary Childcare costs (this must be agreed with CFIT at appraisal stage)
- § Beneficiary Travel costs (this must be agreed with CFIT at appraisal stage)
- § Social Activities involving beneficiaries (i.e. award ceremonies, certificate presentations, etc)

Ineligible project costs

- § Purchase of general goods or services that do not pertain to the running of the project
- § Salaries of staff members not involved with the project
- § Social activities not involving beneficiaries (i.e. staff nights out, away days, etc)
- § Overhead costs or other costs that exceed what was agreed with CFIT at appraisal stage (see below)

Shared Costs

Projects will only be funded on a real-cost basis. No notional costs will be agreed. In other words, costs to be claimed from grant funding must directly relate to the delivery of the project and must be verifiable though, for example, management accounts and invoices, payroll and bank statements.

Staff salaries can be charged to the project in proportion to the amount of time spent on facilitating the delivery of the project activities. This must be backed up by timesheets.

A proportion of organisational overheads (such as rent, rates, utilities, stationery, telephone etc) can be charged to the project, but the method of calculation of the apportionment must be reasonable and must relate directly to the project.

For example, if timesheets show that 20% of total staff time has been allocated to the project in a particular quarter, it would be reasonable for 20% of the overhead costs

to be charged to the project. Alternatively, if 2 out of 5 of the staff members are full time project-delivery staff, it would be reasonable to charge 2/5 of the overhead costs to the project. Overhead costs must be **actual** for the period in question and **verifiable** through management accounts, invoices and bank statements etc.

You must describe the method that you have used to apportion any shared costs in your application at point 4.2. The apportionment method for any shared costs will be agreed with the Partnership at the outset of the project.

6.2 VAT

Project costs can include VAT where this is not recoverable by the project deliverer. In these circumstances, VAT should be included in the project costs detailed in your application as it cannot be added once a grant funding allocation has been agreed. Where VAT is recoverable you must not include this as a project cost.

6.3 State Aid

There is a limit to the amount of public funding or assistance that a company is permitted to receive within any 3 year period. Projects that are providing assistance to businesses through this grant must therefore ensure that they have a system in place to collect a declaration from the beneficiary company (or individual beneficiaries employer), that states that they have not received public funding to a value of €100,000 (Approximately £67,500) within the last 3 years. You must also provide companies with a statement declaring the value of the support that they have received from your project in order that they can declare this if they access any further public funding in the future.

Additional information about state aid guidance can be found at <http://www.dti.gov.uk/bbf/state-aid/>

6.4 Contracting

Successful applicants will receive a standard grant funding contract from the City of London on behalf of the City Fringe Partnership. The agreed application form, including the profile of expenditure and outputs, and any agreed conditions, will form a schedule to the contract.

The standard contract is available to view on our website at www.cityfringe.org.uk

6.5 Monitoring Procedures and Systems Training

Successful applicants will be required to submit quarterly monitoring reports with their grant claims. Each monitoring return will include;

- an invoice for the amount of grant expended in the period in question
- a project progress report (PPR) which details outputs, expenditure and milestones against contracted targets
- a grant claim form which explains any variances against targets
- an itemised list of the costs against which grant is being claimed
- a list of beneficiaries (outputs) for the period in question

CFP staff will also visit your project twice a year to have sight of a sample of original paperwork and to ensure that financial and quality systems are in place as expected. We will expect to see **evidence** of the project's activities and results. Some examples of the kinds of evidence that should be kept are detailed in the City Fringe Partnership's Monitoring Guidance Handbook, which is available on our website at www.cityfringe.org.uk

Successful applicants will be invited to a **systems training session** at the outset of the project period and CFIT staff are always available to provide support and to answer questions.

Appendix 1

LDA Outputs Definition & Verification Requirements

Guidance notes on Project Output Definitions for Partner Organisations

Output Definitions

Definition	<p>1. Job creation – Number of jobs created or safeguarded</p> <p>What is a job? The unit of account is a permanent full time equivalent paid job (FTE). The number of hours counting as full-time will reflect the business's normal practice, so long as it is 30 hours or more per week. In an industry where a full-time job lasts 35-hours per week, a job created lasting 17.5 hours per week would be 0.5 jobs.</p> <p>Jobs Created (1a) A job is created, and can therefore be <i>counted</i>, when a post is actually filled. The job should not have existed in the region or with that employer before the intervention. To be treated as permanent, the job should have a life expectancy of at least one year when counted. Part time jobs could be converted to FTE jobs on a pro rata basis with anything over 30 hours treated as full time. But if the information is not available the EC approach should be adopted – two part time jobs equal a full time job.</p> <p>Foreign Direct Investment (FDI) and Selective Finance for Investment in England (SFIE) jobs can be counted in gross jobs when they have been delivered.</p> <p>Jobs Safeguarded (1b) All of the above applies equally to the forecasting and counting of safeguarded jobs but there is an additional test. A job can only be <i>forecast</i> to be safeguarded if it exists at the time of the decision to commit to the project <u>and</u> is forecast to be lost to the region within (normally) one year if the project does not go ahead. A longer period might be appropriate if the sector is in long-term decline <u>and</u> pre-emptive action is being contemplated.</p> <p>A job can be <i>counted</i> as safeguarded if it was forecast as at risk at the start of the project, is still in existence at the time of counting (1 year after the decision normally): and is no longer at risk of being lost within (normally) a year.</p> <p>Notes:</p> <ul style="list-style-type: none">• <i>Where construction refers to the sector in which jobs are located and is therefore, like the engineering sector, then the jobs can be counted (also see exclusions).</i>• <i>Normally only jobs provided by the company can be counted but where the company contracts out support functions permanently based on the company's site e.g. facilities management, security, these may also be included if it can be demonstrated that they meet the above criteria.</i>• <i>Within a project this output may be associated with other complementary outputs e.g. Core Output 3 Business Creation provided there is a direct relationship between the project activity and the outputs forecast and claimed.</i>• <i>The output unit of measurement is job and not its occupant.</i>
-------------------	---

- *Jobs are generally excluded where associated with businesses moving from other areas within the region or from other UK regions/devolved administrations. However, an exception to this is where the relocation can be or has been demonstrated as genuinely safeguarding the jobs concerned (i.e. the jobs would have been lost within a year at the original location).*

Exclusions:

- *Construction jobs integral to the delivery of a project (e.g. on a remediated site or construction of premises) even if they last more than a year (also see notes).*
- *Temporary jobs to set up and deliver the project e.g. employees, consultancies, or temporary contractors as these are inputs*
- *Seasonal jobs where they are incidental to the operation. But, seasonal jobs may be counted where they are integral to the project e.g. tourism sector, provided there is a contract of employment and the job lasts for a minimum of 4 weeks per annum. They should be included on a pro rata basis – a 3 month job = 0.25 FTE.*
- *Jobs transferred as a result of a business moving either within the region or from other English regions or UK devolved administrations are not new jobs. These may however be included as safeguarded jobs but only where the relocation is part of a rationalisation programme which will safeguard jobs by moving them and otherwise meet the criteria above.*
- *The job must not be counted again if it is filled over time by different people*

Data and systems needed for verification

Jobs Created

The following data should be kept for each set of jobs claimed:

- A list of all jobs within each beneficiary agency and date of creation, or whether created before assistance.
- Employer name, address, postcode, telephone number, status (i.e.: sole trader, partnership, limited company, plc, social enterprise, charity, public sector, other)
- Employee Job Title and reference number
- Start date of employment
- Proportion of FTE
- Permanency of employment (1 year minimum) (with a brief note demonstrating this is a reasonable expectation)
- Sector

There should be systems in each project that aggregate data to provide, for each business benefiting:

- A full list of jobs identifying whether they were in existence before LDA assistance, when they were created, when they are likely to continue until, ethnicity and staff reference of the initial occupant, giving quarterly totals of the number of additional jobs.
- Demonstration that there is no double counting.

Since April 2004 the Agency no longer requires that ethnicity of first employee be recorded.

Jobs Safeguarded

The following data should be kept for each set of jobs claimed:

- A list of all jobs within each beneficiary agency and date of possible

demise, had assistance not been given.

- Employer name, address, postcode, telephone number, status (i.e.: sole trader, partnership, limited company, plc, social enterprise, charity, public sector, other)
- Safeguarded employee reference number
- Safeguarded Job Title and job reference number
- Date job safeguarded
- Full time/part time
- Permanency of safeguarded job (normally 1 year) (with a brief note demonstrating this is a reasonable expectation)
- Details of other public funding and private sector funding

There should be systems in each project that aggregate data to provide for each business:

- A full list of jobs identifying whether they were in existence before LDA assistance, when they were created, when they are likely to continue until, ethnicity and staff reference of the initial occupant, giving quarterly totals of the number of additional jobs.
- A demonstration that there is no double counting.

Since April 2004 LDA no longer requires that ethnicity of first employee be recorded.

2. Employment Support – Number of People Assisted to get a Job

Definition

This indicator focuses on people of working age who are resident in the region who are unemployed or economically inactive or in employment at risk who are assisted to get a job as a direct result of LDA activities.

Working age is classified as between 16-59 (Women) and 16-64 (Males).

Unemployed is classified as people who are out of work, want a job, have actively sought work in the last 4 weeks, and are ready to start in the next 2 weeks or out of work and have accepted a job that they are waiting to start in the next 2 weeks.

Economically Inactive is defined as those who are either not looking for, or not available for work e.g. looking after the family and home, students and those who are long-term sick or disabled.

Employment at Risk is defined as those in paid employment but at risk of losing their job i.e. have received a statutory redundancy notification

Assistance must be directed to assisting people towards getting a job and so will involve some form of interaction with individuals. These may be face-to-face or telephone consultations, conferences or workshops, and interactive/web based dialogue (but not including electronic or hard copy mail-shots). Forms of assistance include:

- Provision of Information, Advice and Guidance (IAG) e.g. careers advice, CV writing, interview training;
- Removing barriers to getting back into the labour market e.g. return to work training, using crèche facilities
- Advice on how to start own business.

It is legitimate to include a person assisted in getting a job even where the latter is a construction job, seasonal or in the voluntary sector as long as it is

subject to an employment agreement (which may not include payment)

Notes:

- The output measure is the number of **people assisted** towards getting a job **not the job**. The output should be counted when an individual who meets the above criteria has received the assistance.
- Whether or not the individual got a job is the outcome measure, which will be assessed during the project evaluation.

Exclusions:

- Assistance through electronic or hard copy mail-shots.
- Assistance with skills development (e.g. training) which should be counted against Output No.6 (Skills).

Data and systems needed for verification

Employment Support

The following data should be kept for each set of assistance claimed:

- Certification that each beneficiary was not in employment at the start of the support or was subject to a statutory redundancy notice.
- Date redundancy to take effect (if applicable)
- Name and address (inc Post Code) of beneficiary
- Age, gender, ethnicity, disability status of beneficiary
- Beneficiaries current employment status
- Details of assistance provided
- Details of other public funding or private sector funding

There should be systems in each project that aggregate data to provide, for each person demonstrating that there is no double counting

3. Business Creation – Number of new businesses created and demonstrating growth after 12 months and businesses attracted to the region

Definition

This indicator focuses on new businesses added to the regional economy as a direct result of LDA activity. The 3 main types of business are sole proprietorships, partnerships and companies and these include:

- Sole traders
- Start-ups of all sizes, whether or not VAT registered;
- Independent spin-outs from established businesses, universities and other research and development organisations;
- Not for profit companies, social and community enterprises;
- Farm enterprises;
- New to the region branches of businesses which remain established elsewhere in the UK;
- Foreign direct investment (FDIs) which bring new enterprises to the region, both first time investment and subsequent expansions.

Social enterprises are defined as businesses with primarily social objectives whose surpluses are principally reinvested for that purpose in the business or in the community, rather than being driven by the need to maximise profit for shareholders and owners.

Businesses created and demonstrating growth after 12 months

A new business created is when a new business starts trading in the region and is sustained for at least 12 months as a direct result of the project.

Starts trading is the date when the business registers for VAT or registers for

National Insurance (Class 2) contributions.

Counted: this output is counted when the business is still in operation 12 months after starting trading in the region

Businesses attracted to the region

These are corporate establishments that have been attracted to the region as a direct result of LDA activity including:

- **First** branches in the region of businesses which remain established elsewhere in the UK, i.e. not second branches or businesses moving from other regions.
- FDIs bringing new enterprises to the region, both first time investment and subsequent expansions.

Counted: this output is counted when the business opens its premises in the region

Notes:

- *Businesses attracted to the region do not have to demonstrate growth*
- *The output combines 2 separate output measures:*
 - *A new business created which can be counted when it has survived for 12 months from start of trading.*
 - *A business attracted to the region which can be counted when it opens for business.*
- *Double counting – businesses with more than one address count only once; counting the same business in different periods is allowed.*
- *For phased projects if the same business expands in more than 1 phase the output can only be counted once*

Exclusions:

- ***Businesses relocating from another area within the region or from another English region or UK devolved administration within the UK.***
- ***Double counting of businesses at different phases of their growth.***
- ***New branches of businesses based outside the region within the UK unless it is the first branch in the region.***

Data and systems needed for verification

Business Creation

The following data should be kept for outputs in this category:

- Business name, address, postcode, telephone number, status (i.e.: sole trader, partnership, limited company, plc, social enterprise, charity, public sector, other)
- Statement of whether 'created' or 'attracted'
- **Created:** Date when started trading and evidence of trading (i.e. VAT registration number or registration date for National Insurance (Class 2))
- At Start-Up (baseline data)
- Number of employees (sole traders count as 1 employee)
- At 12 Month Stage – Check whether still in operation
- **Attracted:** specification of which case each business has been included under: independent start-ups; spin-outs; new branches; foreign direct investment; not for profit, and written statements to evidence this. Date when started trading in new location.
- Details of other public funding and private sector funding:
A list of board members of each business and indications of which of them are: BME, women, disabled.

4. Business Support - Number of businesses assisted to improve their performance

Definition

This output focuses on the total number of businesses (including not for profit) who receive assistance as a direct result of LDA activity to improve their performance.

The 3 main types of business are sole proprietorships, partnerships and companies (see core output 3 for examples)

Level of Assistance must be a minimum of:

- 2 hours or more of consultancy advice/other non-financial assistance or the minimum number of hours advised by the Agency's designated project manager;
- or**
- The grant equivalent of £250 of funding or an amount advised by the Agency's designated project manager

Assistance is the provision of consultancy support, information, advice and guidance to individual businesses operating within the region. Assistance can be personal face-to-face, telephone or web-based dialogue at conferences, seminars, workshops or through networks.

Activities should support the project objectives and be directed to improving the performance of the business. These may include support for:

- Management/leadership
- Corporate and social responsibility e.g. awareness raising on statutory and legal responsibilities
- Participation in new supply chains
- Marketing
- Use of research and development
- Process and resource efficiency e.g. in the use of ICT, waste management
- Environment management
- Quality assurance

Counted: When each business within a project has received a minimum of the time or the amount of assistance as specified above.

Notes:

- *It should be noted that the minimum level of assistance required under this new output definition is lower than was required under the previous equivalent Tier 3 output. Whilst the Agency has adopted the new output definition, it should be emphasised that the level of business support stipulated in funding agreements / contracts should be commensurate with the needs of the project. Consequently, higher levels of assistance may be appropriate.*
- *The output unit of measurement is the business assisted. The outcome measure is to improve their performance. In counting the output, no need to demonstrate performance improvement. This is an outcome measure which will be assessed during the project evaluation.*
- *A business can only be counted once within a project irrespective of the number of times or forms of assistance it receives.*

Exclusions:

	<ul style="list-style-type: none"> • Assistance provided in the form of electronic or hard copy mail-shots and brochures
Data and systems needed for verification	<p>Business Support</p> <p>The following data should be kept for each business claimed:</p> <ul style="list-style-type: none"> • Business name, address, postcode, telephone number, status (i.e. sole trader, partnership, limited company, plc, social enterprise, charity, public sector, other) • Details of assistance provided • Level and duration of assistance • Aims and objectives of business improvement being sought • Details of other public and private sector funding <p>On each project where this output is to be counted, appropriate systems should be set up that assures that there is no double counting.</p>

4(a). Business Support – Number of businesses within the region engaged in new collaborations with the Knowledge Base (Knowledge Base/Business Collaboration)	
Definition	<p>This indicator focuses on assistance directed at businesses (including not for profit) and/or knowledge base units to engage in new collaborations. Business support may be provided prior to or during the collaboration. The 3 main types of business are sole proprietorships, partnerships and companies (see core output 3 for examples)</p> <p>Who are the Knowledge bases?</p> <p>Includes UK Public Sector Research Establishments (PSRE) or equivalents, Research and Development Organisations¹, Research and Technology Organisations². Higher Education and Further Education Institutions.</p> <p>Knowledge transfer is about transferring good ideas, research results and skills between the knowledge base and business to enable innovative new products and services to be developed and includes:</p> <ul style="list-style-type: none"> • Research collaborations and free dissemination of research; • Contract research on behalf of industry; • Licensing of technology to business users; • The sale of services, data and software; • Formation of joint ventures and spin-out companies. <p><i>New Collaboration</i> is a first involvement between at least one firm and one knowledge base organisation. It includes the first collaboration by a firm with a department within a knowledge base organisation.</p> <p><i>Level of Assistance</i> must be a minimum of:</p> <ul style="list-style-type: none"> • 2 hours or more (or as may be advised by the designated Agency's project manager) of consultancy advice/other non-financial assistance; or • The grant equivalent of £250 or more (or as may be advised by the designated Agency's project manager) of funding. <p><i>Assistance</i> may be:</p> <ul style="list-style-type: none"> • Provided prior to or during the collaboration; and • Directed at the business and/or knowledge base unit involved in the collaboration.

Counted: When the collaboration starts.

Notes:

- The output measure is the **business** engaged in a collaboration
- A collaboration between:
 - 1 business and 3 knowledge base = 1
 - 3 businesses and 1 knowledge base = 3
- The purpose is to encourage demand side collaboration with the knowledge base and so it should be additional to other supply side programmes e.g. Faraday, LINK etc

Exclusions:

- **Businesses that receive assistance for the same collaborations more than once within an LDA project and within the time period for which the project has a budget allocation should not be double counted**

¹ Research and Technology Organisations (RTOs) are independent organisations engaged in the creation, transfer, evaluation and exploitation of knowledge. It encompasses a wide range of government bodies, research organisations and trade associations, including members of AIRTO

² Research and Development Organisations (RDOs) are legally registered bodies in a country that do not receive any recurrent funding from the government, and that are not more than 50% owned by another organisation or companies.

Data and systems needed for verification

Business Support – Knowledge base/business collaboration

The following data should be kept for each business and UK knowledge base assisted:

- Business name, address, postcode, telephone number, status (i.e.: sole trader, partnership, limited company, plc, social enterprise, charity, public sector, other)
- UK Knowledge base name, address, postcode, telephone number, status (i.e. HEI, RTO, GRL, FEI, other)
- Details of assistance provided, including level and duration
- Recipient of assistance (i.e. Business, Knowledge base or both)
- Number involved in new collaboration
- Evidence that this is a new collaboration
- Details of other public or private sector funding

6. Skills (Basic) – Number of adults gaining basic skills as part of the Skills for Life Strategy that count towards the Skills PSA Target

Definition

This indicator focuses on the number of adults who have gained a basic skills qualification as part of the Skills for Life Strategy that count towards the Skills PSA Target as a direct result of LDA activity.

Adults for the purpose of this indicator is anyone aged 16 and over resident in the region.

Assistance must be a **minimum of 6 hours training (or as advised by the Agency's designated project manager)**, either contiguous or as a number of sessions for the same individual.

To be counted individuals must achieve one of the following qualifications:

- Literacy, Numeracy or ESOL at Entry Level 3 and above;
- Key Skills in Application of Number or Communication at Levels 1 or 2;
- GCSE in Maths or English at Grade G and above;

Funded activities must be consistent with the national Skills for Life Strategy for improving adult literacy and numeracy skills e.g. on priority groups. For further information see link below:

http://www.dfes.gov.uk/readwriteplus/bank/ABS_strategy_doc_w6_version.doc

Counted: This output is counted when the adult has achieved one of the above qualifications.

Notes

- *The output is the number of people who have successfully passed in a Basic Skill qualification and therefore you should not count those who did not pass. These should be tested at evaluation.*
- *It should be noted that the minimum level of assistance required under this new output definition is lower than was required under the previous equivalent Tier 3 output. Whilst the Agency has adopted the new output definition, it should be emphasised that the level of skills assistance stipulated in funding agreements / contracts should be commensurate with the needs of the project. Consequently, higher levels of assistance may be appropriate.*

Exclusions

- **People who gain the defined Basic Skills through projects not consistent with the Skills for Life Strategy.**
- **Assistance covered under Core Output 2 (Employment Support)**

Skills – Basic

The following data should be kept for all projects reporting on this indicator

- Individual student reference number and reference number of the qualification passed
- Address of beneficiary, full name, age, ethnicity, gender, disability status (to be stored confidentially)
- For each individual the details of the qualification passed, including grade/level, start date and end date
- Evidence of qualification gained
- Details of other public funding and private sector funding

There should be systems in each project to ensure that skills development numbers are reported correctly.

Data and systems needed for verification

6(a). Skills (Level 2) – Number of adults in the workforce who lack a full Level 2 or equivalent qualification who are supported in achieving at least a full Level 2 qualification or equivalent

Definition

This indicator focuses on the number of adults who achieve at least a full Level 2 qualification or equivalent as a direct result of LDA support.

Adults in the Workforce are for the purposes of this indicator aged between 18-59 (Female) and 18-64 (Male) who are resident in the region **and** are economically active (i.e. in employment or unemployed).

Economically Active is defined as those in paid work (employee or self-employed and

those temporarily away from the job e.g. maternity/paternity leave), out of work, want a job, have actively sought work in the last 4 weeks, and are ready to start in the next 2 weeks, or out of work and have found a job, which is due to start in the next 2 weeks. **Unemployed** is defined as those out of work, want a job, have actively sought work in the last 4 weeks, and are ready to start in the next fortnight or out of work and have accepted a job that they are waiting to start in the next fortnight.

Assistance must be a **minimum of 6 hours training (or as advised by the Agency's designated project manager)**, either contiguous or as a number of sessions for the same individual.

Qualification required is a main Level 2 qualification which include:

- NVQ Level 2;
- One A Level or equivalent;
- GNVQ intermediate;
- RSA diploma;
- BTEC first or general diploma;
- 5 or more O level, GCSE grade A-C or equivalent.

For information and advice on other qualifications that may be counted as Level 2 equivalents consult the Learning Skills Council.

Counted: This output is counted when an individual adult (as defined above) who lacked a Level 2 qualification gains a qualification at:

- Level 2 or equivalent or
- A higher qualification e.g. Level 3 or 4

Notes:

- *The output unit of measurement is adults in the workforce (definition is consistent with DfES PSA target) moving from below to a Level 2 or better qualification.*
- *It should be noted that the minimum level of assistance required under this new output definition is lower than was required under the previous equivalent Tier 3 output. Whilst the Agency has adopted the new output definition, it should be emphasised that the level of skills assistance stipulated in funding agreements / contracts should be commensurate with the needs of the project. Consequently, higher levels of assistance may be appropriate.*

Exclusions:

- **Any person who already possesses a Level 2 or equivalent qualification**

Data and systems needed for verification

Skills - Level 2

The following data should be kept for all projects reporting on this indicator

- Individual student reference number and reference number of the qualification passed
- Address of beneficiary, full name, age, ethnicity, gender, disability status (to be stored confidentially)
- For each individual the details of the qualification passed, including grade/level, start date and end date
- Evidence of qualification gained
- Details of other public funding and private sector funding
- Certification that person was economically active or unemployed at the start of studying
- Certification that person did not previously hold a Level 2 or equivalent qualification

There should be systems in each project to ensure that skills development numbers are reported correctly.

6(b). Skills (Other) - Number of people assisted with their skills development as a result of LDA programmes

Definition

This indicator focuses on the number of people who have received assistance in any other skills development as a direct result of attending an LDA funded programme to improve the regional skills base.

People can be of any age and may be in employment, unemployed or economically inactive.

Economically active is defined as those in paid work (employee or self-employed and those temporarily away from the job e.g. maternity/paternity leave), out of work, want a job, have actively sought work in the last 4 weeks, and are ready to start in the next 2 weeks, or out of work and have found a job, which is due to start in the next 2 weeks.

Unemployed is defined as those out of work, want a job, have actively sought work in the last 4 weeks, and are ready to start in the next fortnight or out of work and have accepted a job that they are waiting to start in the next fortnight

Economically inactive is defined as those who are either not looking for, or not available for work e.g. looking after the family and home, students and those who are long-term sick or disabled.

Assistance must be a **minimum of 6 hours training (or as advised by the Agency's designated project manager)**, either contiguous or as a number of sessions for the same individual.

- General (management, IT) or vocational/job specific (marketing, engineering) training;
- Out of school clubs;
- Provision of equipment and materials to support direct skills development.

Counted: The output is counted when an individual has received a minimum of the prescribed hours of skills training

Notes:

- *The output measure is people*
- *The output supports life-long learning and so includes people of all ages or employment status*
- *Where the assistance involves capital investment e.g. provision of equipment or facilities it can only be counted if the contract schedules include a target for the number of people whose skills will be developed as a direct result of the investment.*
- *It should be noted that the minimum level of assistance required under this new output definition is lower than was required under the previous equivalent Tier 3 output. Whilst the Agency has adopted the new output definition, it should be emphasised that the level of skills assistance stipulated in funding agreements / contracts should be commensurate with the needs of the project. Consequently, higher levels of assistance may be appropriate.*
- *Do not aggregate training/courses for different learners that last less than 6 hours to create a combined output*
- *Do not split training/courses that last for more than 6 hours to create 2 outputs.*

Exclusions

- **Assistance covered under Core Output 2 (Employment Support)**
- **Services as part of the legal, statutory responsibility of other organisations e.g. provision of statutory education to 16 years.**

Data and systems

Skills – Any Other

The following data should be kept for all projects reporting on this indicator:

needed for verification

- Individual (trainee) reference number and reference number of the skills development course attended
 - Address of trainees, full name, age, ethnicity, gender, disability status (to be stored confidentially)
 - For each course, length per person (6 hours min), taken cumulatively or single block, start date and end date
 - Details of other public funding and private sector funding
- There should be systems in each project to ensure that skills development numbers are reported correctly, namely:
- Single skills development courses that last more than 6 hours are reported only once.
 - Skills development courses that last less than 6 hours are not reported.

8. Childcare Facilitated (LDA Specific)

Definition

This output is divided into Revenue and Capital support as follows:

Childcare Places (Revenue Investment)

This output relates to:

- Revenue investment that enables a provider, or an employer to offer additional places for childcare.
- Revenue investment in supporting additional affordable childcare places for individuals through employers/providers
- Supporting additional affordable childcare places for individuals through employers/providers

The additional childcare place needs to be available for a year to count as an output and be available to those on low or no incomes

Examples of investment guidance include (in no particular order of preference and not a limitless list):

- Financial support to childcare providers to support additional places to be provided at below market prices
- Financial support to training providers to support additional childcare places
- Financial support to employers to provide additional affordable childcare facilities for workers

Financial support could include revenue funding for salaries of additional childcare workers, vouchers, salary/management support for Childcare co-operatives or Social Enterprises.

A place can be full time or part time e.g. After school play schemes, holiday play schemes, **nurseries**, **registered** childminders and registered home childcare workers.

Notes:

If other public sector investment has supported the creation of the new childcare place then the project can only claim the investment percentage of the place. E.g. if the LDA finances 50% of the salary of a childcare worker for 3 years with the capacity to care for 6 children at any time, for each of the 3 years, the project can only claim 3 new affordable childcare places.

Where the percentage investment does not make a whole number (e.g. 3.6 children supported) then the lowest whole number should be counted which, in the example above, would be 3.

Where possible all childcare providers for both capital and revenue should have beacon status or as a minimum be working towards Investors in Children (IIC) quality status

Data and systems needed for verification

Childcare Places

The following data should be kept for all projects reporting on this indicator:

- Details of the occupants of each place
- Charges and income level of the parents of the occupants
- Lists of childcare places that would have existed anyway
- Lists of childcare places created because of LDA intervention
- Details of the occupants of childcare distinguishing the places resulting from LDA intervention
- Details of other public funding and private sector funding
- Charges for childcare places not supported by LDA
- Charges for childcare places supported by LDA
- Details of beacon status and of any progress towards Investors in Children (IIC) quality status

There should be systems in each project to demonstrate that indicator outputs are reported correctly, namely to:

- Demonstrate that the childcare places created are additional to the number of childcare places that would otherwise have been provided, and that they are provided at below market prices for the children of people on low or no income.
- Demonstrating the link between the funding and the additional places.
- Show that places that existed before the funding was provided are not included, unless a 'special case' has been made for including them.
- For each place claimed, evidence that the whole **place** was provided for a whole year. This will normally take the form of evidence that the place was taken up for at least 45 weeks in the year. Part-time places should be added proportionately
- Support apportionment of outputs between all public funders, including the LDA.