**Commissioned Partner Handbook**

**2020/2021**

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**Introduction**

Cheshire West and Chester Council’s Skills and Employment Service is funded through the Government’s Adult Education Budget (AEB) to provide a variety of learning programmes to meet the requirements of learners with wide ranging needs. We endeavour to support you as an Adult or Family Learning provider so that you can carry out your role effectively enabling your tutors to deliver best practice in teaching, learning and assessment.

Please familiarise yourself with all documents to ensure a thorough understanding of your contractual requirements and the Quality Monitoring processes.

**Intent**

Cheshire West and Chester Council’s Skills and Employment service is aimed at adults who face a range of barriers to achieving their life goals. By offering pathways of support and skills development, the service enables these adults to enter employment and/or progress in work. Barriers may include low skill levels, physical and mental health conditions, learning disabilities/ difficulties and personal/family circumstance.

The Skills and Employment team is part of the Council’s Economic Growth service and delivers employment support, learning and skills provision across the borough.

**Our Intent** is to support targeted residents and their families to:

***‘Progress in Life and Work’***

**Key Performance Indicators (KPIs) and Priority Areas**

Key Performance Indicators are closely matched to the Education Inspection Framework (EIF) and form the basis of our Quality Monitoring Processes. Performance against the KPIs is assessed during Observations of Teaching and Learning, focussed Walkthroughs, Quality Support Visits and Paperwork Audits, and is used to identify the Key Priority Areas.

For a full list of KPIs and the Priority Areas for 2020/21, please see your contract. It is essential that all tutors are aware of the KPIs and Priority Areas in order to be able to plan effectively, prepare for observations/walkthroughs and to ensure a quality learning experience for learners.

Key Priority Areas may change from January 2021 in relation to actions identified in the Skills and Employment Self Assessment Report. You will be informed of any changes that are made.

**Tutor Mandatory Training and Qualifications**

All tutors delivering on the Skills and Employment contract must hold a recognised teaching qualification (minimum of Level 3 Award in Education and Training, formally PTLLS), and undertake regular CPD.

In addition to this, it is essential that all staff receive regular Safeguarding training, including PREVENT. This training must be renewed at least once every two years in order to ensure knowledge is current.

The Skills and Employment Team should be provided with a full record of each tutor’s qualification status, CPD record and DBS numbers. Tutors must not deliver commissioned courses unless the Skills and Employment Team are in receipt of this information.

Please ensure that all tutors are aware of the current safeguarding procedures which are available on the Portal at <https://www2.cheshireadultlearning.org/>

**Tutor Health and Wellbeing**

Dealing with pressure and stress can be complicated in our lives. Everyone experiences difficult times and sometimes it can get the best of us. Knowing how to handle pressure or knowing where to get support can help us eliminate stress in our lives and improve our mental wellbeing.

We recognise that tutors will receive support for health and wellbeing from their line managers. The Skills and Employment Team recommend that you consider highlighting the 5 Ways to Wellbeing which they can find on the Portal at <https://www2.cheshireadultlearning.org/>. Follow the links below to discover more information, tips and guides to help cope with everyday life. ​

[Cheshire West Health and Wellbeing](https://www.cheshirewestandchester.gov.uk/residents/health-and-social-care/health-and-wellbeing/health-and-wellbeing.aspx) – includes links to local health and wellbeing services

[Every Mind Matters](https://www.nhs.uk/oneyou/every-mind-matters/top-tips-to-improve-your-mental-wellbeing/)

[Kind to your mind](http://kindtoyourmind.org/support-near-me/)

[NHS Choices](http://www.nhs.uk/livewell/mentalhealth/Pages/Mentalhealthhome.aspx) - informative site covering all aspects of mental health.

[Mind](http://www.mind.org.uk/) - a mental health charity that can help you make choices about treatment, understand your rights or reach out to sources of support.

[One You](https://www.nhs.uk/oneyou) - find tips on how to stress less

[Make time](http://www.make-time.org/) - five ways to wellbeing

[Time to Change](http://www.time-to-change.org.uk/mental-health-and-stigma) - a growing movement of people changing how we all think and act about mental health problems.

**Course Delivery**

There is a wealth of information and resources available on the Adult Learning Portal to help support tutors with their course delivery such as in the areas listed below.

|  |  |
| --- | --- |
| Quality of Education and the Education and Inspection Framework (EIF) | Tutor observations (OTLAs) and no-notice, focussed Walkthroughs |
| Continuous Quality Improvement | Observations and Walkthroughs |
| Data Protection | Continual Professional Development (CPD) |
| PREVENT and British Values | Complaints and Grievances |
| Performance Management | Course and Registration/completion Paperwork |
| Careers and Education Guidance (CEG) & Information, Advice and Guidance (IAG) | Safeguarding, including Online Safety and Cyberbullying |
| Equality and Diversity | Embedding English and maths |
| Health and Safety – including relating to Covid-19 | RARPAP and ILPs |
| Learning Technologies | Quality Monitoring Cycle |
| The Professional Standards | Learner Journey |

It is strongly recommended that practitioners familiarise themselves with the broad range of available teaching and support resources by visiting the Portal at <https://www2.cheshireadultlearning.org/>. Contract Managers must also be aware of the requirements associated with course delivery so that appropriate support can be provided to Tutors to ensure quality of provision and contract compliance.

**Performance Management**

The Skills and Employment Team can offer support to partners developing performance management systems for their staff. Termly tutor performance data is available, and is based on data returned to us, for example, from the Learner Feedback forms. In order to receive performance data in a timely manner, it is essential that submission of data is not delayed.

**Quality Improvement and Support**

The Quality Team will offer appropriate and ongoing support to you and your tutors to ensure you feel confident in meeting the contractual requirements relating to the quality of delivery.

As part of this support, partners will receive guidance regarding course paperwork completion, regular updates on relevant and topical issues related to teaching, for example OfSted requirements, and support with embedding of essential components such as maths/English, Safeguarding, IAG, Equality and Diversity etc.

The Quality Team will also provide supportive feedback to you as a result of regular Observations of Teaching, Learning and Assessment (OTLAs), Walkthroughs and paperwork audits, and assist, if required, with putting steps in place to make any necessary improvements.

**Tuition Fee Guidance**

The 2020/21 Subcontracting Policy and previous Supply Chain Fees can be viewed on the Portal at <https://www2.cheshireadultlearning.org/>

Further information on the three streams of learning provision (Formula funded regulated accredited provision, Formula funded non-regulated provision, Grant funded non-accredited Community learning), the levels of funding (full funding, co-funding or no funding) as well as definitions of terms can be found in your contract. Alternatively, you can contact the Skills and Employment Senior Officer - Learner Data and Research for advice.

**Data Returns**

The council reserves the right to define the information, timing and format of data returns that sub contracted providers are required to provide to prove fulfilment of this contract. Returns will be based on, but not limited to, the specification of the individual learner record as defined by the Education & Skills Funding Agency.

To enable prompt inputting of data into our system, fully completed paperwork should be returned to the Skills and Employment Team immediately after a course has finished.

Further information on data returns can be found in your contract (including a summary of MIS forms and timetable for submission), by speaking to the Skills and Employment Senior Officer - Learner Data and Research, or by visiting the Skills Funding Agency website at: <https://www.gov.uk/government/organisations/skills-funding-agency>

**Invoicing**

For Regulated provision and non-regulated formula funded provision, please note the contents of this table are not relevant to those partners solely delivering non-accredited courses.

When your data returns are input and processed, the actual earnings from the ESFA will generate income. It is this actual income that will be confirmed to you (less the agreed subcontracting service costs – See your contract). Actual values for invoicing will be confirmed to you via email on the following dates:

|  |  |  |
| --- | --- | --- |
| 9th September 2020 | 11th January 2021 | 11th May 2021 |
| 9th October 2020 | 9th February 2021 | 9th June 2021 |
| 10th November 2020 | 9th March 2021 | 9th July 2021 |
| 9th December 2020 | 9th April 2021 | 10th August 2021 |

Further information about the invoicing process is available in your contract or by contacting the Skills and Employment Lead Contracting and Financial Performance Officer.

**Policies and Procedures**

The Skills and Employment Team’s Policies and Procedures are available on the Portal at <https://www2.cheshireadultlearning.org/> and can be adopted for your own use should this be required.

Please ensure that all tutors are familiar with the policies and procedures, especially those relating to Safeguarding, including internet safety, and that relevant information is shared with their learners as appropriate.

**Information, Advice and Guidance/Careers Education Guidance (IAG/CEG)**

The offer of impartial IAG and CEG is an essential component of course delivery and must be offered to all learners throughout their learning journey. Please see the IAG Guide on the Portal for further information on how you can offer this essential service.

**Marketing of Commissioned Courses**

Skills and Employment must be sent copies or links to all marketing materials associated with funded provision. Such marketing materials must contain the Council and appropriate funding logos.

Electronic copies of logos are available in the Tutor Resources section of the Portal at, [www2.cheshireadultlearning.org.uk](http://www.cheshireadultlearning.org.uk).

If appropriate, please also ensure that any materials or links advertising the Low Wage Trial show the revised salary for 2020/21 which is £17,004.

For partners delivering non-regulated provision endorsed through the Open College Network West Midlands, marketing information should be clear and accurate so that learners are aware of:

* Course content
* What they will achieve by the end
* Progression opportunities available to them

Marketing material must make clear to learners that their non-regulated course does not lead to or contribute to achievement of a regulated qualification or unit.

Further information can be found in your contract or obtained from the Quality Team.

**Useful Websites**

The following websites will support you further in offering a quality learning experience to your learners.

|  |  |
| --- | --- |
| <https://www2.cheshireadultlearning.org/> | CW&C Adult Learning Portal |
| [www.learningandwork.org.uk](http://www.learningandwork.org.uk)  | Learning and Work Institute |
| <https://www.gov.uk/government/organisations/education-and-skills-funding-agency>  | Education and Skills Funding Agency |
| [www.direct.gov.uk](http://www.direct.gov.uk)  | Public Services |
| <https://nationalcareers.service.gov.uk/>  | Careers Advice for Adults |

**Useful Contacts**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Contact for** | **Email** |
| Clare Latham | Skills and Employment Manager and Safeguarding Officer | Any issues relating to AdultSafeguarding | clare.latham@cheshirewestandchester.gov.uk |
| **Intelligence, Commissioning and Performance** |
| Matthew Smith | Senior Officer – Learner Data and Research | Any issue relating to contracts, eligibility and learner data paperwork | matthew.smith@cheshirewestandchester.gov.uk |
| Michael Raven | Performance Monitoring Officer | Learner eligibility, paperwork submission deadline, course paperwork returns | michael.raven2@cheshirewestandchester.gov.uk |
| Jan Kolita | Online Learning Co-ordinator | Virtual Learning Environment (VLE) Support | janet.kolita@cheshirewestandchester.gov.uk |
| Beth Arnold | Learner Data & Research Assistant | Paperwork submission deadline, course paperwork returns | beth.arnold@cheshirewestandchester.gov.uk |
| Peter Grime | Lead Contracting and Financial Performance Officer | Contract payment calculation, payment notifications and supporting activities | peter.grime@cheshirewestandchester.gov.uk |
| Amy Holden | C&P Officer | Supporting above, plus ordering, invoice payment processing | amy.gorst@cheshirewestandchester.gov.uk |
| **Curriculum, Quality and Progression Team** |
| Monica McDermott | Senior Officer – Curriculum, Quality and Progression | Any issues relating to Child Safeguarding and quality of adult learning provision and Family Learning,  | monica.mcdermott@cheshirewestandchester.gov.uk |
| Vicky Davis | Partnership, Quality and Curriculum Officer | Partner support Quality visits, OTLAs, walkthroughs, SARs, questions about course paperwork | vicky.davis@cheshirewestandchester.gov.uk |
| Amta Xhetani | Partnership, Quality and Curriculum Officer | Partner support Quality visits, OTLAs, walkthroughs, SARs, questions about course paperwork | amta.xhetani@cheshirewestandchester.gov.uk |
| Bethan Colburn | Partnership, Quality and Curriculum Support Officer | Tutor training updates e.g. PREVENT, DBS numbers, safeguarding, teaching qualifications, and notifications | bethan.colburn@cheshirewestandchester.gov.uk |
| **Work Zones** |
| Alison Reid | Senior Officer – Work Zones | Any issues relating to Work Zone delivery, staffing, DWP for the borough, | alison.reid@cheshirewestandchester.gov.uk |
| Steve Smith | Winsford Work Zone Co-ordinator | Any issues relating to Winsford Work Zone termly programmes, local provision and employer contacts for the area | stephen.smith@cheshirewestandchester.gov.uk |
| Lewis Belfield | Ellesmere Port Work Zone Co-ordinator | Any issues relating to Ellesmere Port Work Zone termly programmes, local provision and employer contacts for the area | lewis.belfield@cheshirewestandchester.gov.uk |
| Jacqui Ledward | Chester Work Zone Co-ordinator | Any issues relating to Chester Work Zone termly programmes, local provision and employer contacts for the area | jacqui.ledward@cheshirewestandchester.gov.uk |