

## **SPECIFICATION**

### **For the Provision of Lifelong Learning Services**

#### **Scope of Service**

Organisations seeking to deliver lifelong learning services will be expected to meet the following priorities:

- Meeting the wider needs of individuals in accessing lifelong learning opportunities
- Help support more local people into employment, as outlined in the Tower Hamlets Employment Strategy
- Enabling adult learners to access effectively learning opportunities

#### **Quality Standards**

Organisations wishing to bid to provide lifelong learning services will have to demonstrate that

- The Service provision is able to operate in compliance with an approved quality assurance standard to enable an appropriate level of service delivery
- Able to operate activities from safe and secure premises meeting the local authority's Health & Safety requirements including conducting a risk assessment on premises/venues
- All staff and volunteers involved in the delivery of services to be appropriately CRB checked;
- Able to meet the language needs of clients through the use of bi-lingual staff, volunteers or use of translation service

#### **Type of Service**

We wish to fund organisations that are able to:

- Engage local residents with no formal qualifications to take their first steps into learning to support employment skills. For example:
  - Learners (of 16 years and over) must be engaged in learning at Level 2 or below
  - Learners must not already hold qualifications at Level 2 or above
- Increase participation of vulnerable, targeted and hard to reach groups in Lifelong Learning. For example:

→ Groups that are currently under represented in Lifelong Learning, such as male learners, Somali learners, older learners and single parents

→ Vulnerable groups as identified in the 2011 Community Plan such as carers, older people, people suffering from dementia or mental health issues.

- Recruit and develop local residents to become learning champions in their communities. For example:
  - The engagement, training and capacity building of volunteers (of all ages) in order to become involved in the promotion of community and adult learning throughout the borough.
- Support self directed learning for adults

### **Geographical Coverage**

The limited resources available for this funding priority means that it is not practical to spread funding across the borough and so the focus will be on delivering accessible provision to the relevant client group in an effective way, whether that be through a fixed location or through outreach services.

We will give preference to organisations providing services in areas where there is greatest need, as identified by the Tower Hamlets Employment Strategy.

The strategy maps the geographic concentrations of Job Seeker's Allowance (JSA) claimants, with the following wards having the highest levels of claimants:

- Bethnal Green South
- Blackwall & Cubitt Town
- Bow East
- Bromley-by-Bow
- East India & Lansbury
- Limehouse
- Millwall
- Spitalfields & Banglatown
- St Dunstan's & Stepney Green
- Weavers

### **Equality of Access to services**

Organisations will need to ensure that services are provided to enhance the learning experience for users; additional support should be provided where there is language, cultural, or disability issues which need to be taken on board in delivering services.

We would expect organisations to focus on those groups who are most disadvantaged and therefore are disproportionately represented in higher unemployment statistics. Analysis in Tower Hamlets Employment Strategy identified the following key groups:

- *Black (African)* – the ethnic group with the highest proportion of JSA claimants
- *Young men* – over half of JSA claimants are young men
- *Women* – economic activity rates are much lower than for men in Tower Hamlets.
- *Other ethnic minority communities*, notably including the Bangladeshi community, which has the second highest incidence of JSA claimants after Black (African) people.
- *People with health issues or a disability*, particularly mental health
- *Overlaps between these groups* – such as Bangladeshi women, who are significantly more likely to be economically inactive than other groups

### **Delivery Methods**

In line with the principle outlined in the geographical coverage section above the focus in terms service delivery, organisations will have to clearly demonstrate that they are operating from suitably located premises, which will enable potential service users the opportunity to access quality learning and support services

### **Partnership Working**

We would anticipate some level of collaboration with others to ensure the maximisation of resources.

### **Expected Outputs**

We expect organisations seeking funding for lifelong learning services to provide details of the following targets

- The number of sessions to be delivered each week
- Number of adults accessing the services each week
- Number of learning opportunities provided
- Number of adult learners accessing opportunities to progress their learning

In addition, organisations will need to demonstrate how they will comply with the following requirements:

- A of minimum 80% attendance in every session on average
- 100% of their teaching staff attend training and professional development courses
- At least one third of a voluntary organisation's management committee (appropriate individuals to be nominated by the organisation) should attend capacity building training
- 100% recording of user profile data under the six equality strands – ethnicity, gender, age, disability, sexual orientation and religion

### **Expected Outcomes**

Organisations seeking funding lifelong learning services will need to demonstrate how their service will contribute to making a difference to the following key performance indicators:

<b>Indicator</b>	<b>Short Description</b>
Strategic019	Overall employment rate (working age)
Strategic020	Proportion of population aged 19-64 for males and 19-59 for females qualified to at least Level 2 or higher

Organisations will also need to demonstrate how their service will:

- Increase opportunities to access lifelong learning
- Engage those workless residents who are currently disengaged from the labour market
- Improve life chances of socially excluded groups by promoting learning

### **Budget**

The total budget available in 2012/13 for funding lifelong learning services is in the region of £81,300