**Strategic Development Fund – Green Skills**

**Toolbox**

# Overview

The purpose of this Toolbox is to provide essential information, documentation and support to you in the delivery of the Strategic Development Fund (SDF) – Green Skills contract.

This toolbox has been produced to be used in conjunction with the Service Level Agreement (SLA), Project Schedules requirements and in line with the requirements of the Department for Education (DfE).

The Strategic Development Fund (SDF) – Green Skills provides capital and revenue funding to support changes in local teaching and training facilities and provision, enabling FE providers to meet the needs of employers, support local innovation and economic growth.

Project activity will:

* Enable colleges to develop, embed and enhance current and new provision through internal training and investment
* Build colleges’ capacity to meet local skills priorities in green skills through investment in new equipment, capital works and resources specific to sustainable development
* Increase colleges’ capacity to meet local skills priorities in green skills based on new provision and access to skills, support and guidance.

# Project Schedule

You will be issued with a project schedule appended to your SLA which sets out the contractual terms which will govern your relationship with WYCC regarding the SDF Green Skills project. It will detail the outputs and results linked to your delivery and the proposed timescales.

**Main Contacts**

The principal contacts for the project at WYCC are:

|  |  |  |
| --- | --- | --- |
| * + - * 1. Capital Investment & Claims | Joanna Barthorpe | joanna.barthorpe@westyorkshirecolleges.ac.uk |
| Sustainable Development Goals | Joanne Harvatt | joanne.harvatt@westyorkshirecolleges.ac.uk |
| Retrofit & Electric Vehicle | Clair Kerry | clair.kerry@westyorkshirecolleges.ac.uk |
| Green Skills Service Activity including Employer Events | Brydie Lund | brydie.lund@westyorkshirecolleges.ac.uk |
| Marketing, Communications & PR | Lucy Davies | lucy.davies@westyorkshirecolleges.ac.uk |

# Key Dates

All fundable project activity must be completed, claimed and paid by **31st March 2023**.

Please note: As per the Service Level Agreement, DfE Delivery Plan stipulations require continued monitoring of the long term impact of project until 31st March 2025. Further information is contained within the SLA.

**Performance Monitoring & Management**

Monthly monitoring reports will be required to be submitted to WYCC in order to capture and evidence progress towards project objectives and achievement of outputs.

Monitoring meetings will take place monthly and/or as frequently as necessary to discuss to share best practice and address any areas of concern from either party.

**Procurement**

For any activity procured towards the delivery of aspects within the Project Schedule, procurement regulations must be met. As Delivery Partners it is your responsibility to document and keep records of the evaluation process. Please ensure that College Financial Regulation (in line with Public Contract Regulations 2015) are adhered to and that written quotations have been obtained, or/and the requirement has been advertised. Documentation will need to available on request.

**Please note: Procurement of Training Specialists to support external delivery of CPD will be managed centrally by WYCC. Requests for specific training needs should be directed to WYCC (**[**clair.kerry@westyorkshirecolleges.ac.uk**](mailto:clair.kerry@westyorkshirecolleges.ac.uk)**).**

**Output Documentation & Evidence**

A list of evidence documentation can be found at Appendix 1.

Claim Timescales & Submissions

Project activity and staffing claims should be submitted to WYCC by the 10th of each calendar month. Starting September 2022 and ending March 2023. Submissions to be sent to [Joanna.barthorpe@westyorkshirecolleges.ac.uk](mailto:Joanna.barthorpe@westyorkshirecolleges.ac.uk)

Invoices should be supplied along with a summary record of activity undertaken that corresponds with the time period of the claim and the relevant position.

*Please note: As per the DfE SDF Provider meeting of 7th December 2022, further information to follow in relation to evidence to support staff claims.*

**Marketing, Communications & Branding**

All project related documentation should refer to the project as *Strategic Development Fund – Green Skills* and include the following logos:

* Partner college logo
* WYCC logo\*
* Department for Education (DfE) logo\*

Along with the following strapline:

***This project is funded by the Department for Education through the Strategic Development Fund.***

All partners are encouraged to use the paperwork issued by WYCC where available.

Please refer to [marketing@westyorkshirecolleges.ac.uk](mailto:marketing@westyorkshirecolleges.ac.uk) for any assistance with specific marketing material or publications.

\* Logos are available to download from WYCC’s members area on the website.

**Members Area**

The Members Area of the WYCC website <https://www.westyorkshirecolleges.co.uk/members> has three main areas: Contracting and Delivery, Marketing and Review and Evaluation giving you access to our guidance documents and current versions of documentation. Login details for this area will be issued via the Marketing Team and your Contract Manager following a successful pre-contracting meeting.

**Project Audit Process**

Evidence requirements submitted to WYCC will be checked when submitted, further audits may take place to ensure that all evidence submitted is compliant and has been claimed correctly. Audit dates will be agreed between WYCC and the partner beforehand. Audit testing will be based upon claims made at project level and the results of any testing will be communicated to all interested parties.

**Document Retention**

All evidence should be retained in line with requirements set out within the Service Level Agreement. WYCC will confirm the specific retention date at the finalisation of the project.

**Intellectual Property**

In relation to material produced using SDF Green Skills funding, the Crown reserve the right to retain:

1. Any Intellectual Property Rights (IPR) controlled by Us prior to this Agreement: and
2. Copyright in all reports, materials and other documents produced in whole or part by You or any partner or Sub-Contractor using funding provided under this Agreement.

For further information please refer to: [Open Government Licence (nationalarchives.gov.uk)](https://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/)

***Appendix 1***

Output Documentation & Evidence

|  |  |  |
| --- | --- | --- |
| Output indicator | | Evidence Requirements |
| 5a | Number of collaborations focused on developing curriculum for use by more than one provider. | Meeting Notes (WYCC) & Draft course materials which include  Draft course materials which include ***"Course in collaboration with WYCC partners - xyz College(s) funded by DfE***" |
| 5b | Number of hours of new teaching and curriculum resources developed for use by more than one provider. | New Course Materials, record sheets listing time taken to produce new course material |
| 8a | Number of teaching staff delivering cascade training or providing peer-to-peer support to colleagues. | Attendance Sheets, Agenda, Feedback records |
| 8b | Number of teaching staff benefiting from cascade training and peer-to-peer support. | Attendance Sheets/Screen shot of attendees, Feedback records |
| 9a | Number of learners benefiting from being taught by teachers who have recently undertaken CPD. | Following date of cascade training, Colleges to provide list of courses run, dates and no. of learners for each course where SDF/Retro/EV learning was embedded |
| 9b | Number of learners benefiting from engagement with employers undertaking a placement in an FE provider. | List of Apprentices |
| 10a | Number of workshops or classrooms fitted out with new industry standard equipment. | Photographs(s) of new equipment &  Photographs of space before and after Works completed |
| 10b | Number of learners that made use of new industry standard equipment. | Following installation of new industry standard equipment - listing of courses and number of learners to be confirmed by College |
| 11a | Number of refurbished or new workshops, classrooms, or outdoor training areas. | Capital Works invoices |
| 11b | Number of learners that undertook learning in refurbished or new workshops, classrooms, or outdoor training areas. | Following installation - list of courses, dates and number of learners |
| 12a | Number of very short courses developed. | Course Materials |
| 12b | Number of learners starting very short courses. | Participant record *(WYCC template available)* |
| 12c | Number of learners completing very short courses (e.g., they have completed all learning activities leading to the learning aim) | Participant record *(WYCC template available)* |
| 13a | Number of short courses developed. | Copies of course materials produced by each college |
| 13b | Number of learners starting short courses. | Participant record *(WYCC template available)* |
| 13c | Number of learners completing short courses (e.g., they have completed all learning activities leading to the learning aim) | Participant record *(WYCC template available)* |
| 15a | Employer engagement- number of employers undertaking a training needs analysis or 1-2-1 advice and guidance session. | TNA/IAG document *(WYCC TNA template available)*  Employer Engagement Tracker *(WYCC template available)* |
| 15b | Employer engagement- number of employers consulted on their training needs to inform curriculum/ course development. | TNA/IAG document incl. questions re. assistance with curriculum *(WYCC TNA template available)* &  Employer Engagement Tracker *(WYCC template available)* |
| 15d | Employer engagement - number of employers attendance at a college sponsored event such as an open day or a career fair (as opposed to knowledge transfer events) | Event Guest List, signed attendance register/list of accepted invitations if online event  *(Please note: WYCC Employer Engagement support available – see WYCC Proposal for Support Form and submit as appropriate)* |
| 17a | Number of primary and secondary **students** participating in FE led activity to raise awareness of career opportunities and pathways in locally agreed priority skills areas. | Attendance Sheet, Agenda (where appropriate) & schools liaison tracker *(WYCC template plus sample script for use in presentations also available)* |
| 17b | Number of primary and secondary school **staff** engaged to raise awareness of career opportunities and pathways in locally agreed priority skills areas. | Attendance Sheet, Agenda (where appropriate), schools liaison tracker *(WYCC template plus sample script for use in presentations also available)* |