



Department  
for Education



Education & Skills  
Funding Agency

# **Flexi-Job Apprenticeship Fund**

**Grant application specification and  
guidance**

**August 2021**

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## Overview

We want employers in all sectors to make full use of apprenticeships and enjoy the benefits they bring to individuals and businesses. However, we know that non-traditional and project-based employment models which predominate in some sectors have made it harder for employers to engage with apprenticeships.

To overcome this structural challenge in certain sectors, professions, or geographies we are launching a £7 million fund to support the development of flexi-job apprenticeship agencies, as announced by the Chancellor at Budget in March 2021. £7m will be made available for flexi-job apprenticeships across 2021-22 and 2022-23.

Flexi-job apprenticeship agencies will be the apprentice's employer for the duration of their apprenticeship while placing the apprentice with other host employers for short-term placements. This will enable apprentices to move between businesses as they complete their apprenticeship, while remaining employed throughout by the agency.

To read more about our flexi-job apprenticeship consultation and our response visit our [flexi-jobs consultation page](#).

## Aims of the fund

We are now inviting applications for grant funding to support the start-up, development or diversification costs of new flexi-job apprenticeship agencies, or existing Apprenticeship Training Agencies (ATAs) who wish to become a flexi-job apprenticeship agency.

Funding will:

- support the start-up, development or diversification of flexi-job apprenticeship agencies allowing employers of all sizes to benefit from high-quality apprenticeships that are relevant and responsive to their skills needs and economic priorities.
- allow organisations to overcome barriers to the use of apprenticeships in their sectors caused by non-traditional and project-based employment models.
- increase starts in sectors where non-traditional and project-based employment models have made it harder for employers to engage with apprenticeships.
- drive quality experiences for apprentices, with corresponding improved achievement rates, resulting in positive outcomes for apprentices in terms of onward destinations in employment and training.

- support the progression of apprentices into sustainable employment or self-employment (mirroring the norm for their sector or profession)

## Timescales

The flexi-job apprenticeship fund will run for 15 months from **January 2022 to March 2023** and all grant-funded activities must be completed by 31 March 2023.

We are inviting applications from **Tuesday 3<sup>rd</sup> August 2021**.

Organisations can apply through the [DfE eTendering Portal](#).

Applications for the fund must be submitted via the DfE eTendering Portal no later than **12pm on Wednesday 6<sup>th</sup> October 2021** and we will notify bidders of the outcome of their application during December 2021.

Successful bidders will receive payments monthly to an agreed profile; these be reconciled quarterly based on evidence of actual costs incurred. Final claims must be made by 15<sup>th</sup> April 2023.

Ahead of receiving the funding, agencies may choose to begin delivery of grant-funded activity from the date that they are notified they have been awarded a grant or have signed the appropriate grant award letter (or both).

## Eligibility to apply for funding

Organisations that are eligible to apply to the [register of flexi-job apprenticeship agencies](#), and that are successful in their application, are eligible to apply for grant funding from the flexi-job apprenticeship fund.

As the register and grant are open at the same time, when applying for the grant we will first ask organisations to complete our register application.

## Other Government funding

We will not approve bids that result in double funding from the Government for the same activity, although we do support organisations seeking sponsorship from third parties (including Government Departments) to support complementary activities.

We welcome bids that build on existing support and apprenticeship training, possibly through the scaling up, or widening sector coverage, of previous successful activity, for example from existing ATAs (whether listed on the previous register of apprenticeship training agencies or not).

## Employer demand & planned impact for a 'Target Group'

We will expect that flexi-job apprenticeship agencies will:

- have a strong presence in and knowledge of their sector, profession or locality (the 'Target Group');
- meet a clearly defined need for skills from employers; and
- have developed ambitious and credible plans for overcoming barriers which have prevented engagement through a 'traditional' apprenticeship route.

We define the 'Target Group' as any sector, profession or geographical area that can identify a structural challenge which is detrimental to hiring apprentices.

Evidence of clear and sustained demand from employers, and for such an organisation to be critical in meeting this demand because of structural challenges in the sector or profession, must be at the heart of all grant-funded flexi-job apprenticeship agencies. Successful bids will offer strong evidence of the existence of structural barriers, how these will be addressed (both now and in the future), and what the impact of the agency will be in terms of apprenticeship volumes and meeting employer demand.

Your bid may address one or more Target Group, but an organisation can only make **one bid**.

## Partnership & sustainability

At the heart of grant funded flexi-job apprenticeship agencies will be strong collaboration and partnership between employers, sector bodies, professions, as well as with public bodies, local government, and government departments where appropriate. Your bid should provide evidence of the links you have with partners and how those links will contribute to the success of your flexi-job apprenticeship agency.

A variety of organisations can apply to become a flexi-job apprenticeship agency. The type of evidence you provide to show the links you have with partners will depend on who you are and the role you play within your sector, profession, or local area. For example, a private company working within a certain sector may want to demonstrate partnership through its links with sector bodies, employers within their sector, and local government. Whereas a sector body, who already represents a sector and has good partnerships within that sector, may want to show that it has the support of its members and government departments.

As flexi-job apprenticeship agencies will be responsible for meeting apprentice wage costs, whether they are on placement with a host business or in the event the apprentice is between placements, we will expect them to establish viable commercial

models that ensure their operating costs are met and that they can provide a quality service to apprentices and employers. Flexi-job apprenticeship agencies must also have commercial and operating independence from the training and assessment providers they use.

## **Key Performance Indicators (KPIs)**

ESFA will require flexi-job apprenticeship agencies to collect and report data on mandatory KPIs at a level appropriate to your agency (defined by ESFA and listed below), and some 'bespoke' KPIs specific to your agency. All KPIs will form part of the conditions of funding and grant funding agreement for successful proposals and will be regularly monitored by ESFA.

You will be required to complete and submit a monthly proforma detailing progress of activities against the mandatory and bespoke KPIs. These KPIs will form part of your grant award letter. Recipients will collect and report recommended survey KPIs to the ESFA at the beginning of the programme, on completion of programme activities, and beyond, to provide baseline data and indicative measures of impact.

Providing evidence of the status for each KPI will help you to attribute improvements to the activity included in your proposal. Collecting and reporting on this same data throughout and at the end of the grant funded activity will allow you to measure your progress.

You will be expected to also include any additional KPIs in your application that are specific to the 'Target Group' for which you are applying for funding and the activities you propose to deliver.

All KPIs will form part of the conditions of funding and grant funding agreement for successful proposals and will be regularly monitored by ESFA.

### **Key performance indicators**

ESFA will expect flexi-job apprenticeship agencies to collect data on mandatory and bespoke KPIs and report them to ESFA at the same time as claiming funding incurred. All KPIs will form part of the conditions of funding and grant funding agreement for successful flexi-job apprenticeship agencies and will be regularly monitored by ESFA.

To help monitor progress and outputs from funded activity, we have provided the following mandatory KPIs.

<b>Mandatory KPIs</b>	<b>Current status (include date)</b>	<b>Target</b>	<b>Target date</b>
Estimated cost per additional start via your flexi-job apprenticeship agency that the fund would generate.			
Number of host employers actively engaging with the fund related activity provided by the agency:			
Number of apprentices the agency will support due to the fund			

You should also include the bespoke SMART (specific, measurable, attainable, relevant, time bound) KPIs that you will use to monitor the effectiveness of your agency and how you are effectively using the grant.

<b>Additional KPIs (add more rows where needed)</b>	<b>Current status (include date)</b>	<b>Target</b>	<b>Target date</b>

Your proposal should include sufficient KPIs to provide a full understanding of impact throughout and at the close of the grant-funding period. You should consider both short-term and interim measures, as well as long-term measures to help you to track and report on progress. We will include these KPIs in your Grant Funding Agreement Terms and Conditions.

## **Funding**

Of the £7m available you can apply for between £100,000 to £1m.

ESFA's expectation is that applications are based on the specific expected activity required to generate starts in your identified target group, to improve the quality of the experience for apprentices and host businesses, and (where applicable) to develop a sustainable model. Where bids include ineligible activity or costs, we reserve the right to

renegotiate proposals to only include eligible activity, including adapting the funding values.

We reserve the right not to award the full £7m where bids do not meet our criteria.

We will make full awards provided the grant award is equal to or less than 50% of turnover. Where an award would exceed 50% we will make a partial award capped at 50% of turnover.

We will hold a reserve list for 12 months, ranked in order of the scores, to use if funding becomes available, for example, where funding needs to be reallocated.

## Eligible funding

The following costs, where incurred directly as a result of delivering the activities and KPIs set out in an agency's bid, can be paid for using the grant:

- staffing costs (for administrative staff, and employees engaged in apprentice pastoral care or outreach to prospective apprentices). This should reflect the whole employment costs e.g., including tax, N.I. contributions & pension contributions. Staffing costs can include any recruitment, backfill, out-of-hours, or remission costs.
- administrative costs (e.g., apprentice payroll and the administration of management fees from host employers).
- recruitment of apprentices and promotional costs related to the recruitment of apprentices (e.g., outreach work with schools and colleges, attending careers fairs).
- staff training.
- travel related to delivery of the grant.
- other activities which contribute to achieving a sustainable funding model.
- marketing costs. We understand that marketing may be integral to the development of new flexi-job apprenticeship agencies, however, unlike the other eligible costs, which will be automatically awarded if a bid is successful, these costs will not be automatically eligible in line with the 'complying with new Government policies' section of the model grant letter. We want to ensure that public funds are being used reasonably and efficiently, and that any activity in this space demonstrates good value for money. You should note when drafting your response that any advertising, marketing, and communications costs set out in your application are subject to specific DfE approval and will be reviewed separately. Therefore, costs for this type of activity may not be guaranteed even where a bid is successful

## What is excluded from flexi-job apprenticeship fund?

You cannot use funding for:

- capital expenditure.
- apprentice wages (to maintain continuity with the employer funding rules and ensure that government funding is focused on capacity-building within flexi-job apprenticeship agencies).

## Conditions of funding

Your application must ensure:

- that you meet the eligibility criteria.
- that it clearly references any partners that you will rely on to undertake grant funded activity, and that those partners are aware of their role within your proposals.
- the proposal and activities within identify & address current employer demand.
- that you have identified a 'Target Group'.
- that all activities in your proposal, funded by the flexi-job apprenticeship fund, are for the primary benefit of employers in your 'Target Group' and the apprentices they will host.
- that it clearly references how apprentices benefit from the funded flexi-job apprenticeship agency.
- the proposed activities identify long-term demand for apprentices within your sector, profession, or geography and address how your organisation will continue to support starts in the future.
- you agree to supply KPI data to ESFA.
- you identify the products, learning and best practice that will be derived from your proposals and agree to share information with the ESFA to allow us to summarise the effectiveness of the flexi-job apprenticeship fund.
- that you agree to comply with DfE-led dissemination of project summary information, shared resources and effective practice.

## Payment and repayment of funding

ESFA will make payment under a funding schedule on a monthly basis with reconciliation quarterly.

Funding will be repayable if:

- it is not spent by 31 March 2023.
- it is not spent on the eligible activities you have detailed in your proposal (unless any change has been agreed with the ESFA).
- reports on expenditures and outcomes are not submitted.

## VAT (Value Added Tax)

Total eligible costs may include irrecoverable VAT, but you will not be able to claim for additional funding above the amount you have been awarded to cover any additional VAT liability.

Further information about the ESFA's position in relation to VAT can be found in our standard [grant terms and conditions](#).

## Subsidy Control

We have designed the flexi-job apprenticeship fund with current Subsidy Control principles in mind and as this funding does constitute a subsidy under the terms of the Trade and Cooperation Agreement (TCA), it is for individual employers or organisations to consider their own position with regard to this or any other subsidy they receive from government.

You should bear in mind that, if successful in winning grant funding, any sum over £500,000 will be listed on the [government grants register](#).

## Monitoring, assurance, and data requirements

We have a responsibility to make sure that public funds and assets generated from the flexi-job apprenticeship fund are effectively managed in line with your grant-funding agreement.

You will be required to demonstrate that you have administered all funding in accordance with your grant-funding agreements, including:

- providing evidence of expenditure for the ESFA with monitoring returns on your use of grant funds.
- providing any management information or data returns required for ESFA monitoring and evaluation.
- identifying and reporting on risks that could have an impact on your proposals.
- accounting for progress against the agreed proposals, activities, KPIs and measures of success.
- producing and maintaining a spending profile, demonstrating that your internal accounting systems provide assurance on the use of grant funding.

We reserve the right to delay or withhold payments if data is inaccurate or incomplete. In the event of any variances, we reserve the right to ask you for explanations of the variances and to seek further information. We will not reimburse you for any ineligible expenditure.

When your grant funded activity is completed, we will ask you to complete either an Annual Certification of Expenditure or Statement of Grant Usage in accordance with published guidance, containing income and expenditure. This must be independently audited and countersigned by the accounting officer.

## Data requirements and reporting

You must submit relevant data and management information to us at specific times during and after the programme, including:

- monthly proforma detailing progress of activities against KPIs and spending profile.
- evidence of spend as detailed in your completed cost matrix on a quarterly basis.
- a monitoring return on your use of grant funds at the mid-point and endpoint of your grant funded activity.

We may consider failure to comply with requests for data when we consider further requests for any future funding.

## **Proposal evaluation**

Successful applicants will be required to participate in any ESFA evaluation, evaluating the flexi-job apprenticeship fund, which will be confirmed in due course. ESFA may generate data based on this evaluation which may be published in an anonymised way so that individuals and employers cannot be identified.

# Assessment criteria, scoring and selection

## Assessment criteria

Applicants will be assessed against employer demand, the planned impact and benefits of their proposals, their partnership arrangements, their goals for sustainability, how deliverable their proposals are, and the value for money of their proposals. Specific questions can be found in the [application section](#) of this guidance but an example of the criteria can be found below.

Please respond to the questions in the application section in full; **using the response form provided in the attachments section**, your bid will be scored against the criteria set out in the application section not just this summary.

### **Employer demand & planned impact**

This includes:

- Evidence of unmet demand within their chosen target group.
- A strong understanding of the barriers the employers face and evidence of why these barriers have prevented engagement through a more traditional apprenticeship route.
- How the flexi-job apprenticeship agency will address these barriers which will lead to meeting the unmet demand within their chosen target group.
- How the funded flexi-job apprenticeship agency intervention will lead to additional starts, build the capacity of the agency to meet current and future demand, and support the agency to deliver a high-quality service.

### **Expected benefits for apprentices and the wider sector**

This includes:

- How the agency will support a quality experience for the apprentice e.g., mentoring, pastoral support, workplace experience, training provision.
- An assessment of the expected benefits, outputs, and longer-term outcomes for apprentices, employers, and the wider sector.
- How agencies will collect, monitor, and report the impacts of the proposal.
- The agency identifying key risks of their proposal and explaining how they will be managed.

### **Partnership**

This includes:

- Evidence of partnership with organisations within their sector, profession, or geographical area.
- How the funding will build new, or strengthen existing, collaborative working relationships between employers and their sector/profession/locality in order to increase the impact of the agency.
- What contribution each partner stakeholder and/or members will make to your flexi-job apprenticeship agency (sponsorship, resources, marketing etc.)

### **Sustainability**

This includes:

- How the proposed funded activity will be sustainable and continue once the grant-funding period ends.
- How the proposals will have continued benefits beyond the grant-funding period.

### **Deliverability**

This includes:

- Assurance that the agency's plans for the fund are deliverable and that the agency has credible plans to achieve their proposals.
- How delivery will be assured and monitored, including proposed assessment of Key Performance Indicators.
- How the agency will identify and manage risk.

### **Value for money and use of funding**

This includes:

- How the proposal will represent excellent value for money.
- Evidence that good financial controls will be in place.
- Evidence proposals will complement and not duplicate or replace existing apprenticeships delivered through the 'traditional' model.
- How you will ensure that the funds are solely used for new activity and will not displace apprenticeship existing activity.

## Bid scoring

Once an organisation has successfully passed the register assessment we will consider their application for grant funding from the flexi-job apprenticeship fund. We will not consider bids where an organisation has not been accepted onto the register.

ESFA officials will undertake relevant checks to verify details and provide assurance eligibility, through both published and internal data. We will undertake scoring of all applications, which are successful in their application to the register of flexi-job apprenticeship agencies. Assessors may also seek the views of interested parties to verify the information in an application.

We will assess and sift all applications which meet the eligibility criteria.

There are 6 main questions within the bid application, each questions will have a number of points to cover within it. Each of the 6 questions will be scored from 0 to 40; we are not individually scoring the points within a section, rather we are scoring the overall answer to that question. Some of the questions have a different weighting, as described in the [scoring section](#).

To be considered for funding applications must score:

- at least an unweighted score of 30 for employer demand & planned impact, partnership, and sustainability; and
- at least an unweighted score of 20 for all other criteria.

We will determine an unweighted and a weighted score for each question of an application. The unweighted score will be the numerical rating given to a question by an assessor and the weighted score will be calculated by multiplying the score by the weighting.

For example, an application scoring 40 on the employer demand & planned impact question will have an unweighted score of 40 and, as the weighting of that question is 1.5, a weighted score of 60 (40 x 1.5). An application scoring 30 on the partnership question will have an unweighted score of 30 and, as the weighting of that question is 1.25, a weighted score of 37.5 (30 x 1.25).

The maximum score available for a complete application is 280.

We will generally base decisions about successful bids on the highest scoring applications, providing they meet the minimum scoring thresholds, although we will notionally set a maximum of 25% of the total budget for each sector, profession, and geography. Where the 25% is exhausted for a sector, profession, or geography, we will prioritise applications in other areas that meet the minimum pass mark, over higher-

scoring bids in that sector, profession, or geography. We will then allocate all remaining budget according to application scores until we have exhausted funding. If we receive insufficient quality or number of bids outside of the sector, profession, or geography that has met the 25% maximum, we will reserve the right to increase the notional maximum and award to more organisations in that area. In the event of a tied score applications scoring highest on Employer Demand & Planned Impact will be prioritised.

We will then allocate all remaining budget according to application scores, awarding each organisation their requested amount (subject to turnover and minimum and maximum award requirements) until we have exhausted funding or have funded all bids who meet the required standard. Where there are insufficient funds remaining to make a full award to an organisation, we may make a partial award.

## Scoring Matrix

### Rating Judgement Definition

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40	Very Good	<ul style="list-style-type: none"> <li>• The response shows that the Applicant has a thorough understanding of the criteria detailed in the questions.</li> <li>• The applicant has submitted a response which fully and successfully demonstrates that they meet the criteria detailed in full and to a high standard.</li> <li>• There are no gaps or concerns, and the Applicant has robust, comprehensive plans, processes, and resources to deliver their proposal.</li> <li>• The response provides a high degree of confidence in the Applicant's ability to deliver their proposal.</li> </ul>
<hr/>		
30	Good	<ul style="list-style-type: none"> <li>• The response shows that the Applicant understands the criteria detailed in the questions.</li> <li>• The applicant has submitted a response which demonstrates that they meet the criteria detailed in full.</li> <li>• The Applicant has clear plans, processes, and resources to deliver their proposal and any gaps or concerns are very minor.</li> <li>• The response provides confidence in the Applicant's ability to deliver the response.</li> </ul>

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## Rating Judgement Definition

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20	Satisfactory	<ul style="list-style-type: none"><li>• The response demonstrates that the Applicant has an overall understanding of the criteria detailed in the questions but there are gaps in some areas and/or some aspects of the requirement are misunderstood; or</li><li>• The Applicant understands the criteria detailed in the questions but has provided limited evidence that it could meet them and/or not all assertions are evidenced.</li><li>• There are some gaps in the Applicant's plans, processes, and resources to deliver their proposal.</li><li>• The response provides limited confidence in their ability to deliver the response.</li></ul>
10	Poor	<ul style="list-style-type: none"><li>• The response demonstrates that there are significant gaps in the Applicant's understanding of the criteria detailed in the questions.</li><li>• The response demonstrates that the Applicant could not meet the criteria or does not evidence that it could meet the criteria.</li><li>• There are some serious concerns/omissions in relation to the Applicant's plans, processes, and resources to deliver their proposal.</li><li>• The response provides very little confidence in the Applicant's ability to deliver their proposal.</li></ul>
0	Fail	<ul style="list-style-type: none"><li>• The response indicates that the Applicant does not understand the criteria detailed in the questions.</li><li>• The response does not answer the question and fails to meet the criteria detailed in the questions.</li><li>• There are serious concerns/omissions and risks in relation to the Applicant's plans, process, and resources to deliver their proposal.</li><li>• The response provides no confidence in the Applicant's ability to deliver their proposal.</li><li>• No response provided.</li></ul>

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## Scoring by section

Section number: see application for full question	Available Marks	Minimum Pass	Weighting	Maximum Score (weighted)
Eligibility to register	-	-	-	Pass or fail
Employer demand & planned impact	40	30	1.5	60
Expected additional benefits for apprentices and the wider sector	40	20	1	40
Partnership	40	30	1.25	50
Sustainability	40	30	1.25	50
Deliverability	40	20	1	40
Value for money & use of funding	40	20	1	40
<b>TOTAL WEIGHTED SCORE AVAILABLE</b>				<b>280</b>

## Selection process

The grant application will be assessed using a multi-person, multi-step process (the “Consensus Scoring Procedure”) which comprises of independent evaluation by more than one individual and group consensuses scoring. Each assessor will separately (that is, without conferring with other assessors) scrutinise the quality of answers given in each application.

Each assessor will:

- apply the criteria applicable to the relevant question as set out in the application guidance to determine the overall quality of each answer.

- give a score between 0 and 40 for each question depending on the detail and quality of the answer provided, according to the scoring matrix on page 18 of this document.
- provide a justification for the score given.
- record their scores and related justifications.

When the independent evaluation exercise has been completed, a group consensus scoring exercise will be coordinated. They will review each other's allocated pass/fail scores and identify if they have made any different judgements.

Where there is a difference in judgement, they will:

- discuss the quality of the answers given to a question and review their justification for attributing the pass/fail scores having regard to the guidance and answers provided.
- attempt to reach a consensus regarding the score that should be attributed to each question, should it not be possible to reach a consensus an independent moderator will review the question and determine the outcome.
- Record the score and the combined comments, which will form the text for the feedback response.

A percentage of the assessment results will be quality assured to ensure accurate scoring and feedback are consistent and in line with the published guidance.

Each application will then be weighted, and the applicants total score will be ranked in order of highest to lowest.

## **Governance & Ministerial decision**

Following completion of the assessment and moderation process, an award panel will be convened to review the outcome of the process, the panel will take commercial advice and following the panel DFE ministers will be asked to consider the assessors' recommendations.

## Application

You will apply for the grant via the [DfE eTendering Portal](#).

Your application must include:

1. A completed KPI Matrix as described in the [KPI](#) section.
2. The definition of your “Target Group”.
3. The value of your bid.
4. Declaration of annual turnover.
5. Bid summary.
6. Answers to questions 1 to 6 (including the completion of the Cost Matrix to help determine value for money).
7. A completed risk template.
8. A completed declaration.

## Definition of Target Group

Describe what or who the ‘Target Group’ is for your flexi-job apprenticeship agency and whether your funded proposal will be supporting the same ‘Target Group’ or helping you diversify to support another ‘Target Group’.

*The ‘Target Group’ will be the sector, profession, or geography that your agency will support.*

*(Max 1000 words/ 6000 characters)*

## Bid value

What is your total bid value?

Only bids between £100,000 and £1million will be assessed.

## Annual turnover

What was your annual turnover as declared in latest published accounts?

## Bid summary

Briefly provide a summary of your proposal. Your response should include information about:

- The funding you are seeking.

- What you are proposing to use the funds for, and why?
- The intended impact that the funding would have.

*(Max 1000 words/ 6000 characters)*

## Questions

### **Question 1: What is the employer demand for your proposal and what is the planned impact for the ‘Target Group’?**

When answering this section please ensure that you cover the following points:

- Evidence of clear and sustained demand from employers;
- How will you meet this demand through your flexi-job apprenticeship agency;
- The planned volumes of apprentices to be recruited by your agency and hired out to host employers (without funding);

*Please split this information by proposed apprenticeship standard.*

- The planned volumes if you secured funding from the flexi-job apprenticeship fund;

*Please split this information by proposed apprenticeship standard.*

- The activities will you be undertaking to deliver your proposal (including when you anticipate you’ll be undertaking them);
- How your proposal will address one or more structural barriers which prevents engagement through a ‘traditional’ apprenticeship offer;
- What the funding will allow your flexi-job apprenticeship agency to achieve for your sector, profession, or geography; and
- The evidence you have that demonstrates how your proposed grant-funded activities will deliver the benefits and impacts you set out to your ‘Target Group’.

You may want to consider including reference to other publications, analysis and supportive evidence from employers, intermediaries and sector/public bodies which confirm this need.

*(Max 12000 characters)*

### **Question 2: What are the expected benefits and outcomes of your proposal?**

When answering this section please ensure that you cover the following points:

- a. How your grant funded proposal will enhance the quality of experience for apprentices, including improving their post-apprenticeship outcomes;
- b. How your grant funded proposal will offer opportunities to improve equality and diversity in the apprentice workforce;
- c. The other expected benefits of your proposal to apprentices, employers and your wider sector, profession, or local area are;
- d. How these benefits are expected to support immediate & longer-term outcomes;
- e. How the funding will ensure the benefits are realised; and
- f. How you will collect, monitor, and report the impacts of your proposal.

*(Max 9000 characters)*

**Question 3: How will you work in partnership with others? (Declared partnerships *must* be in place at the time of making this application for funding.)**

When answering this section please ensure that you cover the following points:

- a. Details of the partners, stakeholders and/or members (if any) you work with now, when hiring and placing apprentices;
- b. Details of the partners, stakeholders and/or members you will be working with in the future when delivering your grant funded proposal;

*Detail what roles & responsibilities partners, stakeholders, and/or members will take in delivering your proposal and the impacts of working them will have. Include evidence that they have the expertise, knowledge and capability required to collaborate effectively and support the delivery of your proposal.*

- c. Whether any of your partners, stakeholders and/or members (or other parties) are providing additional funding alongside our grant; and

*Detail where partners, stakeholders, and/or members are providing funding, sponsorship, or other resources. If they are providing funding, you should outline the activities it will support and how it is integrated into to your proposal*

- d. How else your grant funded proposal will be supported by those partners, stakeholders and/or members.

*(Max 7500 characters)*

**Question 4: How will you ensure that the activity of your agency is sustainable beyond the life of the fund?**

When answering this section please ensure that you cover the following points:

- a. How the impact and reach of your flexi-job apprenticeship agency will be sustained or built upon once funding ends; and

*Your response should include a description of how you will sustain the improvements and collaboration achieved beyond the period of the funding – for example, through improving the business model, scalability, partnership with other organisations, and embedding improved practices, behaviours, and resources more widely.*

- b. The key risks and dependencies are in achieving sustainability once the funding ends.

*(Max 6000 characters)*

**Question 5: How will you ensure the activities and benefits in your proposal for grant funding are delivered?**

When answering this section please ensure that you cover the following points:

- a. How you are managing the grant funded activity to ensure deliverability towards your proposal;
- b. How you will deliver what you're proposing to use the funds for e.g., scaling up, sustainability, diversifying, expected benefits, high quality, ensuring etc;
- c. How you will deliver any additional volumes of apprentices or placements that your bid for funding outlines – i.e. what will you do differently to what you are already intending to do and have set out in your register application;
- d. How you will ensure you have the capability and capacity to deliver activities on time;
- e. Who the training providers and end-point assessment organisations included in delivering and assessing apprenticeship provision are, and evidence that they are prepared to deliver the training and assessment you require when you require it;
- f. What your risks to delivery are and how they will be mitigated; and
- g. What your arrangements for monitoring the delivery, KPIs and administration of grant funding are.

Your proposal should describe the financial, human, and other resources needed to successfully implement or diversify your flexi-job apprenticeship agency.

*(7500 characters)*

**Question 6: How will you ensure funding is used appropriately and as set out in your bid, and how will you ensure value for money is achieved?**

When answering this section please ensure that you cover the following points:

- a. Evidence of how the proposal will fund new or additional activity (such as expansion into a new sector/profession, diversification, or acceleration of existing ATA plans);
- b. Confirmation that the proposal will not duplicate or replace existing government-funded professional development, training, or support already available;
- c. The rationale for the costs of the grant funded activities of your proposal and demonstration that they are reasonable and proportionate;
- d. The value for money that will be derived from your program of work (e.g., savings from costs, efficiencies, or increased effectiveness) and how this is measured; and
- e. How you will ensure that costs will be controlled during the lifecycle of the grant funded proposal with measures to ensure spend is within the agreed grant amount.

*(7500 characters)*

Please also complete the **Cost Matrix** to provide a financial profile of the costs funding will be used for. In completing this profile, we would expect that:

- Staff salary costs are comparable and reasonable for the role in the sector.
- Only eligible costs are included.
- Outsourcing costs should be no more than 50% of the total value of the award.

## **Risk & issues**

Please complete the **Risk Template** to provide details of the three most significant risks to your flexi-job apprenticeship agency and planned action to effectively mitigate these. We expect to see an open and realistic approach to the risks your agency is likely to face, and a clear understanding of the mitigations that will be necessary to address them.

Note: This section is not scored but we expect agencies to be clear/open with us about risks and mitigations. This will be utilised by ESFA to support a commercial sense

check review post moderation & prior to award as well as support monitoring of agencies receiving an award.

## Declaration of the chief executive or equivalent of your flexi-job apprenticeship agency

You will act as the accountable body for your flexi-job apprenticeship agency. By submitting this application, you confirm:

- all the information included is true and accurate to the best of your knowledge.
- you have read the full flexi-job apprenticeship agency grant guidance and understand the conditions of funding.
- you have the authority of your board/governing body (or equivalent) to make this application.
- you have outlined who your partners, stakeholders, and/or members supporting this application are and that they have committed to working with you throughout the full flexi-job apprenticeship funding period and programme of work.
- you will provide the ESFA with any requested reports about the use of the grant funds that your flexi-job apprenticeship agency is awarded.
- you will submit regular monitoring reports and an end of grant funded activity monitoring report to the ESFA to timescales required by DfE.
- you are open to providing information on your flexi-job apprenticeship agency when requested by DfE and ESFA to support the policy and production of material for future flexi-job apprenticeship agencies.
- you are aware that any materials and products produced that are funded by the flexi-job apprenticeship fund pilot will be available for DfE use and in accordance with the Open Governance Licence – ownership of software or other intellectual property rights to deliver services shall remain with the relevant third party.
- you will consider compliance with the [accessibility regulation](#) when producing any online materials.
- you understand that the grant will become repayable if; a) the grant funding is not spent by the end of March 2023; b) if the grant funding is not spent on eligible activities; c) if your proposals rely on additional funding from partners and they do not provide their required contribution, d) if reports on expenditures and outcomes are not submitted.
- you will ensure value for money, seeking competitive costs for all activities and complying with the procurement governance as set out by your governing body/board.

- the program of work developed is additional or complementary to any other current activities.
- you accept that total eligible costs may include irrecoverable VAT, no further monies will be issued to cover VAT.
- you accept that DfE and ESFA may ask for any reasonable additional information to assess your application and that as a condition of funding, you shall provide such information.
- should we find any information presented in this application to be false or misleading, we may reject your application. If we have already paid grant monies, you must return them to the ESFA.

<b>Chief Executive or equivalent's name</b>	
<b>Signature</b>	
<b>Date (DD/MM/YYYY)</b>	



Department  
for Education

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