Local Skills Improvement Fund (LSIF) – Partner Toolbox

The purpose of this Toolbox is to provide essential information, documentation and support to you in the delivery of the Local Skills Improvement (LSIF) contract.

This Toolbox has been produced to be used in conjunction with the Funding Agreement Project Revenue, Capital and output requirements and in line with DfE LSIF Guidance doc.

LSIF Overview

Allocation to West Yorkshire Colleges from the Department for Education. £1.7 m Revenue and £5.3 capital over 18 months.

The project will support colleges and partners to build capacity to meet local skills priorities that were identified in the Local Skills Improvement Plan (LSIP), launched by the West and North Yorkshire Chamber of Commerce in August 2023.

The Consortium colleges and partners will collaborate to develop current and new digitised training provision and curriculum for key industries.

The colleges will open specialist hubs and academies offering high level curriculum using immersive and digital technology and Artificial Intelligence.

The capital investment will include equipment and resources needed to use virtual reality, augmented reality, Artificial Intelligence and robotics to equip colleges with the means to develop relevant and in-demand skills.

The funding has been split into six key areas with investment for digital innovation in:

1. Construction,
2. Creative industries,
3. Health and Care,
4. Advanced manufacturing,
5. Financial technology (Fintech),
6. Wider digital development of teaching and learning.

A continuation of the collaboration model developed under the Strategic Development Fund leading to improved co-ordination and efficiency.

- Developing co-ordinated specialist partnership hubs,
- Knowledge transfer,
- Provide industry CPD collectively,
- Enhance the effectiveness of teaching & learning across all curriculum areas.

Each area will be led by a West Yorkshire college that will lead the innovation, host the digital hub and share experience and knowledge and develop teaching and learning across all colleges.

Project Group Membership

Terms of Reference have been provided to clearly define the purpose and structure of Project Groups.
A copy of the Terms of Reference can be found on the Members Area.

Sub Group	Lead College & Representative	Partner Colleges & Representatives (Collaboration Delivery Partner)	WYCC Lead
Sub-Group 1 **Digital Innovation in Construction**	Leeds College of Building Nikki Davis	Bradford College (Pamela Sheldon) Calderdale College (Dale Gravenor) Luminate (Mitch Scott) Heart of Yorkshire Education Group (David White) Kirklees College (Steve Plumstead)	Brydie Lund
Sub-Group 2: **Digital Innovation in Creative Industries**	Calderdale College Chris Todd	Luminate (Richard Lee) Kirklees College (Steve Plumstead) Shipley College (Greg O'Shea) Heart of Yorkshire Education Group (David White)	Georgia Williams
Sub Group 3: **Digital Innovation in Advanced Manufacturing & Engineering**	Kirklees College Helen Rose	Bradford College (Pamela Sheldon) Luminate (Mitch Scott) Heart of Yorkshire Education Group (David White)	Joanne Harvatt

Sub Group	Lead College & Representative	Partner Colleges & Representatives (Collaboration Delivery Partner)	WYCC Lead
Sub Group 4: **AI, AR/MR & Robotics in Health and Social Care**	Shipley College Greg O'Shea	Bradford College (Pamela Sheldon) Luminate (Sheila Lucciarini) Heart of Yorkshire Education Group (HOY) Kirklees College (Helen Rose)	Clare Harman
Sub Group 5: **Digital Innovation & Future Skills in FinTech**	Luminate Education Group Rebecca Fores	Calderdale College (Rebecca Weeks) Shipley College (Greg O'Shea) Heart of Yorkshire Education Group (David White)	Joanne Patrickson
Sub Group 6: **Cross cutting theme – Teaching & Learning**	Luminate for broad teaching & learning aspects & Heart of Yorkshire Education Group for Digital Platform Martin Wheatley (Luminate) & David White (Heart of Yorkshire Education Group)	Bradford College (Pamela Sheldon) Kirklees College (Helen Rose) LCOB (Daniel Grimes) Shipley College (Greg O'Shea) Heart of Yorkshire Education Group (David White)	Clair Kerry

Funding Agreements

You will be issued a Funding Agreement alongside your revenue, capital and output plans which sets out the contractual terms regarding the LSIF project. It will detail the outputs and spend linked to each project and the proposed timescales.

Your Claims will be monitored against your agreed profiles. Any Changes will need to be agreed with your WYCC project lead prior to the claim period. Where possible we will aim to submit a re-profile in line with forecast changes.

Output Allocations

Project Number	1	2	3	4	5	6
Lead Provider	Leeds College Of Building	Calderdale College	Kirklees College	Shipley College	Luminate Education Group	Luminate Education Group
1. Number of new level 3 courses aligned to LSIP priorities	3	14	8	11	4	2
2. Number of new level 4 courses aligned to LSIP priorities	5	4	6	4	14	1
3. Number of new level 5 courses aligned to LSIP priorities	3	3	1	7	1	0
4. Forecast learner starts on new level 3 courses	55	2535	282	555	76	106
5. Forecast learner starts on new level 4 courses	143	128	168	34	115	15
6. Forecast learner starts on new level 5 courses	140	91	70	158	10	5
7. Forecast learner completions on new level 3 courses	17	1263	278	469	76	106

Project Number	1	2	3	4	5	6
Lead Provider	Leeds College Of Building	Calderdale College	Kirklees College	Shipley College	Luminate Education Group	Luminate Education Group
8. Forecast learner completions on new level 4 courses	2	109	166	17	105	15
9. Forecast learner completions on new level 5 courses	0	82	70	120	0	5
10. Number of learners forecast to undertake learning using new facilities/equipment created under the LSIF.	1142	4209	1065	1086	201	2561
11. Number of employers releasing / loaning staff to help develop or teach new provision	1	1	1	1	1	0
12. Full cost recovery – no. employers releasing staff to undertake training developed under the LSIF	3	8	2	3	2	7
13. Number of employers reporting that training is giving learners the skills needed.	20	20	20	20	20	2
14. Number of employers introduced by collaboration partners to new specialist equipment or technology for adoption in their business	3	8	2	3	2	7

Project Number	1	2	3	4	5	6
Lead Provider	Leeds College Of Building	Calderdale College	Kirklees College	Shipley College	Luminate Education Group	Luminate Education Group
15. Number of employers providing industry placements to FE teaching staff.	0	0	0	0	0	0
16. Training and support to improve capability of teaching staff: Number of teaching staff undertaking industry placements.	0	0	0	0	0	0
17. Number of teaching staff undertaking CPD or benefitting from cascade training	0	0	0	0	0	620
18. College leadership: Number of college leaders / governors supported through training or other support to build leadership and management capability	0	0	0	0	0	30
19. Optimisation of facilities, provision and workforce: forecast savings through shared costs, including facilities, curriculum design, delivery and other collaboration activities	20000	20000	20000	20000	20000	0
20. Number of teaching staff (full time or part time) delivering provision across more than one provider.	3	6	2	3	2	1

Project Number	1	2	3	4	5	6
Lead Provider	**Leeds College Of Building**	**Calderdale College**	**Kirklees College**	**Shipley College**	**Luminate Education Group**	**Luminate Education Group**
21. Number of providers accessing the new shared facilities / curriculum to deliver training	4	4	4	4	4	0
22. Number of new teaching facilities created (e.g. no workshops / classrooms refurbished / fitted out with new industry standard equipment).	3	0	3	3	4	3

Capital and Revenue Funding Allocations

Year 1 Spend of Partial Capital and **all** revenue investment Sep 2023 – 31st March 2024
Year 2 Spend of remaining capital investment 1 April 2024 – 31st March 2025

Project No	Project Sectors - Digital Innovation and Transformation	Lead Provider	Capital Spend 23/24	Capital Spend 24/25	Total Capital Spend	Revenue Spend 23/24	Total Spend
Project 1	Construction	Leeds College of Building	£148,656.00	£926,851.00	£1,075,507.00	£262,477.19	£1,337,984.19
Project 2	Creative Industries	Calderdale College	£252,397.45	£675,365.24	£927,762.69	£288,753.85	£1,216,516.54
Project 3	Advanced Manufacturing & Engineering	Kirklees College	£13,795.20	£956,196.97	£969,992.17	£233,227.24	£1,203,219.41
Project 4	Clinical Health & Care	Shipley College	£875,308.35	£574,432.13	£1,449,740.48	£233,227.24	£1,682,967.72
Project 5	FinTech	Luminate Education Group	£0.00	£314,333.33	£314,333.33	£233,227.24	£547,560.57
Project 6	Quality Teaching & Learning	Luminate Education Group	£401,491.00	£147,573.33	£549,064.33	£440,735.24	£989,799.57
		Totals	£1,691,648.00	£3,594,752.0	£5,286,400.00	£1,691,648.0	£6,978,048.00

Funding cannot be moved between LSIF categories or between Revenue and Capital allocations or be carried over into the next financial year. Funding can be varied **within** category without DFE approval.

Partners can revise the annual profile forecast at each funding claim. Please note that there is no formal change request, and no considerations will generally be made in terms of moving funds between categories. If there is an "exceptional circumstance" this would need to be requested in writing to the DFE.

Claims and Evidence

- Evidence and Claims workbook for each College (Accessible via Google Drive)
- Evidence to be received 7 days prior to claim date (See Timetable below) via Google Drive
- Evidence to be sent monthly
- Funding can only be claimed when activity has taken place – invoiced and paid (defrayed) with the exception of end of year (Mar 24 and Mar 25) when funds may be accrued based on purchase orders and invoices. Please note that Goods/Services claimed for must be paid by the end of May 24/May 25 respectively.
- All purchases should be made in line with the organisation procurement policy and procedures – Please ensure that a copy of your procurement policy is made available to WYCC ahead of submitting any claims.

Claim Timetable

Claim Period	Deadline for submitting claim	Payment made to Provider
16 Sept - Dec 2023	29-Dec-23	31-Jan-24
Jan - March 2024	28-Mar-24	30-Apr-24
Apr - May 2024	31-May-24	28-Jun-24
Jun - July 2024	31-Jul-24	30-Aug-24
Aug - Sept 2024	30-Sep-24	31-Oct-24
Oct - Nov 2024	29-Nov-24	31-Dec-24
Dec 2024 - Jan 2025	31-Jan-25	28-Feb-25
Feb - Mar 2025	31-Mar-25	30-Apr-25

Evidence Requirements

Please refer to Evidence and Claims workbook and associated guidance and templates within members area [https://www.westyorkshirecolleges.co.uk/members]

- LSIF Output Documentation and Evidence
- LSIF Participant Record
- LSIF Employer Engagement and Support Record
- LSIF Improved Quality Record

Marketing and Branding Requirements

All partners are required to follow the WYCC Digital Innovation LSIF Branding Guide which is available on the Members Area of the WYCC website.

The **Funded by UK Government** logo is *required* on all documentation and marketing material. Please use the logo as outlined in the Funded by UK Government Branding Manual available on WYCC Members Area.

As part of the collaborative agreement, the **WYCC Digital Innovation** logo and/or sector sub logo should be used on all marketing material, and, where appropriate, a line of text that outlines the collaboration. The DfE's Local Skills Improvement Fund (LSIF) should be referenced in press releases, website copy and articles.

All logos, copy and social media tags are available within the WYCC Members Area. All artwork and copy should be sent to WYCC Marketing for a branding check before publication. The process for the branding check and marketing budget claims are included within the WYCC Digital Innovation LSIF Branding Guide.