

NATIONAL CITIZEN SERVICE WALES PILOT 2014 SPECIFICATION

NOTICE:

The amount of total funding set aside for the National Citizen Service Pilot in Wales is a maximum of £300,000. Interested parties should note when considering their bids that they will need to ensure that all of the requirements set out in this specification will need to be met from within this amount. As a guide only, this will include:

- All staff costs (including management, recruitment and remuneration of staff)
- Publicity
- Course materials
- Residential placement and associated activities
- Welsh language provision
- Methods of ensuring commitment and take-up of spaces on courses which **MUST NOT** include charges to participants.

Potential Applicants must suggest the number of participants they expect to be able to complete the course within the amount offered. The minimum cost per participant has been notionally set at £1,000. As a guide the successful Applicant should expect to provide no less than 200-300 participants.

It is essential that Applicants are able to demonstrate a sound knowledge of the socio-economic characteristics of Wales, the youth sector, educational and volunteering landscape of Wales and be able to demonstrate a strong partnership approach, making use of, and working with public, private and Third Sector organisations in Wales to deliver the desired programme.

Applicants will be expected to forge strong links with the Welsh Government programmes including Communities First, GwirVol and the Welsh Baccalaureate. The active involvement of a number of Communities First Clusters in the development and delivery of NCS in Wales is considered particularly important.

Applicants should also be aware that it is expected that, owing to time constraints, it is likely that most or all of the Pilot will be delivered through an Autumn tranche of the programme rather than a full programme (normally in three separate tranches in spring summer and autumn). The inclusion of a Summer tranche is not, however, ruled out if Applicants consider that this could be achieved. Further details of timings for delivery are set out in Appendix A

Introduction

The Office for Civil Society in the Cabinet Office and the Welsh Government Department for Communities and Tackling Poverty are proposing a joint pilot for the delivery of National Citizen Service in Wales to occur in 2014.

The Office for Civil Society holds responsibility for work with charities, social enterprises and voluntary organisations in England.

The Welsh Government (the Government of Wales) has devolved responsibility for Education, Youth Work, social enterprises and Volunteering (but not charity regulation) in Wales. Its Third Sector Scheme underpins and guides its ongoing relationship with the Community Organisations, Social Enterprises and the Voluntary Sector, collectively referred to as the “Third Sector” in Wales. A copy of the Third Sector Scheme can be downloaded from the Welsh Government website at:

<http://wales.gov.uk/topics/people-and-communities/voluntarysector/publications/third-sector-scheme/?lang=en>

The Department for Communities and Tackling Poverty is the lead Welsh Government Department with overall responsibility for tackling poverty, promoting community resilience, promoting the rights and participation of children and young people, promoting equality and inclusion, and supporting the development of the Third Sector and enhancing the Sector’s strategic relationship with both the UK and Welsh Government.

National Citizen Service (NCS) is a UK Government initiative aimed at providing young people of all backgrounds the opportunity and support to take on new challenges, learn new skills and make a difference in their communities. In summer it involves a voluntary five-six week programme for 15-17 year olds (15-24 year olds with Special Educational Needs (SEN) assignment), delivered independently and will bring young people together from different backgrounds to work together, teach them what it means to be responsible and serve their communities. It gives young people the chance to prove to themselves and their peers what they can do, develop their confidence and learn new skills that employers and universities will recognise.

The Welsh Government supports a number of its own programmes designed to promote youth engagement and voluntary action in Wales. It is expected that the NCS pilot for Wales will be integrated with and work alongside the Welsh Government's programmes where possible. An overview of each of these Programmes with relevant contact information is attached at Appendix D

The pilot scheme proposed will be funded by the Cabinet Office. An evaluation of the Wales pilot will be carried out and presented to the UK and Welsh Governments. While no commitment is given by the Welsh Government to develop a follow on programme to this pilot, the Welsh Government will consider the merits of future rounds of an NCS equivalent or similar programme in the light of the findings of the evaluation. Due consideration will be given to any proposals in relation to other programmes already underway in Wales which may themselves be evaluated and considered as vehicles for future delivery.

Any decision on these matters will be solely at the discretion of the Welsh Government at the due time.

Overview of the Welsh Governments work with the Third Sector.

The Third Sector Scheme

The Welsh Government and the Third Sector share a number of common values about the role of individuals and communities in a modern democracy, which will underpin all aspects of this Scheme.

These values are about a society which:

- ensures that people are not treated less favourably because of their gender, race, faith or belief, sexual orientation, age, pregnancy and maternity, being married or in a civil partnership, being a disabled person, or being transgender;
- is inclusive and enables people to participate in all its economic, social and cultural activities;
- empowers people to participate in the development of their communities and recognises the value of such a contribution; relies on people's voluntary action to foster community leadership and enhance local democracy;
- comprises public, private and voluntary sectors which complement each other and seek to tackle social issues in a spirit of partnership between them;
- enjoys the benefits of a healthy environment and a thriving competitive economy, alongside vibrant community life, as a result of its commitment to sustainable development.

The Welsh Government and the Third Sector recognise the challenges that public services face. Demand and expectations are increasing, and public funding is under continuing pressure. This means that preventative and community services are more important than ever.

We recognise that quality of life cannot be delivered by the State alone; we need to capitalise and build on community action and volunteering, and help communities to be resilient at the local level.

The Nature of the Relationship

The Welsh Government is committed to recognising and promoting the Third Sector. The Welsh Government values the Third Sector for the contribution which the Sector makes to the long term economic, social and environmental wellbeing of Wales, its people and communities.

The relationship between the Welsh Government and the Third Sector rests upon integrity, trust and mutual respect. The Welsh Government is committed to maturing this crucial relationship that has developed over a long period, for the benefit of people and communities in Wales.

The Welsh Government recognises the need to work in partnership with the Third Sector as well as with other public services and bodies including local authorities and local health boards. Effective partnerships must be based on an appreciation of each party's distinctive contribution.

The Welsh Government's policy on supporting Volunteering in Wales

The Welsh Government's focus is very much on the philanthropic and social action taking place at a community level that contributes to a rich civil society and improves people's quality of life in Wales. This local community action highlights the importance placed on responding to experiences and needs on a daily basis. It is often at this very local community or family level that Third Sector organisations can make the greatest difference. Its accessibility and responsiveness is one of the sector's greatest strengths.

The Welsh Government believes that the collective strength of communities and their partners needs to be harnessed to find shared solutions to shared problems. This is at the heart of co-production. The problems that face our communities rarely have one cause or affect only one part of people's lives. It is recognised that communities themselves are often best placed to identify problems with existing services or gaps in services. The Welsh Government supports seeking collaborative solutions, whereby people and communities work with service providers to design, deliver, and monitor and evaluate the service.

The Welsh Government values volunteering as an important expression of citizenship and as an essential component of democracy. It is the commitment of time and energy for the benefit of society and the community and can take many forms. It is undertaken freely and by choice, without concern for financial gain.

The Welsh Government Youth Engagement and Progression Framework

On the 1st October 2013 the Welsh Government published the Youth Engagement and Progression Framework and an implementation plan for its delivery. The Framework requires an integrated approach from all organisations involved in delivering activity for young people, focussing on the needs of the individual. Local Authorities are charged with providing the support individuals need to aid their progression through education and training into employment. This will be delivered through a systems based approach to early identification of need, co-ordinated brokerage and tracking.

At the heart of the Framework there are two new actions, the first is the offer of a lead worker within a relevant organisation who can provide continuity of support and contact for the most at risk young people.

The second is the development of a proactive offer of a Youth Guarantee, which is the offer, acceptance and commencement of a suitable place in education or training for a young person making the first time transition from compulsory education at age 16. We believe this will provide a clear progression route for all young people, linked to effective information, advice and guidance to help them make a more informed choice, and support their progression post 16.

The Welsh Government Policy on supporting Youth Work in Wales

A new four year National Youth Work Strategy for Wales was published February 2014. The new strategy aims elevate the status of youth work as both a service and a profession. It also sets out how youth work can support the Welsh Government's priorities of narrowing the gap in educational achievement and reducing the number of young people who are not engaged in education, employment and training.

The new strategy strives to achieve four key outcomes. The first will be ensuring that young people across Wales can continue to have access to diverse informal and non-formal learning opportunities, opportunities that stretch their horizons and help them grow in confidence.

The second will be strengthening the relationship between youth work organisations in Wales and formal education on both a local and national basis. This would include seeing youth workers playing more of a formal role in supporting young people who are most at risk of disengaging with education and training – an integral part of the Welsh Government's Youth Engagement and Progression Framework.

The third outcome is a better co-ordinated and more consistent youth work offer to young people, with youth work organisations in the statutory and voluntary sector working together more effectively.

Finally, key to the overall success of the strategy will be the ability to demonstrate the impact and outcomes of youth work. A National Outcomes Framework will be developed specifically for this purpose.

The Welsh Baccalaureate

The key aims of the NCS align well with the current Welsh Baccalaureate. Further detail on the Baccalaureate can be found at Appendix E. It is advised that Applicants engage with the Welsh Government to discuss in greater detail how they intend to ensure that their proposals can contribute to the evidence requirements for candidates to submit activity undertaken as part of the proposed NCS Pilot in Wales for consideration for Welsh Baccalaureate requirements.

Community participation is a compulsory element of the Core of the Welsh Baccalaureate at all three levels and sits within the Personal and Social Education component of the Welsh Baccalaureate's Core.

The Welsh Baccalaureate Core also requires the attainment of Wider Key Skills and the NCS could contribute evidence towards these (Working with others or Problem

Solving for example) The WJEC is the awarding body for this qualification and as such they would be able to advise whether or not such activities fulfil the requirements of the specifications. For work done outside of the traditional classroom setting, this is normally done on a case by case basis. However they would generally be happy to agree this in advance of the activity.

The qualification is currently being revised and specifications have yet to be drawn up for roll-out from September 2015.

The Welsh Language

The Welsh Government's vision is to see the Welsh language thriving in Wales. To achieve that, the Welsh Government has developed a strategy "**A living language: a language for living - Welsh language strategy 2012 to 2017**" which aims to see an increase in the number of people who both speak and use the language. Our six aims are:

- to encourage and support the use of the Welsh language within families
- to increase the provision of Welsh-medium activities for children and young people and to increase their awareness of the value of the language
- to strengthen the position of the Welsh language in the community
- to increase opportunities for people to use Welsh in the workplace
- to improve Welsh language services to citizens
- to strengthen the infrastructure for the language, including digital technology.

The document can be downloaded here:

<http://wales.gov.uk/topics/welshlanguage/publications/wlstrategy2012/?lang=en>

Other Welsh Language strategic documents, which Applicants will need to be aware of are shown below.

Welsh-medium Education Strategy

This strategy is a historic milestone in Welsh-medium education. It sets the direction for making improvements in the teaching and learning of Welsh, including Welsh second language.

Welsh Language Scheme

The Welsh Government Welsh Language Scheme explains how we will provide our services to the public in both Welsh and English, and how we will mainstream the Welsh language into our work across all departments.

Our revised scheme and its new action plan was approved by the Welsh Language Board on 29 March 2011.

Specification

Aims and Objectives

NCS seeks to achieve three high level objectives:

- a more cohesive society by mixing participants of different backgrounds;
- a more responsible society by supporting the transition into adulthood for young people; and
- a more engaged society by enabling young people to work together to create social action projects in their local communities.

Under the current UK model, participants spend time away from home in small teams, guided by a dedicated, trained adult team leader. They then spend an additional 30 hours working in their communities in their own time. Working as part of a team, they have the chance to take part in outdoor activities such as mountaineering, canoeing and abseiling, and to undertake personal and social development. They also design and deliver their own social action project(s) in their local community, working with other young people to improve the area they live in.

The Welsh Government and UK Government intend to replicate this approach in Wales as part of the Wales Pilot.

Context

NCS in England has been operating for three years and in Northern Ireland (NI) for the last year. To ensure consistency the successful provider or consortia will be required to:

- Comply with existing and future Intellectual Property of the programme;
- Use the best practice from the NCS reference guide as a basis for programme content;
- Engage with Welsh Government programmes including those designed to promote youth action, education and volunteering; and
- Comply with existing and future brand guidelines from the NCS Trust.

An Independent Management Body - NCS Trust - has been established in England to administer NCS. Interfaces between this organisation and the Welsh NCS Provider are still to be defined. Applicants should note that – to ensure consistency with NCS programmes being run in England; with the consent of the Welsh Government they may be requested to comply with central initiatives run by this organisation. It should be noted that some of the requirements of the Cabinet Office set out throughout this document may become the responsibilities of NCS Trust or other entity.

Scope

The programme involves a number of phases, including: a residential element; getting to know the community; developing personal and social skills; and the design and implementation of community-based social action projects, which are set out in further detail in this specification.

This proposal will see somewhere between 200-250 young people graduate. It is expected that the entirety or bulk of the proposed pilot will occur over the autumn half term..

It is essential the social mix of the programme gets the right balance between ensuring a measurable geographical, economic and social mix of participants. Applicants are asked to consider a mix of urban and rural areas, town and country areas and smaller villages. The successful Applicant will deliver a NCS scheme selected from the areas outlined in Appendix B. It is not expected that all of the areas will be covered in this Pilot.

Outline of the requirements

NCS follows a distinct structure as per the diagrams below. Due to the length of school holidays a scale model takes place in autumn and spring.

Assuming time allows, the first element of the programme should take place over the summer holidays (July and August). The programme will follow the standard model and last for around five-six weeks. Participants should go through their NCS programme in teams of 12-15, which stay together throughout the programme. The

phases of activity should be consecutive; following the phases of activity displayed in the standard model below.

Phases	Phase 2	Phase 3	Phase 4	Phase 5	Totals
Standard (summer)	4 nights and 5 days residential	4 nights and 5 days residential	30hrs of activity across 4-5 days.	30hrs of activity delivered on a full or part-	10 days/8 nights residential + 60hrs of activity
Scale Model (spring & autumn)	3 nights residential	3 days non-residential	30hrs of activity total across both phases within 28		3 nights residential + 3 days and 30hrs activity

In this scale model, Phases 2 and 3 (activity and community residential) are delivered back to back over one full time week. Young people will develop their social action project(s) over the following weekends.

It is intended that the 2014 NCS Wales autumn programme will take place from the October half term in Wales (most schools break up for half term on Friday 26 October). The programme will last for around 6 weeks. Participants should go through NCS in teams of 12-15, which stay together throughout the programme. The phases of activity should be consecutive; following the phases of activity displayed in the scale model above.

The residential phase (phase 2 in autumn, and phases 2 and 3 in summer), which takes place away from participants local area and homes is crucial to ensure challenge and social mixing, and to give the participants the opportunity to develop life skills, confidence and increase responsibility and independence.

High quality programmes are critical to the success of NCS. These distinct phases of activity should take place in the order and follow the core curriculum set out below. All phases should incorporate elements of the NCS ethos. **Appendix C**

Phase 1: Introductory phase

Phase 1 is the period in which the NCS provider markets NCS, signs up young people and keeps them engaged prior to the first residential week (Phase 2).

During the introductory phase, expectations will be set and relationships built between participants and staff. There is no defined time requirement for this phase – it is for Applicants to set out approaches, using their expertise and experience that are appropriate to ensure NCS participants, staff and volunteers are appropriately prepared.

Applicants should show in their bids how they will use marketing and communications, including working with schools to secure the number of young people turn ups set out on page 3. Applicants should show how they will keep in touch with the participants up to the point of starting Phase 2 to ensure high turn-up rates. This engagement with young people who have signed up can be delivered virtually and does not need to include induction events depending on provider preference.

Phase 2: Full-time residential programme away from participants' local community, with a focus on teamwork and outdoor physical challenges.

Phase 2 should be held at least one hour's travel from the young people's home community. In the standard model (summer) it takes place over 5 consecutive days and 4 nights. In the scale model (autumn) it takes place over 3 nights. It provides an opportunity for personal and social development including team and leadership skills through a series of physical challenges to push participants out of their comfort zones. Activities should be structured and challenging, and facilitate positive team working and social interaction between team members. They can take place in an outdoor environment and should take place away from participants' local community, such as in tented accommodation, a dedicated activity centre or a hostel. The use of tented accommodation is encouraged as it provides an additional challenge for young people in managing in that environment. Challenging activities and daily team tasks should be designed to help each team of young people to bond and to build personal responsibility, self confidence and self awareness.

We expect providers to give participants the opportunity to discuss and reflect on the day's experiences and what team members have learned about themselves throughout the programme. Guided reflection is a very important component of NCS to ensure that learning is captured and utilised by young people. (See below). All waking time on Phase 2 should be accounted for by the NCS provider (with activities, rest or guided reflection sessions).

Phase 3

Phase 3 focuses on developing new skills and gaining an increased understanding of the community. Young people should also continue their personal and social development, including through guided reflection sessions.

In the standard model (summer) phase 3 is a full time residential week (4 days and 5 nights) based within one hour's travel of young people's places of residence – for example a local school, university halls of residence or a community venue. In the scale model (autumn) Phase 3 is 3 days, non residential, within one hour's travel of young people's places of residence.

Phase 3 core elements:

i) **'Self' – personal and social development** - this is at the heart of NCS and should be happening at every phase of the programme. After each new experience, a young person should be asked to reflect what they have learnt about themselves through the experience.

ii) **Building networks** - part of a young person's exploration of the community they live in. It is about young people's relationships with community organisations and building understanding of the roles and impact that different organisations have. Young people can also explore potential opportunities for projects in Phase 4. Potential sectors to visit / engage with during this Phase:

- Local businesses;
- Charities and community groups;

- Local media;
- Public services e.g. fire service, police, NHS;
- Local government.

iii) **Skills** - during this Phase young people should have the opportunity to develop their 'offer' to others e.g. their skill set. These skills can be broken down into three categories: team, task and individual. 'Team skills' are a continuation of the skills that young people have developed during Phase 2 e.g. leadership, teamwork, conflict resolution, delegation, celebrating success. 'Task skills' will help equip young people with the skills they need to design and implement a social action project and will also improve a young person's offer to employers e.g. project planning, negotiating, first aid training, communicating, presenting, securing resources, budgeting. 'Individual' skills may not be directly relevant to Phase 4 and 5 but will equip young people with important life skills. Skills learning during this Phase should be experiential where possible.

Phase 3 builds on Phase 2 and the NCS provider should ensure that young people experience an increase in levels of independence and responsibility for the success of their activities. Examples of this would be budgeting for the group and preparing healthy meals. All Phase 3 activities should be developmental allowing young people to develop new skills and put these in to practice, and as with Phase 2, the NCS provider must ensure full schedules of activity that keep young people continually engaged.

Phase 4: Participants to design a social action project in consultation with the local community on a cross-community basis.

In the standard model (summer) Phase 4 consists of 30 hours of activity, which can take place across four or five consecutive days with young people residing at home. Each day comprises at least 6 hours activity. In the scale model (autumn), Phases 4 and 5 are combined to provide 30 hours of activity (part time), that must take place within 28 days of finishing Phase 3. In this scale model, there will be no gaps greater than 7 days between social action planning and delivery activities.

Young people will design a social action project that will benefit the community. While they return home at night, they will be participating full time, with each day ending in a team discussion, as in previous weeks, to reflect on their experiences and learning.

A social action project is a discrete, organised, activity that seeks to:

- (i) Support the core aims of NCS (a more engaged, responsible and cohesive society);
- (ii) Involve people from the community and deliver tangible benefit;
- (iii) Create opportunities for social and/or intergenerational mixing.

Participants should be given a further opportunity to understand their local area, meeting local people and representatives from business, public services and charities and undertaking visits to better understand the world of work. Using this understanding, and in close consultation with local people, teams should design a project that will deliver tangible benefit to the local community and agree a plan to deliver it in 30 hours, including time spent at weekends and evenings if appropriate, in Phase 5. We expect that participants will present their idea for a social action project to an audience, to refine and improve their plans and to develop communication and presentation skills.

The NCS provider should ensure that young people have a range of meaningful and realistic social action opportunities to choose from, and will facilitate partnerships with local charities and community organisations to support young people's projects. Staff should allow participant teams to autonomously design and develop their social action project ideas; however they will also provide structure and support to keep projects on track and ensure meaningful activities. At least one staff member will support teams throughout social planning and delivery. The young people can decide to have one social action project on a cross community basis or two projects one in each community.

Phase 5: Social Action Delivery and graduation.

Phase 5 consists of social action project(s) delivery and the graduation event.

In the standard model (summer) social action delivery consists of a period of 30 hours which can be delivered on a part-time basis, during which the teams will deliver the project(s) they designed in Phase 4. In the scale model (autumn), Phases 4 and 5 are combined to provide 30 hours of activity (part time), that must take place within 28 days of finishing Phase 3.

The NCS provider will ensure that young people undertake the following activities:

- i) Further consultation with the intended beneficiaries of the social action project(s);
- ii) Fundraising;
- iii) Sourcing any materials required for delivery;
- iv) Marketing the project where relevant.

The culmination of the programme should be a large celebration and graduation event for participants and their guests. Celebrating the culmination of a young person's rite of passage is a crucial part of the experience, celebrating the outcome of their social action projects and other achievements through participation in NCS and welcoming the young person into adulthood. Participants will receive a bi-lingual (Welsh and English) certificate to recognise their participation in NCS; this certificate should comply with branding guidelines issued by the NCS Trust and Welsh Government.

Graduation ceremonies should incorporate the following features:

- (i) As many teams as reasonably possible graduating together, within geographical/resource constraints;
- (ii) Young people's parents / families and notable guests (including representatives of organisations supporting programmes) will be invited;
- (iii) Attendance by at least one notable local figure (an MP or AM for example);
- (iv) Presentation and celebration of social action project outcomes;
- (v) Opportunity for some young people to discuss and reflect on their experiences;
- (vi) Sign posting of young people to further social action opportunities;
- (vii) Use of centrally provided branding and materials, where provided by the UK Cabinet Office;
- (viii) Opportunity for young people to celebrate together in an informal, enjoyable setting.

- (ix) Be provided bi-lingually (Welsh and English)

The graduation event should be followed by a fair/event to encourage participants to get involved in on-going social action or volunteering activities in their area and sign-post them to further opportunities including in education and training. This should include support for young people who want to continue the projects they have delivered, if appropriate and information about NCS Graduate opportunities.

Guided reflection and learning

The process of "guided reflection" is an important part of supporting participants' personal and social development during NCS.

Throughout these phases, the young people will be encouraged to think about how they come across as they deal with people of different ages in the community, and they will be helped to present themselves more effectively. Each team will meet at the end of every session to discuss what they have learned from their experiences, reflect, and evaluate their performance as a team.

Personal and social development is about learning from experiences and becoming more effective in our decisions and in our relationships. This can happen naturally as people reflect on their experiences or discuss their experiences with the people around them.

However, NCS is intended to be a programme which has been purposefully designed to offer participants challenging experiences and skilled staff which will help participants reflect on their decisions and their interactions with an aim of learning and improving. This can be described as "guided reflection".

Applicants are welcome to propose a range of supporting methods including learning journals, video diaries etc. Proposals for formal accreditation are not invited because these pilots are focused on developing NCS as something that young people will undertake for the experience, the opportunity to contribute to their communities and the personal rewards for each individual.

As NCS is new in Wales, the Welsh Government and UK Cabinet Office reserve the right to ask successful NCS providers to adapt their approach, building on the learning from the evaluation of 2014 pilot, should further Programmes be commissioned.

This may mean, but is not limited to, the order or the content of the programme, which may be subject to small changes, such as a shorter NCS experience or a part time model whilst retaining the core elements of the NCS programme set out previously. The Welsh Government and UK Cabinet Office reserve the right to specify core elements of the programme, which Applicants will be required to deliver at reasonable cost.

Applicants should note, should the Welsh Government commission further or follow on programmes in Wales, a successful bid for the Pilot Programme is not a guarantee of automatic succession. Applicants will be required to re-bid in fair and open competition should the Welsh Government proceed with new tranches of NCS in Wales beyond this pilot.

Ongoing benefit and NCS Graduates

It is very important that young people's participation in community action and volunteering does not end with their NCS programme. Young people's contribution and ongoing commitment to their local communities is at the heart of NCS. Social action projects should leave a positive legacy in their communities. The NCS experience should lead to longer-term engagement in social action in local communities.

The NCS provider or consortia has a crucial role to play in connecting young people with ongoing opportunities to participate. It is expected that participants will have a role to play in raising awareness of NCS and seeding positive messages and content about their experience after they have completed the scheme.

Graduation from the NCS scheme is pivotal to recognising the success of the participant. Equally maintaining that momentum in terms of applying the values and ethos of the scheme through life is critical. Graduate programmes in England have

utilised graduation fairs and events, training sessions and reunion events to provide NCS graduates with opportunities to get involved in ongoing social action or volunteering activities in their local areas and identify as a wider network of NCS graduates across the country.

NCS graduates should be guided to engage with Welsh Government programmes which support young people to engage in voluntary activity, including information portals (www.volunteering-wales.net) and the GwirVol Youth Volunteering Programme (see Appendix C for further information).

Graduates should also potentially be involved in recruitment of future cohorts of NCS participants should the pilot prove successful and be continued in 2015 – a method which has demonstrated considerable success during the 2011 and 2012 pilots in England – and NCS graduates should be offered opportunities to return to be volunteers and staff on future programmes. Applicants are encouraged to demonstrate innovation in this area in their bids to show how they would ensure on-going social action bringing NCS graduates together following NCS.

Both the Welsh Government and UK Cabinet office are particularly interested to receive proposals from organisations able to deliver the five key phases above and subsequently connect NCS delivery with existing opportunities for ongoing support, mentoring, community involvement for young people and develop a graduate network.

The NCS provider or consortia will be required to share data, contribute to shared graduate platforms and actively engage with national initiatives to support and develop the NCS graduate network.

Requirement – Applicants should set out how they will encourage continued social action amongst their NCS graduates including how they would ensure that the NCS graduates become a distinct and visible ground in their communities.

Requirement – Applicants should also state how they would expect to raise additional funding to support this activity.

Participants – Target Group

The NCS scheme in Wales is open to all young people aged 16-17 during the Phase 2 delivery. Providers should also have systems in place for recruiting and supporting young people with learning difficulties or disabilities up to the age of 25 to participate.

It is only possible to participate in an NCS programme once.

Within Wales Applicants are required to focus their activities primarily, but not solely on the Communities First areas outlined at Appendix B. This does not release Applicants from the requirement to ensure an adequate social mix.

Staffing

It is critical that staff delivering NCS should have the knowledge, skills and competence to provide a high quality experience for participants and have the confidence and experience to help young people build social, emotional and behavioural skills over the programme.

Given the nature of NCS, it is expected that for the residential parts of the programme, the staff to participant ratio should not fall below 1 member of staff (paid or volunteer) to 5 young people. This builds on learning from the 2011 evaluation of the England programme which shows that there needs to be sufficient staff available. For latter stages of the programme, the Welsh Government and UK Cabinet Office expect Applicants to show decreased levels of paid staff, and greater use of volunteers to support young people in Phases 4 and 5 reflecting the transition to adulthood journey of the participants.

Learning from other pilots has shown that the team leader/group leader role (of a team of 12-15 young people) is critical to the success of the programme, as they are responsible for working with participants for the duration of the programme, alongside volunteers. Evaluations have shown that effective staff is a key indicator of the quality of young people's NCS experience. To ensure that NCS remains a quality experience, it is expected that all staff at team leader/group leader level to participate in central training about the NCS ethos and values so they have the appropriate knowledge and skills to deliver a challenging personal and social development programme to a socially mixed group of young people.

Scheme providers should demonstrate a commitment to diversity in their recruitment plans, generally reflecting a social mix of participants. There is a clear expectation that alongside experienced staff, the workforce should also include a strong volunteer core, including volunteers from businesses, FE and HE students, recent graduates, NCS graduates, Cadets, Scouts and the retired.

Due to the emphasis on working with socially mixed groups, it is especially important that that lead staff are experienced in planning activities for mixed ability and mixed interest groups and trained in explaining diversity and inclusion themes and resolving group conflicts.

It is essential that all providers put in place measures to ensure the safeguarding of young people who participate in NCS. Applicants selected to deliver will be expected to provide their safeguarding plans before the grant is awarded. They must ensure that safer recruitment practices are followed, including the appropriate vetting of all staff and volunteers. Sample audit checks, undertaken by the UK Cabinet Office during the programme will include checks to ensure that staff (paid, volunteer, permanent and temporary) working on NCS have the relevant security and safeguarding clearance.

Requirement – Applicants should include a staffing and resourcing plan demonstrating in detail the resourcing and staffing required to support recruitment and planning activities for the duration of the programme.

Requirement - Applicants should confirm their commitment to staff training

Requirement – Applicants should provide details of their delivery staff recruitment and training plans including the rationale. Recruitment proposals should demonstrate commitment to equality and diversity and an appropriate balance of staff featuring volunteers.

Requirement - Proposals should also set out details of the key senior staff who will be involved in the project. This should include relevant knowledge, skills and

experience; their roles and responsibilities. Proposals should also include the total number of staff envisaged in the delivery of NCS expressed as full time equivalents.

Requirement – Proposals should set out details as to how the Programme will be delivered in bilingually (Welsh and English).

Scheme providers should demonstrate a commitment to diversity in their recruitment plans, generally reflecting a social mix of workforce.

Staff should be appropriately trained to deliver NCS, and all staff should have had experience of working with young people. It is important that some staff are experienced in supporting guided reflection (see above) for young people.

Involvement of Young People

Young people should be encouraged and empowered to develop their skills and should be given a voice in shaping activities and services available to them. It is expected that the selected provider / consortia will put in place mechanisms for ensuring the active involvement of young people in the design of the NCS proposal and ongoing programme delivery.

Recruitment of young people

Organisations selected to deliver NCS will be expected to take responsibility for the recruitment of young people. Local recruitment can be supported by the central NCS website, which would enable young people to express interest, which would be passed onto the appropriate provider. However this is just one way to recruit young people and providers need to be creative to attract the required numbers. Applicants are strongly encouraged to engage with County Voluntary Councils and Volunteer Centres within Wales as an additional recruitment channel.

Previous evaluations of NCS have shown that the early recruitment of young people is critical to the success of the programme. Applicants therefore need to set out their recruitment targets across the grant period. Applicants should demonstrate a strong

working relationship with organisations working with young people in order to achieve successful recruitment. This includes, but is not limited to:

- Academies/schools, colleges;
- Employers;
- Local Authorities, specifically Youth Offending Teams, youth services and social care services;
- Voluntary and community groups;
- Local health services;
- Voluntary and community sector and specialist organisations;
- Local Partnership arrangements, including Local Enterprise Partnerships where appropriate;
- Welsh Communities First Clusters and their Lead Delivery Bodies in Wales
- Jobcentre Plus;
- Police services;
- National organisations that support local activity
- Other NCS delivery providers.

Social Mix

One of the key objectives of NCS is to recruit a broad social mix of participants so young people get the opportunity to mix with those from different backgrounds to themselves. Applicants should therefore demonstrate how they will achieve social mix reflecting the local cohort of young people. Through the management information collection, we will ask providers for data on participants to enable them to demonstrate they have achieved a good social mix and part of the payment will be contingent on this.

In establishing the social mix we expect compliance with the following standards:

- 90% of teams comply with the following minimum standards:
- ☐ No more than 40% of a team from any one school;
- No more than 20% of a team from independent schools;
- ☐ No less than 35% of either gender in a cohort

Exceptions to these minimum standards may be considered in certain circumstances and must be agreed with the Welsh Government and UK Cabinet Office in advance of recruitment. Young people are not eligible to participate in the NCS programme more than once.

We are interested to receive proposals which include a specific focus on trialling ways of supporting young people with special needs to participate in mixed NCS groups

As a guideline providers should seek to ensure the NCS cohort reflects the local authority and Communities First Clusters from which participants are drawn specifically in respect of:

- a) ethnic makeup,
- b) those with disabilities,
- c) those recently having left care.
- d) those not in education, training or employment
- e) free school meal recipients.

Given the small scale of the pilot the difficulty of meeting all these requirements is noted but efforts to meet these requirements should be demonstrated as part of the request for funding.

Requirement – Proposals should set out plans alongside the core delivery proposals for how groups needing more support could participate, including estimated additional funding required.

Requirement – Applicants should explain how they will work with more targeted organisations and stakeholders, schools/colleges and businesses to engage and support hard to reach groups. Engagement with businesses could also include providing funding towards the costs of the programme or sponsorship for particular elements such as food or transport, or allowing their staff to volunteer to support the programme. As part of the activities for Phase 3 & 4, we would expect that participants have the opportunity to visit at least one business and have the opportunity to meet with leaders of the business.

Requirement – Applicants should demonstrate how they will achieve social mix reflecting the local cohort of young people and which meets the standards.

Funding

Proposals are expected to be cost effective. Other sources of funding should be sought in order to reduce government contribution to the programme, improve the quality of the programme and provide better value for money to the taxpayer.

Applicants should ensure that there is an effective budget for marketing and sales activity to support recruitment, as this has sometimes been underestimated in the pilots.

Young people's contributions

While the 2011 pilot evaluation in England has shown that there is a positive correlation between young people contributing towards the cost of NCS (through a fee, refundable deposit or fundraising target) and the turn up and retention of young people, it is not the Welsh Government's policy to charge participants to engage in the NCS Pilot in Wales.

However, it is recognised that ensuring actual attendance, rather than an initial commitment to attend can be challenging. Applicants will need to set out how they intend to secure participant commitment to attend and actively engage in the opportunities offered. This may include incentives to be negotiated by the Applicants. Applicants are encouraged to think outside the box and develop partnerships with national and local sponsors to set against the costs of their proposals.

Requirement - Applicants should demonstrate how they intend to develop potential participant interest and how they intend to incentivise implied interest in commitment to participating into actual attendance.

Costing on a per participant basis

We are looking for proposals that can provide value for money throughout the duration of the funding agreement. Applicants achieving value for money will be those providing suitable high quality delivery for a realistic unit cost that draws on a wide range of sources of support in addition to the central Government grant. It is expected that funding will be provided to the selected pilot provider / consortia on a per participant basis. In order to ensure value for money the provider will be expected to ensure that costs incurred where participants do not attend or complete the programme are minimised. Failure to take such steps will affect the amounts payable under the grant.

Costing for additional support

It is likely that some young people may require additional support to participate in the programme, for example those with learning difficulties or disabilities - which may attract extra costs. This must not be a barrier to young people participating in the programme, and Applicants should consider how they will cost this into their proposal in order to achieve and support a diverse social mix of participants. The Welsh Government and UK Cabinet Office are interested to receive proposals which include a specific focus on trialling ways of supporting young people with a particular support need to participate in mixed NCS groups. In these cases, financial models with a slightly higher grant-funded contribution to account for additional support measures will be considered.

Costing for staffing

Applicants are encouraged to develop competitive cost models which assume a realistic profile of staffing requirements throughout the programme. For example, proposals should take into account that staffing needs will typically be lower at the outset of the programme and grow gradually during the preparation and recruitment window. Applicants should also consider creative ways to maintain a core level of staffing whilst drawing in additional personnel with particular expertise at key times, so that participants are supported by the same team leader throughout their experience but can also interact with other staff with relevant skills during each phase of the scheme.

Project Plan and Implementation

It is important that Applicants demonstrate how they will pull all the aspects of the programme delivery together for 2014 delivery. This would set out interdependencies and timeline activity.

Requirement – Applicants should provide a fully costed project plan which includes tasks, milestones, timeframes, resources, key risks/issues and mitigations. Costs provided should be shown net of VAT and any VAT costs should be shown separately.

REMINDER - All costs must be within the total funding budget set aside for this Pilot.

NCS needs to mobilise all elements of society if it is to be a success, and communities that benefit from NCS should be encouraged to offer tangible support for its delivery. This includes local people of all ages and backgrounds, schools, local authorities, community and voluntary sector organisations, local and national businesses, public services, Communities First Clusters and Lead Delivery Bodies in Wales, uniformed groups, faith-based groups and charities. Applicants should develop and outline innovative ways of building a broad coalition of support from across the community to help with the delivery of the NCS Pilot in Wales. This could include the provision of:

- volunteers and mentors;
- free or discounted goods and services;
- venues and facilities;
- expertise and networks;
- endorsements; and
- additional funding.

Evaluation

An independent evaluator – IPSOS MORI – has been appointed to evaluate all NCS programmes taking place in 2014. This evaluation will take specific account the Welsh context and will:

- inform the future development of the overarching NCS programme through assessment of the design and delivery of the Pilot in Wales;
- assess the impact of the NCS Pilot in Wales on young people's attitudes and behaviours with regard to: social mixing; leadership; communication; community involvement and trust; confidence; and transition to adulthood;
- gather information on the views of parents of young people and the wider general public as regards the NCS Pilot in Wales; and
- assess the value for money of the NCS Pilot in Wales.

As part of this, the provider / consortia selected to deliver NCS will be expected to work with the evaluators and contribute relevant management information.

Consider also

- any training that staff will require;
- the transfer of technology/skills in consultancies;

The Welsh Government will consider the recommendations of the evaluators in deciding whether to take forward a successor programme in Wales. Applicants should be clear that no commitment has been given beyond the period covered by the Pilot in Wales. Should the Welsh Government proceed to commission a follow-on programme in Wales, a new bidding round will be required.

Reporting

The Welsh Government and UK Cabinet Office will want to work closely with the successful Applicant and to learn from their experiences. We will therefore require the successful Applicant to:

- provide monitoring information and contact information about participants (the correct permission should therefore be requested from the young person on sign up);
- share progress and reflections on the early development phase of the 2014 NCS Pilot Programme in Wales;
- work with other NCS providers to share data, experiences and best practice (e.g. on training, marketing, graduate activities)

In addition regular meetings/update reviews are required.

Management Information

In addition to the reporting set out above, robust and complete management information (MI) is crucial to the successful management and evaluation of this programme. Successful delivery organisations will need to ensure that they have a system in place for monitoring and recording activity and performance, and ensuring a clear audit trail of evidence. The detailed MI requirement will be set out as part of the grant agreement, but we will seek to keep this to the minimum necessary data, in order to prevent any unnecessary burdens on providers.

To support this requirement, the NCS programme in England has put in place a bespoke national Management Information system that supports providers to collate key data and a portal to support recruitment of young people. The system is web-based, secure enough to hold young people's details, and operates centrally in real time, enabling the Welsh Government and UK Cabinet Office to extract anonymous performance information quickly. This system will deliver an infrastructure which supports data sharing across providers and is capable of capturing supplier management information. It will also deliver a centralised system to support participant sign-up and workforce registration.

Through the collection of management information, providers will be asked for data to enable them to demonstrate they have achieved a good social mix. Providers will be held to account through the monitoring process as to what social mix was actually achieved on their NCS programme in each local area.

As a guide, the following management information was collected from 2013 providers in England:

- a. Weekly numbers on number of agreed slots for presentations in schools; actual presentations delivered in schools; Expressions of Interest (Eols); and confirmed sign ups from award of grant until programmes begin;

- b. Monthly numbers, broken down by area (for providers delivering in more than one area), on number of agreed slots for presentations in schools; actual presentations delivered in schools; Expressions of Interest (Eols); and confirmed sign ups from award of grant until the programme begins.
- c. Once the programme begins: weekly numbers of participants starting each phase of the programme.
- d. Monthly numbers, broken down by area (for providers delivering in more than one area), to track 'programme readiness'. Indicators will likely include bookings made and human resource recruited – from award of the grant until the programme begins.
- e. Monthly data on the social mix of the confirmed sign ups – from award of that grant until the programme begins. This is deliberately on a different timetable to the 'programme readiness' information, partly so that not all of the reporting requirements fall at the same time.
- f. Information on staff involved in delivery (at aggregate rather than individual level). This will only be required once the programme is complete.
- g. Detailed breakdown of costs in delivering NCS. This is only required once the programme is complete.
- h. Feedback from young people about their NCS experience through a client satisfaction/experience survey (e.g. before and after completing NCS).
- i. For providers delivering outside of the summer period, data will be collected in the same way as above, but at relevant points in the delivery cycle.

Providers will be expected to retain all documentary evidence for audit purposes. It is a requirement that all evidence related to payments will be available for inspection at any point. Spot checks will be carried out at various points in the life of the grant.

Applicants should note that changes may need to be made to the Management Information required from the successful provider or consortia. Clear written notice of any changes (if any) will be provided in a timely manner.

Requirement - Applicants should provide details of their proposed information systems to control activity and performance, including how such information will be maintained securely.

Data Sharing

In order for NCS participants to be contacted in the future, providers are required to get upfront permission that they are able to share participant data with other entities. This will be fundamental to ensuring the success of core delivery. In order to meet these obligations Applicants will need to:

- undertake a review of the potential information security and data protection risks associated with holding and sharing this information;
- take responsibility for managing compliance with the obligations set out in their grants;
- apply appropriate sensitivity when distributing documents received or created as part of grants;
- be aware of their responsibilities and obligations under the Data Protection Act; and
- notify the Welsh Government and UK Cabinet Office of any breach of data or information security.

Applicants should be aware that they will need to obtain the necessary consents from participants to enable personal data forming a personnel file to be shared with the Welsh Government, UK Cabinet Office and Third Parties, which could include, but are not limited to, public bodies (e.g. local authorities, National Careers Service, OGDs,

Electoral Registration), polling companies, direct marketing companies, other private sector or Third Sector providers.

This must be obtained during the recruitment phase or earliest possible point in time, which will allow the use of Expressions of Interest data to market to people. The Welsh Government and UK Cabinet Office will provide further detail and example consent forms as part of the grant project negotiations.

To deliver NCS at the envisaged increased scale and build on the ethos of NCS, providers should be open to the sharing of processes and evidence of what works, embrace best practice ways of working with each other, and with any new providers in the future, and be willing to participate in central initiatives to trial and test new approaches to delivery.

Requirement – Applicants should confirm that they will obtain the necessary permissions, as required, from the relevant people to share data.

Marketing and Communications

The Welsh Government and UK Cabinet Office's expectation is that NCS providers will be responsible for marketing of their programmes to enable recruitment. **It is important that providers invest sufficiently in marketing the programme as the pilots have shown this has been key to successful recruitment.** NCS providers will need to comply with a centrally set marketing and communications strategy and follow guidelines, set by the Welsh Government, UK Cabinet Office and NCS Trust.

The central strategy will include brand guidelines, which all providers will be expected to ensure that all their work complies with. Brand guidelines will set the messaging, look, feel and logo for the programme. NCS providers are expected to commit to minimum levels of communications activity including social media, media and production of materials. Expectations will be outlined in the central strategy. All communications activity will be expected to reflect the central strategy and support any nationally driven approaches e.g. including logos of national level sponsors.

Applicants will be required to understand, respect and deliver the NCS programme values, vision, and ways of working. The NCS provider must comply with the intellectual property of the programme and adhere to any national branding and marketing guidelines which are issued by the Welsh Government and UK Cabinet Office and NCS Trust.

Applicants will need to submit a communications plan, including timeline, for review and sign off by 1st August 2014 or sooner. The plan should outline all planned marketing activity, including planned materials and an idea of any media relations planned. All communications and marketing materials including, but not limited to, leaflets, posters and press releases will be submitted, by providers, to the Welsh Government and UK Cabinet Office for approval, with the aim being to turn around requests for advice/approval of material within 48 hours.

It is expected that Applicants will have one member of staff who will act as a point of contact for communications activity and who will be responsible for communications. The NCS provider will be expected to have at least one member of staff with some communications experience and to send a member of the team to attend any communications workshops/briefings/meetings to be arranged.

Applicants will need to work closely with the Welsh Government and the UK Cabinet Office to promote the NCS Wales Pilot. Where requested, the NCS provider will attend promotional events and will provide information to help with central promotion of the programme. Such requests shall not be made unreasonably and will be at limited cost to the NCS provider.

Any press statements, interviews, marketing materials, announcements or other marketing/communications activity connected to NCS should be agreed with the Welsh Government and the UK Cabinet Office in advance. Applicants shall be obliged to include the NCS brand when conducting any publicity or marketing. Any public communications about NCS that could be determined as negative by the Welsh Government and the UK Cabinet Office would be grounds for grant project termination.

Applicants should consider any proposed marketing and communications activity in this context, and outline their communications plans to market NCS. It is expected that investment in this area of activity to support recruitment as well as maximising no cost and low cost approaches will be demonstrated, with an emphasis on utilising all existing communications channels. Any paid-for activity will be subject to approval. In setting out communications plans, Applicants should indicate where paid-for activity has been proposed.

Requirement – Applicants should demonstrate their understanding of the NCS programme values, vision, and ways of working and confirm that they can supply a communications plan by 1st August 2014, and that they will comply with centrally set marketing and communications strategy and follow guidelines, set by the Welsh government, the UK Cabinet Office and the NCS Trust.

Whilst NCS is intended to be a universal scheme, it is anticipated that selected providers will need to use a range of both universal and targeted recruitment methods to ensure the programme is open to as wide a cross section of local young people as possible and to achieve a broad social mix on NCS schemes.

The NCS Wales Pilot provider will be required to comply with branding and marketing guidelines when marketing the programmes.

Ensuring Compliance

The NCS provider is expected to comply with the standards relevant to their proposed solution. Examples are the Equality Act 2010, Data Protection Act, e-Government Interoperability Framework and the Web Accessibility Initiative (WAI) guidelines from the World Wide Web Consortium (W3C).

The NCS provider will be expected to apply quality assurance processes that incorporate relevant best practice. The proposed service will also be subject to standards in relation to confidentiality and security of personal data, accessibility, interoperability and other industry best practice guidelines. The specific standards which are appropriate will vary. All providers will be expected to apply quality assurance processes that incorporate relevant best practice.

Requirement - Applicants should demonstrate what quality accreditation they already have or what quality standards principals they apply.

Safety of Young People

As set out above we expect organisations to have staff with appropriate security clearance. Organisations and groups of organisations bidding should also ensure that all pilot activities take place in safe accommodation and they have appropriate insurance in place to cover all aspects of the pilot programme. Young people must be fully aware from their first contact with the NCS provider of expectations regarding conduct and behaviour. Participants are expected to agree codes of behaviour with the pilot provider at the start of their NCS programme.

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TIMING GUIDELINES FOR PLANNING AND DELIVERING NCS WALES 2014

We anticipate that grant agreements will be signed in the week beginning 7th July 2014. Work must begin on recruitment of young people quickly after the grant agreement is signed because the programme will begin in the autumn half term. Providers should therefore plan to contact schools and colleges as soon as possible in order to secure dates to present NCS to students. The Welsh Government Communities First Lead Delivery Bodies, GwirVol Programme and engagement with local Third Sector organisations are viewed as an essential element of delivering the desired Pilot and Applicants MUST be mindful of this.

We suggest that you base your work around three key stages:

1) Planning and awareness raising stage – must begin as soon as grant agreements are signed (anticipated w/c 14th July 2014)

This period should include:

- Raising awareness and laying groundwork for recruitment, such as making contact with key potential supporters in local schools and other organisations and booking events
- Confirming all residential venues for phase 2 and setting payment deadlines for deposits for places at residential venues.

3 Recruitment and further preparation stage - this work should start in August 2014

This period should include:

- Delivering recruitment events and outreach work to attract young people to take part
- A clear plan for collecting interest and sign ups by week and for translating these sign ups into turn ups
- Recruitment and training of key staff needed for the main activity period
- Planning day by day programmes for each phase and researching possible social action projects
- You may choose to run some phase 1 introductory activities

4 Main activity period – the main activities of phase 2 to 5 should take place during the Autumn half term and be consecutive

- Participants should go through their NCS programme in teams of 12-15, which stay together throughout its lifespan.
- Graduation ceremonies and follow-on opportunity fairs following the 2014 programme should be completed by end of January 2015.

Appendix B

Target Number of Participants: 200-300

Target Areas Communities First Clusters (Applicants to indicate which areas they intend to target)

Within Wales Applicants are required to focus their activities primarily, but not solely on these Communities First areas. This does not release Applicants from the requirement to ensure an adequate social mix.

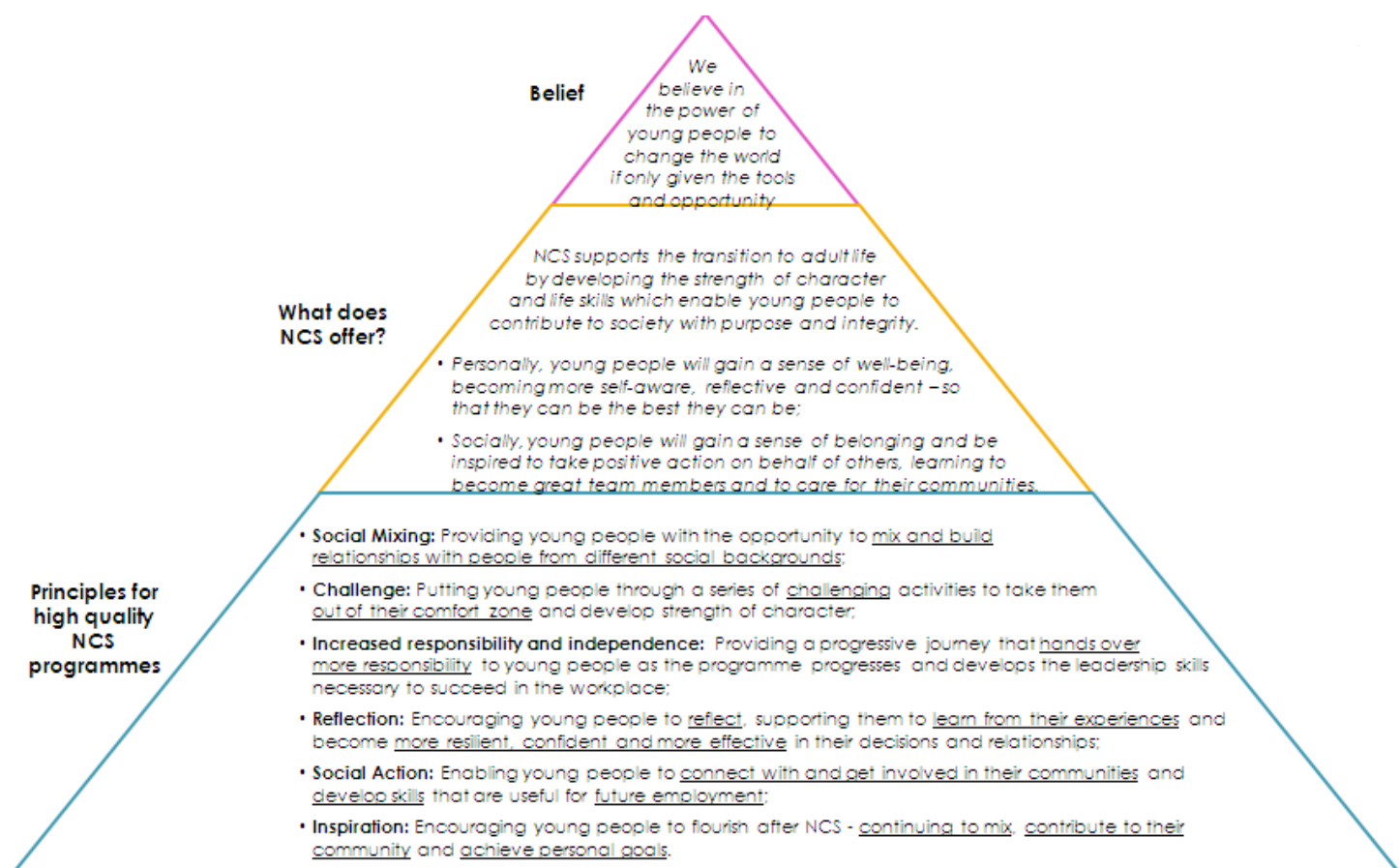
Local Authority Area	Cluster Area	Lower Super Output Areas (LSOA's) in the Cluster
<i>Anglesey</i>	Anglesey	Holyhead Town, Kingsland, London Road, Maeshyfyrd, Morawelon, Porthyfelin 1, Tudur
<i>Blaenau Gwent</i>	Ebbw Fawr	Beaufort 2, Cwm 1,2, Ebbw Vale North 1,2, Ebbw Vale South 1,3, Rassau 2
	Tredegar	Georgetown 1, Sirhowy 2,3, Tredegar Central and West 2,3,4
	North Ebbw Fach	Blaina 1,2,3, Brynmawr 2, Nantyglo 1,2,3
	South Ebbw Fach	Abertillery 1,2, Cwmtillery 1,2,3, Llanhilleth 1,2,3, Six Bells 1
<i>Bridgend</i>	Lower Bridgend	Brackla 3, Bryntirion Laleston and Merthyr Mawr 3, Cornelly 1,4, Morfa 1,2,3, Newcastle 1, Oldcastle 1, Pyle 2
	Mid Bridgend	Bettws (Bridgend), Blackmill 1,2, Bryncoch, Llangeinor, Sarn 1, Ynysawdre 1
	Upper Bridgend	Caerau (Bridgend) 1-4, Maesteg East 1,2, Maesteg West 3,4
<i>Caerphilly</i>	Caerphilly Basin	Aber Valley 1-4, Bedwas Trethomas and Machen 2,6, Morgan Jones 2, Penyrheol (Caerphilly) 4,8), St James 3,4

	Mid Valleys West	Aberbargoed 1,2, Bargoed 1-4, Gilfach, Hengoed (Caerphilly) 1-3, St Cattwg 1,2 & 5
	Upper Rhymney Valley	Darren Valley 2, Moriah 1-3, New Tredegar 1-3, Pontlottyn, Twyn Carno 1-2
	Mid Valleys East	Argoed (Caerphilly) 1,2, Cefn Fforest 1&2, Crumlin 3, Newbridge 2, Pengam 1, Pontllanfraith 2, Risca East 1-4, Ynysddu 1
<i>Cardiff</i>	West	Caerau (Cardiff) 2,3,4,6,7, Ely 1,2,3,4,5,6,8,10, Fairwater (Cardiff) 4,5,7
	BRG	Butetown 1,2, Grangetown 3,4,6,8,10, Riverside 1-3.
	East	Llanrumney 2,3,4,6,7, Pentwyn 2,3,5,8, Rumney 4,5,6, Trowbridge 3,4,5,7,8,9,10
	STAR	Adamsdown 1-5, Plasnewydd 7, Splott 1-8
<i>Carmarthenshire</i>	Carmarthenshire	Ammanford 1, Bigyn 4, Felinfoel, Glanymor 1,2,3, Hengoed 2, Lledi 3, Llwynhendy 2,3, Trimsaran 1, Tyisha 2,3
<i>Conwy</i>	Conwy	Mostyn (Conwy) 1,2, Tudno 1,2, Colwyn 2, Glyn (Conwy) 1,2,3, Llysfaen 1, Rhiw 3, Abergele Pensarn, Kimnel Bay 1,3
<i>Denbighshire</i>	West/South West and Upper Denbigh	Denbigh Upper/Henllan 1, Rhyl East 3, Rhyl South East 4, Rhyl South West 1,2, Rhyl West 1,2,3
<i>Flint</i>	Flint Urban	Flint Castle, Flint Coleshill 2, Flint Oakenholt 1, Greenfield 1, Holywell Central, Mold West 1
	Flint Rural	Connah's Quay Central 2,4, Queensferry, Sealand 2, Shotton Higher 1,2
<i>Gwynedd</i>	Gwynedd	Cadnant(Gwynedd), Marchog 1,2, Peblig (Caernarfon), Talysarn
<i>Merthyr Tydfil</i>	Central	Cyfarthfa 2,3, Park 3, Town 1,3, Vaynor 1
	North	Dowlais 1,4, Gurnos 1-3, Penydarren 1,2

	South	Bedlinog 1,2, Merthyr Vale 1,2, Plymouth (Merthyr Tydfil) 1,2, Treharris 3,4
<i>Neath Port Talbot</i>	Sandfields and Aberavon	Aberavon 2,3,4, Sandfields West 2,3,4, Sandfields East 1,2,4
	Neath	Neath North 2,3, Brittain Ferry West 1, Neath East 1,2,3,4, Neath South 1,2, Coedffranc Central 3, Briton Ferry East 2
	Afan	Cymmer (NPT) 1,2, Glyncorwg, Gwynfi, Pelenna, Bryn & Cwmavon 3,4
	Western Valley's	Ystradgynlais 1,2, Glynneath 1, Ystalyfera 1&2, Pontardawe 2, Seven Sisters, Onllwyn, Godre'r graig
<i>Newport</i>	Central	Pillgwenlly 1-4, Stow Hill 1,3, Victoria 3,4
	East	Alway 2,4,5, Beechwood 3, Liswerry 1,2,5, Ringland 1,2,4,5,6
	North	Bettws (Newport) 1-5, Malpas 2, Shaftesbury 1
	West	Gaer 2,4,5,6, Tredegar Park 1,2
<i>Pembrokeshire</i>	Pembrokeshire	Haverfordwest: Garth 2, Pembroke Dock: Central, Pembroke Dock: Llanion 1, Pembroke Dock: Pennar 1, Pembroke: Monkton, Pembroke: St. Mary North
<i>RCT</i>	Porth	Cymmer (Rhondda Cynon Taf) 1,2,3,4, Rhondda 1, Trealaw 1,2,3, Ynyshir 1,2
	Mid Rhondda	Cwm Clydach 1,2, Llwyn-y-pia 1,2, Pen-y-graig 1,2,3,4, Porth 4, Tonypandy 1
	Upper Rhondda Fawr Cluster	Pentre 3, Treherbert 1,2,3,4, Treorchy 3, Ystrad 3,4
	Upper Cynon Cluster	Aberaman North 1, Aberaman South 1,2,3, Cwmbach 2, Pen-y-waun 1, 2, Hirwaun 3

	Upper Rhondda Fach Cluster	Ferndale 3, Maerdy 1,2, Tylorstown 1,2,3
	Taf West cluster	Gilfach Goch 1,2, Tonyrefail East 1,2,3, Tonyrefail West 1,3
	Pontypridd	Glyncoch 1,2, Hawthorn 2, Rhydyfelin Central/Llan 1,2,3, Ynysybwl 1
	Lower Cynon	Abercynon 2, Mountain Ash West 1,2,3, Penrhiwceiber 1,2,3,4
<i>Swansea</i>	South	Castle 2,4,8, Sketty 4, Landore 2,3,4
	East	St Thomas 1,2, Bonymaen 1,2,4, Llansamlet 6,8
	West	Townhill 1,2,3,4,5,6, Castle 1,3
	North East	Clydach 3, Morriston 5,6,7,9, Mynyddbach 1,2
	North West	Penderry 1,2,3,4,5,6,7, Cockett 8
<i>Torfaen</i>	North	Abersychan 1,2,4, Blaenavon 2, Cwmyniscoy, St. Cadocs & Penygarn, Trevelin 1,2
	South	Fairwater (Torfaen) 2, Greenmeadow 1,3, Llantarnam 3, Pontnewydd 1, St. Dials 1,2, Two Locks 1, Upper Cwmbran 1,3
<i>Vale of Glamorgan</i>	Barry Cluster	Buttrills 2, Cadoc 1,3,4, Castleland 1,2, Court 3, Gibbonsdown 1,2,4
<i>Wrexham County Borough Council</i>	Urban Villages Wrexham	Brymbo 2, Cefn 3, Gwenfro, Gwersyllt North 2, Gwersyllt West 1, Llay 3, Pant, Penycae, Plas Madoc
	Caia Park & Hightown	Cartrefle 1,2, Hermitage 2, Queensway 1,2, Smithfield, Whitegate 1,2, Wynnstay

NCS Ethos



Welsh Government support for Volunteering

1. The Volunteering in Wales Fund

The Volunteering in Wales Fund is a scheme funded by the Welsh Government to promote Volunteering in Wales. The Fund is administered by Wales Council for Voluntary Action (WCVA).

The aim of the Volunteering in Wales Fund (VWF) discretionary grant scheme is to:

- Support projects whose aims are mainly achieved by the use of formal volunteers (see page 8 question 2.1 for the definition of formal volunteering for VWF purposes)
- Support not for profit organisations whose primary purpose is the recruiting, training and placing of volunteers
- Encourage good practice in volunteering; and
- Encourage projects in areas where volunteering is under-developed because of location of the project, or the type of volunteering activity.

Voluntary organisations are invited to forward proposals for:

- Projects or programmes that recruit, support, train and place **NEW** volunteers
- Projects that help to develop good practice in volunteering;
- Projects that are volunteer-based and have difficulty in attracting funds from other grant /charity funding sources

Note - activities that should be supported by the statutory bodies will not be considered for funding

Awards can be made up to a maximum of £25,000 and where appropriate may be offered on condition that match funding is secured.

What can you apply for?

It is possible to apply for up to a maximum of £25,000 VWF grant in year 1. The grant must be expended on the support of new volunteers to be recruited who will be **formally registered as volunteers.**

Who can apply?

An organisation can apply if:

- it is a not-for-profit organisation and is independent of government and private sectors;
- it has a constitution or set of rules, dated and signed as 'adopted' by the chair, or other senior office holder on behalf of the organisation:

- it has a bank account, in the name of your organisation, which requires at least two signatures;
- it is able to provide a copy of its most recent audited accounts or statement of income and expenditure signed as approved by the chair or other senior office holder;
- its proposed project /activity will be taking place in Wales (employment outside Wales is not supported under this grant scheme) ;
- it is an organisation using volunteers to benefit the community
- the proposed project recruits **new** volunteers.

Who cannot apply to the Volunteering in Wales Fund?

- Political organisations
- Statutory organisations
- A CVC or Volunteer Centre

2. GwirVol

The communities of Wales will benefit as more young people are given the opportunity to express themselves as active citizens.

By working closely with our partners in the Third Sector, business, government and young people themselves we are working hard to encourage more young people to get involved in volunteering.

GwirVol

GwirVol is a partnership between the Voluntary, Community, Public and Private sectors and led by the views of young people in Wales. The Partnership exists to take forward the recommendations of the Russell Commission. The recommendations are designed to provide a framework to bring about a step change in the numbers and diversity of young volunteers and to give them more and better quality volunteering opportunities.

Aims and Objectives

The aim of the Partnership is:

- to increase the current percentage of young people between the ages of 16 – 25 who want to volunteer;
- to increase the scope of volunteering opportunities, to include those young people who experience barriers, in terms of disadvantage, ability, and ethnicity;
- to celebrate the involvement of young people, through increased recognition and awards; and
- to ensure that every volunteering opportunity represents a high quality positive experience.

Further information can be found on the [Gwirvol portal website](#).

As of April, 2011 GwirVol also incorporates Millennium Volunteers, which is an hours-based volunteering programme for young people aged 16-24.

Further information on Millennium Volunteers can be found on the [GwirVol Portal website](#).

Welsh Baccalaureate

National Citizen Service (NCS) seeks to introduce young people to the concept of civic responsibility as they make the transition into adulthood. NCS supports young people to develop the skills and attitudes they need to get more engaged with their communities and become active and responsible citizens.

The key aims of NCS align well with the current Welsh Baccalaureate. Community participation is a compulsory element of the Core of the Welsh Baccalaureate at all three levels.

Sitting within the Personal and Social Education component of the Welsh Baccalaureate's Core, Community Participation aims to:

- develop awareness of what it means to be an active and responsible citizen through helping others;
- provide opportunities for candidates to involve themselves in working in active community participation, it cannot be desk based;
- relate to the real world and the wider community, outside the classroom;
- encourage candidates to work in groups.

Following the Review of Qualifications in Wales, the Welsh Baccalaureate is being revised to make the model more rigorous. The revised more rigorous model is due for first teaching in September 2015. A Steering Group has been established to oversee this development and a number of working groups are considering the detail of the elements of the Core.

A high level model has been agreed by the Minister for Education and Skills. It retains, at all levels, a compulsory community participation element - the strengthened and renamed Community Challenge. Learners will be expected to identify and develop opportunities in the local or wider community and actively participate to support improvement. This may be a centre led activity or involve third sector organisations to come into centres to help deliver the challenge and provide feedback to learners on outcomes.

Currently the Welsh Baccalaureate is not compulsory and approximately 60% of learners in 16-19 and half of Key Stage 4 learners now follow Welsh Baccalaureate courses. However, in line with the recommendations from the Review of Qualifications, Welsh Government will encourage universal take up of the revised, more rigorous Welsh Baccalaureate that will be implemented from September 2015. We will use performance measures and funding mechanisms to do this.

Precise details of the challenge are being developed and Officials are working closely with stakeholders, particularly those in the third sector, to develop the Community Challenge part of the Welsh Baccalaureate. There is clear potential for the NCS to contribute to this work and collaborate with WJEC and Welsh Government to develop a Community Challenge. We expect this to begin in earnest in early spring.