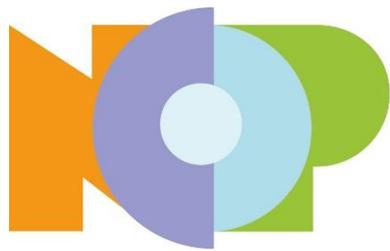


2017

SLN:COP Funding Guidance



**National Collaborative
Outreach Programme**

SUSSEX
learningnetwork

SLN:COP Funding Guidance

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This Guidance has been compiled for activity commencing summer 2017 and into academic years 2017/18.
This guidance will be reviewed early 2018.

1. Background and Context

The National Collaborative Outreach Programme (NCOP) was developed in 2016 by the Higher Education Funding Council for England (HEFCE) in response to the Government's ambition to double the proportion of students from disadvantaged backgrounds entering Higher Education (HE) by 2020. The programme also aims to increase by 20% the number of young people from ethnic minority groups entering HE and to address the under-representation of young white men from disadvantaged backgrounds accessing HE.

The NCOP is a four-year programme, which will run in calendar years from January 2017 to December 2020. Consortia are required to target disadvantaged students in Years 9 - 13 living in identified ward areas where progression into HE is lower than expected based on GCSE attainment figures. The overall aim of NCOP is to close the gap and increase the number of learners (by a third nationally), residing in these ward areas into higher education. The Sussex Learning Network (SLN) is one of 29 successful consortia funded to support intensive outreach across the whole of Sussex and is a collaborative partnership consisting of:

- HE providers
- Schools
- Colleges
- Independent training providers
- Local Authorities
- Other organisations such as employers, third sector bodies and local enterprise partnerships.

Through NCOP funding, the consortium will seek to:

- Gain a better understanding of vulnerable groups and the barriers that they face in accessing, and remaining in higher level learning
- Provide a flexible and responsive offer, which can be tailored and offer a broad-range of activities dependent on learner need, and their families/carers/communities to enable progression into Level 4+ learning
- Offer a mixed methodology of delivery of outreach and study, with some taking place online, at school, in the community, at FE/HE, in a work environment
- Support attainment raising and skills development in young people to support and enable progression
- Provide access to funds to overcome practical barriers, such as transport and subsistence
- Develop sustained and progressive programmes which can reach out to young people and support their journey through education
- Monitor and evaluate what is meaningful and effective through impact research.

The SLN:COP is currently funded until December 2018. Funding for the following two years (2018 – 2020) is dependent on the consortium meeting its' agreed aims.

2. SLN:COP Funding Aims

The SLN:COP aims to increase by 28% the amount of young people from identified ward areas progressing into HE by 2020, and funded activity will need to demonstrably show how it is aligned with, and contributes to this progression aim, the overall target is set out here:

Total No. of identified NCOP Wards in Sussex	39
Total No. of eligible NCOP Students in Years 9 – 13 (residing in identified wards)	14,235
Total Target No. of Students to ensure Progression into HE by 2020	3986

NCOP Student Figures for Sussex (correct as of March 2017 – Data supplied by HEFCE and Higher Education Access Tracker)

Funding can only be used for students in years 9 – 13, up to the age of 19 years residing in NCOP wards (see Appendix).

Funding for school activity must take place in our SLN:COP target schools (see Appendix).

3. Selection Criteria for Funding

Funding is available for three types of activity: Outreach Projects, Staffing/Resource and Development of new programmes.

Priority will be given in the first instance to activity that directly supports and ensures the progression of:

Level 3 Learners up to age 19 residing in NCOP wards who are able, but unlikely to progress onto Level 4 Learning (see Appendix for L3 and L4 Qualifications and Equivalents)

The methods in which to support this target may vary and be dependent on learner and provider need, therefore we do not wish to be prescriptive or prioritise certain types of activity and the mode of delivery. Suggested activity may include, but not be limited to:

- Targeted support through mentoring (whether pastoral, soft & personal skills development, academic/vocational)
- English & Maths GCSE support/interventions
- Raising Attainment activity
- Development of CEIAG resources and delivery
- Progression pathways and Level 4 provision

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- Assistance for learners with financial barriers
- Aspirational activity
- Additional resource to provide and support learner activity.

Funding is available for wider activity that contributes towards meeting this aim such as:

- Progressive programmes in SLN:COP schools (please refer to the Appendix for SLN:COP target schools) such as, Attainment Raising, CEIAG development and delivery, soft skills (such as resilience), Raising Aspirations, embedding enterprise activities
- CPD for staff and practitioners
- Programmes that challenge cultural and behavioural attitudes around progression and learning
- Research & Development activity to inform SLN:COP delivery.

Owing to the targeted nature of this funding, learners have been prioritised into ‘tiers’ which will be scored against. For Tiers 1- 5, all learners must be identified as residing in a SLN:COP Target Ward area. For years 9-10 activity in Tier 6, please refer to the guidance on Large Scale Activity below.

Delivery Period	Tier	Cohort	Progression Aim	Current Learner Status
May – Aug’ 2017	Tier 1	Level 3 Learners	Progressing onto Level 4 in September/October 2017	<i>College leavers this summer(2017)</i>
May – Dec’ 2017	Tier 2	Level 3 Learners	Progressing onto Level 4 in January 2018	<i>College leavers this summer(2017)</i>
Sept’ 2017 – Aug’ 2018	Tier 3	Level 3 Learners	Progressing onto Level 4 in September 2018	<i>Those due to complete full L3 academic year 2017/18</i>
Sept’ 2017 – Aug’ 2018	Tier 4	First year of Level 3	Maintaining Level 3 studies in September 2018	<i>Those beginning L3 studies academic year 2017/18</i>
Sept’ 2017 – Aug’ 2018	Tier 5	Year 11s	Progression onto Level 3 in September 2018	<i>Current year 10s, completing GCSEs academic year 2017/18</i>
Sept’ 2017 – Aug’ 2018	Tier 6	Year 9s and Year 10s	Attainment Raising and ‘on-track’	

NB: Level 3 Learners will typically be in two years of study (Years 12 in ‘year 1’ and Years 13 in ‘year 2’) however some Level 3 vocational courses and Apprenticeships are only one academic year of study

Guidance on Large-Scale activity:

It is anticipated that some large-scale activities/events will take place through SLN:COP which may benefit other students not residing in NCOP wards, for example with larger school cohorts. Where possible, every effort should be made to ensure maximum numbers of eligible NCOP learners are participating but there is some flexibility which will be judged on a per-project basis.

Staffing/resource:

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You can apply for funds to recruit or buy-out staff time or bolster resources to support/run/deliver NCOP activity. You will need to clearly demonstrate how staffing time will be used for NCOP and how this additionality will support and contribute to SLN:COP targets.

Course Development:

SLN:COP can fund the development of new Level 4+ provision to ensure the necessary progression pathways are in place for the target demographic. This must be mapped to local need and demand, and demonstrably show the positive impact this will have on the SLN:COP progression aims.

4. Funding Restrictions

While the cap on funding requests is £250,000 per project, those projects with a higher level of funding will be expected to be directly meeting the aims of the Programme. It is anticipated that there will be a number of lesser funded projects which will be more supportive to achieving the aims of the Programme. An organisation, or consortia, can apply for multiple projects.

There are no restrictions on who can apply for funds and applications which support the aims of SLN:COP are open to:

- Schools
- Sixth Forms
- FECs
- HEIs
- Independent Training Providers
- Local Government
- Charities
- Organisations
- Specialist Service Providers
- Business/Employers
- Collaborative Networks/Partnerships
- Professional Practitioners.

SLN:COP funding can be applied for by organisations/charities etc. operating outside of Sussex providing the work/activity is targeted to eligible NCOP learners in Sussex.

SLN:COP cannot fund outreach work taking place as part of existing Access Agreements.

5. Conditions of Funding

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- All students engaging in SLN:COP activity must be tracked via HEAT(Higher Education Access Tracker) and/or additional mechanism (dependent on activity) to be agreed during project development but before sign-off.
- Those in receipt of SLN:COP funding will be assigned a Programme Manager and will be expected to liaise accordingly including completion of other agreed documents and processes as per project need (this may include but not be limited to Data-Sharing Agreements, Health & Safety Risk Assessments, DBS, Service Level Agreements).
- All funded activity will need to be monitored and evaluated with impact clearly measured against the aims/objectives of the project, and against the SLN:COP target.
- All partners/organisations receiving SLN:COP funds will be required to submit quarterly reports on set dates and adhere to the funding obligations.
- All activity and final reports must be complete by November 2018.

6. Submitting Funding Applications: Guidance and Support

Stage 1: Expression of Interest

For those wishing to engage with SLN:COP and apply for funding, you will need to submit an Expression of Interest (EOI) in the first instance. (The exception to this is if you are requesting funding for staffing – please see below). All EOIs are submitted to the SLN:COP Core Team and assigned to a Programme Manager. The role of the Programme Manager is to sense check each EOI before directing you to complete a full project application form to ensure that:

- Activity meets or contributes to the immediate or wider aims of NCOP
- Activity is not being duplicated
- Proposed timeframe and budget is realistic

EOIs can be downloaded as a Word document via www.sussexlearningnetwork.org.uk can be submitted at any time to admin@sussexlearningnetwork.org.uk.

Your Programme Manager will respond within seven working days on receipt of an EOI.

If there are any concerns or further questions at the EOI stage, your Programme Manager will contact you.

Stage 2: Application Form

This should only be completed at the request of a Programme Manager who will advise you accordingly at this stage. The application form will ask for more project detail that will be graded by the SLN:COP Executive Group.

You will receive a log-in to complete an online form. The online form can be completed in stages and corresponding guidance notes are available on the form. The closing date for submissions is the last working day of each month, with decisions taking place no later than ten days after.

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Applications will be graded on the strength(s) of the following:

- How it meets the SLN:COP progression target
 - Provides value for money
 - Demonstrates evidence of impact and reach
 - Ensures robust Monitoring and Evaluation processes
 - Sustainability past the funding cycle
 - Collaboration
-
- Staffing Request:

Please contact the SLN Core Team in the first instance. You will be asked to complete an online form and a decision will be made **by the SLN:COP Executive Group** within seven working days of your submission.

Stage 3: Next steps

Your application will be assessed by SLN:COP Executive Group as to how it meets the objectives of the Programme, and you will be informed by your Programme Manager of the outcome and next steps within ten working days of the submission date.

Should your application be successful your Programme Manager will create a contract with you to determine how the project is monitored, reporting back against KPIs and receiving funding.

Should your application be unsuccessful your Programme Manager will be able to feedback to you on the reasons why, and advise on ways to resubmit if that is appropriate.

7. Project management

SLN:COP Programme Managers

The Programme Managers will provide support during the EOI/Application process including:

- Support you with your EOI
- Sense-check and progress EOIs to application stage
- Provide all necessary log-in details etc.
- Be available to answer questions about your proposal
- Create contract/SLA paperwork etc.
- Meet with you regularly to check progress of project
- Link to other relevant projects.

The SLN:COP Executive Group

The SLN:COP Executive Group is made up of representatives from schools, FECs, HEIs, Local Authorities, training providers and regional leads for relevant national initiatives. It meets every 6 weeks to oversee

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the progress of the Programme as a whole and is responsible for determining what projects will receive NCOP funds.

If you have any further questions regarding this guidance please email

admin@sussexlearningnetwork.org.uk

Appendix

SLN Partners:

- University of Brighton
- University of Chichester
- University of Sussex
- Central Sussex College
- Chichester College
- East Surrey College
- Plumpton College
- Sussex Coast College
- Sussex Downs College
- Greater Brighton Metropolitan College
- East Surrey College
- Sussex Council of Training Providers
- Brighton & Hove County Council
- East Sussex County Council
- West Sussex County Council
- Coast to Capital

Target Wards

West Sussex	Brighton & Hove	East Sussex
Bersted	East Brighton	Baird
Bewbush	Hollingbury & Stanmer	Eastern Rother
Broadfield North	Moulescoomb & Bevendean	Hailsham East
Castle	North Portslade	Hailsham South & West
Durrington		Hampden Park
Eastbrook		Hollington
Ham		Langney
Hillside		Newhaven Denton & Meeching
Northbrook		Newhaven Valley
Pevensey		Peacehaven East
Selsey North		Polegate South
Southlands		Rye
Tilgate		Seaford North
Wick with Toddington		Sidley
Widewater		St Anthony's
		St Michaels
		Tressell
		West St. Leonards

Target Schools and Colleges

West Sussex	Brighton & Hove	East Sussex
The Regis School	Brighton Aldridge Community Academy	Hailsham Community College
Shoreham Academy	Cardinal Newman Catholic School	The St Leonards Academy
Durrington High School	Portslade Aldridge Community Academy	The Hastings Academy
The Littlehampton Academy	Varndean School	Seaford Head School
Thomas Bennett Community College	Dorothy Stringer School	Causeway School
Holy Trinity CofE Secondary School, Crawley	Longhill High School	Bexhill High Academy
Ifield Community College	Patcham High School	The Bishop Bell Church of England Mathematics and Computing Specialist School
Felpham Community College	Hove Park School and Sixth Form Centre	Ratton School
The Academy, Selsey	Blatchington Mill School and Sixth Form College	The Eastbourne Academy
St Wilfrid's Catholic Comprehensive School, Crawley	The Cedar Centre	Seahaven Academy
Greater Brighton Metropolitan College		Bexhill College
Central Sussex College	Sussex Coast College	Bexhill College
Chichester College	Sussex Downs College	Sussex Coast College
Worthing College	Plumpton College	Sussex Downs College

Top target schools and colleges in each county based on highest population of eligible NCOP learners. Full schools list with NCOP target data can be found on our website: www.sussexlearningnetwork.org.uk

L3 and L4 Qualifications

Level 3 Qualifications	Level 4 Qualifications
A level - grade A, B, C, D or E Access to Higher Education Diploma Advanced Apprenticeship Applied General AS Level International Baccalaureate Diploma Level 3 Award Level 3 Certificate Level 3 Diploma Level 3 ESOL	Certificate Of Higher Education (Cert HE) Higher Apprenticeship Higher National Certificate (HNC) Level 4 Award Level 4 Certificate Level 4 Diploma Level 4 NVQ

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Level 3 National Certificate Level 3 National Diploma Level 3 NVQ Music Grades 6, 7 And 8 Tech Level	
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