

Quality Improvement

Standards Fund 2001/02: Independent specialist colleges for students with learning difficulties and/or disabilities and dance and drama schools in receipt of DfES bursaries.

Summary

This circular provides information on categories of funding and the Council's intended use of the standards fund for 2001/02 for independent specialist colleges for students with learning difficulties and/or disabilities and dance and drama schools in receipt of DfES bursaries. The circular indicates the initiatives that are being funded. These are: provider improvement; professional development; and dissemination of good practice. Application forms are attached at annexes B, C, D and E respectively. The circular also provides information about administrative arrangements for applications and the allocation of funds.

Eligibility for financial support from the standards fund in 2001/02

In 2001/02, the Further Education Funding Council (FEFC) extended the further education standards fund to other further education providers in addition to FE sector colleges. This will continue in 2001/02.

The standards fund for 2001/02 will also be used to support quality improvement work in voluntary and private sector work-based learning providers.

Separate guidance will be issued for work-based learning providers.



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Further information

For further information, please write to:

Geraldine Burns

The Learning and Skills Council

Quality Improvement Division

101 Lockhurst Lane

Coventry CV6 5SF

E-mail: geraldine.burns@lsc.gov.uk

Telephone 024 7670 3376

Standards Fund Helpdesk: 024 7670 3257

Summary

This circular provides information on categories of funding and the Council's intended use of the standards fund for independent specialist colleges for students with learning difficulties and/or disabilities and dance and drama schools in receipt of Department for Education and Skills (DfES) bursaries. The circular indicates the initiatives that are being funded. These are: provider improvement; professional development; and dissemination of good practice. Application forms are attached at annexes B, C, D and E respectively. The circular also provides information about administrative arrangements for applications and the allocation of funds. Only those providers that have Council-funded students, including those in receipt of DfES bursaries, in 2001/02, and also had students in the previous year, 2000/01, will be eligible for standards funding.

The standards fund for 2001/02 will also be used to support quality improvement work in voluntary and private sector work-based learning providers. Separate guidance will be issued for work-based learning providers.

Eligibility for financial support from the standard fund in 2001/02

In 2000/01, the Further Education Funding Council (FEFC) extended the further education standards fund to other further education providers in addition to FE sector colleges. This will continue in 2001/02 and aspects of financial assistance from the standards fund will be made available to the following providers in relation to Council-funded students:

- independent specialist colleges for students with learning difficulties and/or disabilities
- dance and drama schools in receipt of DfES bursaries.

Standards Fund 2001/02: Independent Specialist Colleges and Dance and Drama Schools

Introduction and Background

1 This circular sets out the Learning and Skills Council's (LSC's) intended use of the further education standards fund for 2001/02 in support of government priorities and the LSC's developing quality improvement strategy.

2 The introduction of the further education standards fund in 1999/2000 and its continuation in 2000/01 enabled the FEFC to support sector colleges and other further education providers to improve quality and share good practice. The fund was also used to launch initiatives aimed at developing the potential of governors and staff. The further continuation of the standards fund for 2001/02 provides more opportunities to help sector colleges and other further education providers to make improvements. The standards fund for 2001/02 will also be used to support quality improvement work in voluntary and private sector work-based learning providers.

3 Although improvement has been made in rates of learner achievement, there is still room for further enhancement. The secretary of state has made clear that raising standards whilst widening participation is a top priority for the government. FE sector colleges, other further education providers and work-based learning providers will be supported to make improvement. They will be expected to use the findings from inspections by OFSTED and

the Adult Learning Inspectorate (ALI) to inform their improvement strategies.

4 On 21 November 2000, the then secretary of state confirmed that financial support of £160 million in 2001/02 would be available to sector colleges and other further education providers, and that financial support from the standards fund would increase to £170 million in 2002/03. The secretary of state also indicated that many of the standards fund activities for 2000/01 would continue in 2001/02. Aspects of this year's fund which will roll forward and new initiatives for 2001/02 are set out at annex A. This annex covers information about the use of the fund for independent specialist colleges for students with learning difficulties and/or disabilities and for dance and drama schools in receipt of DfES bursaries. Guidance on the use of standards fund specifically for voluntary and private sector work-based learning providers will be provided for Local Learning and Skills Councils (LLSCs) in a separate communication. The new initiatives for 2001/02 include funding to support:

- continuing professional development
- additional post-inspection support to help providers to improve provision which occupies the middle ground between that which is outstanding and that which is poor
- dissemination of good practice.

5 The major part of the increase in the standards fund for 2001/02 will be devoted to the professional development of staff. The quality of teaching and leadership makes the difference between learning that is effective and that which fails to enable learners to achieve their objectives. For independent specialist colleges for students with learning difficulties and/or disabilities and dance and drama schools in receipt of DfES bursaries, financial support for professional development will be provided. In addition, training programmes for senior managers of other further education providers will continue.

Eligibility

6 In 2000/01, the FEFC extended the standards fund to other further education providers in addition to sector colleges. This will continue in 2001/02 and aspects of financial assistance from the further education standards fund will be made available to the following providers:

- independent specialist colleges for students with learning difficulties and/or disabilities
- dance and drama schools in receipt of DfES bursaries.

7 The LSC will also expect providers previously funded by FEFC to work collaboratively with work-based learning providers. Opportunities might include involving work-based learning staff in training organised for continuing professional development and in activities organised to disseminate good practice. Action plans which follow area inspections will also require a collaborative approach to improving local post-16 provision. Some separate funding for local education authority (LEA) secured adult and community learning provision will be

available from LEA standards funding to support a local authority's adult learning plan.

Funding for 2001/02

8 Funding for 2001/02 will be distributed within the following categories:

- Category 1: Provider improvement
- Category 2: Professional development
- Category 5: Dissemination of good practice.

Next Steps

9 Administrative procedures and application forms for various aspects of the fund are at annexes B-E.

10 Annex F summarises eligibility for funding. Annex G summarises application procedures for standards funding.

Further Information

11 For most aspects of the fund, providers will be working closely with the national office and should in all cases contact the quality improvement division for advice. Please contact Geraldine Burns or Mary Kelly at the national office on 024 7670 3376 and 024 7670 3246 respectively.



John Harwood, Chief Executive

Annexes

Annexes

Annex A	Use of the Standards Fund 2001/02
Annex B	Category 1b) – Administrative procedures
Annex C	Category 2b) – Administrative procedures
Annex D	Category 5a) – Administrative procedures
Annex E	Category 5b) – Administrative procedures
Annex F	Summary of eligibility for Standards Fund
Annex G	Summary of application and monitoring procedures

Annex A: Use of the Standards Fund 2001/02

1 The following paragraphs set out details about the categories of funding for 2001/02. This financial support should help independent specialist colleges for students with learning difficulties and/or disabilities and dance and drama schools in receipt of DfES bursaries to meet the government's priority to raise standards and the Council's developing quality improvement strategy. Providers should note that the Council will not provide financial assistance under the standards fund where it is considered that a more appropriate course of action or source of funding is available. In this annex, the term provider will cover all those institutions, which have been identified as eligible for funding in paragraph 6 of the introduction and background.

Category 1: Provider Improvement

2 The purpose of this category of the fund is to help independent specialist colleges for students with learning difficulties and/or disabilities and dance and drama schools in receipt of DfES bursaries to improve their performance. There are two elements in this category of the fund. They are:

- 1b - post-inspection support
- 1e - the basic skills quality initiative.

1b: Post-inspection support

Eligibility: Independent specialist colleges for students with learning difficulties and/or disabilities and dance and drama schools in receipt of DfES bursaries funded by the FEFC, inspected by the FEFC's inspectorate between September 2000 and March 2001 and providers formerly funded by FEFC, inspected by OFSTED and ALI from 1 April 2001

Purpose

3 To help independent specialist colleges for students with learning difficulties and/or disabilities and dance and drama schools in receipt of DfES bursaries to achieve improvements in the quality of their work more quickly than would otherwise be possible.

4 During 2001/02, those providers inspected by the FEFC's inspectorate between September 2000 and March 2001 will be eligible for financial assistance from the standards fund. In addition, independent specialist colleges for students with learning difficulties and/or disabilities and dance and drama schools in receipt of DfES bursaries, inspected by OFSTED and/or ALI from April 2001 will also be eligible.

Funding arrangements

5 The LSC will review funding arrangements for those institutions inspected under the common inspection framework. Funding will be allocated on a similar basis to that used in 2000-01. This is set out in FEFC Circular 00/19, *Standards Fund 2000-01: Non-sector Colleges*. Eligible providers will receive funding on the approval of a costed post-inspection action plan agreed by quality improvement division in the Learning and Skills Council national office. And in the case of provision graded less than satisfactory, an annex to their development plan agreed by the LSC.

6 Progress in remedying weaknesses will be monitored by the quality improvement division at the national office.

7 Providers eligible for post-inspection support may also be eligible for a supplement to their post-inspection action plan support if they have provision which is judged by inspectors to be less than good.

8 Administrative procedures and an application form are at annex B.

1e: The basic skills quality initiative

Eligibility: Independent specialist colleges for students with learning difficulties and/or disabilities and dance and drama schools in receipt of DfES bursaries

Purpose

9 The purpose of this category of the fund is to help providers to make any improvements to the quality of their basic skills provision.

10 In 2001/02, the LSC will continue to fund the basic skills quality initiative (BSQI). Phase

1 of the BSQI provided financial assistance for providers to develop materials. In 2000/01, funds were allocated to providers to help them to review their strategies for improving basic skills provision. Funding was also made available to recruit and train facilitators who supported providers in developing appropriate strategies. In addition, the Council started a training programme for staff managing basic skills provision. During 2000/01, the contract for the delivery of this training programme was awarded to the Association of Colleges (AoC).

Funding arrangements

11 The LSC will continue to fund the recruitment and training of facilitators, where it is appropriate, allocations to institutions and the training programme for those managing basic skills. In addition, the LSC intends to provide funding to support staff development networks for basic skills staff in each LLSC area.

12 Invitations to apply for a place on the training programme for managers of basic skills provision will be issued by the contractor and applications should be made directly to them. Staff attending a course will have their fees paid directly from the standards fund.

Category 2: Professional Development

Purpose

13 The purpose of this category of the standards fund is to help other further education providers to support the professional development needs of their staff. There are two elements in this category of the fund. They are:

- Category 2b: continuing professional development

- Category 2e: training for senior managers.

14 During 2001/02, the Council intends to work with other post-16 organisations to develop a national framework for professional development.

2b: Continuing professional development

Eligibility: Independent specialist colleges for students with learning difficulties and/or disabilities and dance and drama schools in receipt of DfES bursaries

Purpose

15 To provide financial support to help independent specialist colleges for students with learning difficulties and/or disabilities and dance and drama schools in receipt of DfES bursaries, to improve the quality of their provision by providing continuing professional development for full-time and part-time teaching staff and those supporting teaching and learning. In particular, providers will be expected to ensure that unqualified teachers currently employed have the opportunity and financial support to gain an appropriate teaching qualification. Financial support will also be provided to help providers make opportunities available for continuing professional development. Providers should ensure that there are sufficient opportunities for part-time teachers to improve their teaching skills. They will be expected to ensure that their plans for continuing professional development (CPD) include opportunities, where it is appropriate, for:

- the acquisition of appropriate professional, academic and vocational qualifications

- support for part-time teachers
- developing IT skills for teachers and those supporting learning
- retraining for teachers
- professional updating for teachers
- improving skills in providing pastoral care for learners.

Funding arrangements

16 Eligible providers will be allocated funds for the provision of CPD opportunities for their staff. Providers will receive funds according to institution size represented by full-time equivalent student numbers. Funding for this initiative will need to be matched from the providers' own funds. Providers were notified of their indicative allocation of funds in early summer 2001. They will be expected to submit a costed CPD action plan to the quality improvement division at the LSC national office no later than 30 September 2001. A framework for a CPD action plan is at Annex C. This action plan should cover a provider's CPD needs and will need to indicate 50% matched funding provided by the provider. The LSC will expect providers to continue to invest as much of their own funds as previously. The plan should set clear targets for development activities, including the delivery of qualifications. Funds will be released after the receipt and agreement of this plan.

17 The quality improvement division at the LSC national office will provide any further guidance on the format of providers' CPD plans and monitor progress.

18 Administrative procedures and an application form are at annex C. Teachers whose services are provided through a third

party provider and for whose services the college pays the third party provider, are not eligible. Providers will, of course, wish to ensure that those parties providing teachers are providing appropriately trained and developed staff.

2e: Training for senior managers

Eligibility: Independent specialist colleges for students with learning difficulties and/or disabilities and dance and drama schools in receipt of DfES bursaries

Purpose

19 To provide management training for senior managers involved in delivering FE provision in other further education providers.

20 During 2000/01, the FEFC provided funding for the development and delivery of training programmes for senior managers of FEFC-funded provision other than those in sector colleges. The LSC proposes to continue these programmes in 2001/02. Places will be available for up to 150 senior managers.

Funding arrangements

21 Invitations to apply for a place on the training programmes will be issued by the contractors responsible for the delivery of the programmes and applications should be made directly to them. Senior managers attending a course will have their fees paid directly from the standards fund.

Category 5: Dissemination of Good Practice

22 There are three distinct elements in this category of the fund. They are:

- Category 5a: dissemination activity
- Category 5b: research and development activity
- Category 5c: special initiatives.

5a: Dissemination activity

Eligibility: Providers formerly funded by FEFC which have been awarded an outstanding grade for any area of provision since September 1997. Providers formerly funded by FEFC which are inspected after 1 April 2001 and which reach an equivalent standard will also be eligible.

Purpose

23 To enable providers to share their good practice with others.

Funding arrangements

24 Allocations will be made in response to costed action plans drawn up by providers and agreed by the LSC national office. The quality improvement division at the national office will monitor progress in the implementation of action plans.

25 The maximum funding available is as follows:

- non-sector providers or consortia of providers can apply for up to £50,000 in any one year and up to £70,000 over the life of the standards fund
- providers which have already received the maximum allocation may apply for up to £20,000 to enable a transition from funded activity to that which is not funded by the standards fund.

26 Administrative procedures and an application form are at annex E.

5b: Research and development activity

Eligibility: Providers formerly funded by FEFC which receive funding for the dissemination of their good practice during the lifetime of the standards fund (1999/2000 to 2001/02)

Purpose

27 To enable providers to carry out research and development activity including:

- researching new developments in areas awarded grade 1 at inspection
- sharing good practice between programme areas in the same institution
- identification of the most effective ways of transferring good practice to less successful areas, both internally and externally
- improving understanding of why practice in a particular area is outstanding.

Funding arrangements

28 Allocations will be made in response to costed action plans drawn up by providers and agreed by the LSC. The quality improvement division at the national office will monitor progress in the implementation of action plans.

29 Wider dissemination of the outcomes of this research will be co-ordinated at a national level by an appropriate organisation selected through a tendering process.

30 Providers can apply for up to 20% of funding received for dissemination activity up to a maximum of £40,000. This maximum is increased to £50,000 for accredited providers.

31 Administrative procedures and an application form are at annex E.

5c: Special Initiatives

Eligibility: Providers formerly funded by the FEFC will be eligible to participate in relevant activities offered as part of a national programme. Invitations to take part in the activities will be issued by the appropriate contractor

Purpose

32 To identify and share good practice in specific areas.

33 During 2000-01, the FEFC funded a number of special initiatives to encourage providers to share good practice in areas where few outstanding grades had been awarded, or where the FEFC's inspectorate did not inspect provision explicitly. These were in construction, engineering, the full-time education and training option of New Deal provision and sustainability in environmental practices. The LSC intends that these initiatives will continue and that specific funding should also be made available to share good practice in:

- raising levels of achievement for learners from minority ethnic groups, where these are low
- engaging adults in learning through local partnerships
- providing education for learners with emotional and behavioural difficulties

- improving learners' attendance and punctuality
- improving the progression of young people from foundation/intermediate level to level 3 vocational qualifications
- health and safety
- developing healthy colleges
- approaches to developing citizenship
- models of advanced practitioner status.

Funding arrangements

34 Providers will be able to participate in relevant activities offered as part of a national programme. Invitations to take part in the activities will be issued by the appropriate contractor.

Annex B: Category 1b) – Administrative procedures

Applying for Funding

1 The national office will notify providers of the amount of funding available to them when their inspection report is published.

2 Each letter will identify the name of the LSC's primary contact for the provider who will provide any assistance the provider needs in clarifying the issues to be addressed. The letter will also include the date by which a costed action plan should be forwarded to the LSC. This will normally be within two months of notification.

3 Applications for funding should include:

- a. a costed action plan; and
- b. a copy of the application form at the end of this section signed by the provider's accounting officer.

4 Application forms cannot be accepted without an original signature.

5 For post-inspection support, providers may choose to send an appropriately costed action plan, copy of their updated development plan and, where appropriate, the post-inspection annex.

Action Plans

6 The LSC wishes to receive a costed action plan (or costed updated development plan and, where appropriate, annex) covering all the activities for which post-inspection funding are sought.

7 Costed action plans should be brief but clear and should identify:

- a. the standards fund category from which funding is sought;
- b. areas requiring improvement;
- c. the actions proposed and, where appropriate, their priority;
- d. estimated costs for each action (a brief explanation of the basis of the estimate is required);
- e. measurable outcomes resulting from funded activities;
- f. timescales for expenditure, when actions have to be completed and the measurable outcomes achieved; and,
- g. ways in which progress in making improvements will be monitored and evaluated by the provider.

8 The LSC will assess the adequacy of costed action plans submitted by providers before funding is agreed. The assessment will consider whether:

- a. the proposed actions effectively address weaknesses as identified to the provider by the LSC, for example in inspection reports;
- b. the priorities for action are clear;
- c. the timescale for making improvements is realistic and achievable;

- d. the plans have been costed in a prudent way and appear to offer good value for money;
- e. the provider has identified appropriate measurable factors to indicate success;
- f. the proposed evaluation of progress appears suitable; and,
- g. appropriate consideration has been given to obtaining support from providers funded to share their good practice with others.

9 The LSC undertakes to respond to all action plans received within five working weeks. Once an action plan is approved, a provider will receive a letter outlining arrangements for payment, support and monitoring. If the plan is not approved, the provider will be expected to resubmit its plan. Only approved plans will receive funding. An example of an action plan in tabular format is available on the LSC's website: www.lsc.gov.uk/documents.

Monitoring progress

10 The LSC will use the monitoring and evaluation activities identified in the provider's action plan to establish its own monitoring and reporting activities aimed at assessing the impact of the standards fund, both at a local and national level.

11 Progress made by providers receiving support from the standards fund will normally be monitored through visits by staff from the national office.

12 Providers should maintain sufficient, clear information about their use of funding from the standards fund to allow them to monitor their expenditure and to evaluate the impact of their activities on improvement, and to demonstrate to others that a clear management trail exists.

Administration of Funds

13 Funds will normally be allocated to providers, rather than paying claims for expenditure from providers in retrospect. Funding may be staged until a provider has made sufficient progress. Where action plans are not completed the LSC reserves the right to reclaim funds (in part or in full).

14 The financial year to which funding applies will depend on the timescale of the action plan to which funding relates. Should the action plan take place over more than one financial year, funding may be carried over for the duration of the action plan.

15 The LSC recognises that the costings in an action plan will be based on best estimates of both time and funding required to complete identified actions. It may be appropriate for funds to be vired between different elements of an action plan during its lifetime. Should this be the case providers are asked to obtain approval from the quality improvement division in the LSC national office, for virement of over 5% between subheads.

16 Providers must be able to demonstrate that funding will only be for additional expenditure incurred by providers and must not be substituted for any expenditure already planned or normally incurred by a provider. Funding should be used to ensure that improvements are made more quickly than would otherwise be possible.

Tendering and procurement

17 Providers should comply with all statutory and other legal requirements as may apply to the implementation of their action plans and use of funding and apply good practice to any procurement and tendering. Providers may find useful the joint FEFC/National Audit Office good practice guides: *Estate*

Management in Further Education Providers (TSO, 1996): and Procurement (TSO, 1997).

VAT

18 Providers should consult their financial advisers and, if necessary, their local HM Customs and Excise Office to ascertain what aspects of expenditure will incur VAT.

Capital assets

19 Providers will be bound by the provisions of their financial memorandum with the LSC in respect of capital assets purchased with assistance from the fund.

Health and safety and equal opportunities

20 Successful action plans must demonstrate proper consideration of relevant health and safety and equal opportunities statutory requirements.

Evidence for audit purposes and accounting procedures

21 Providers will be expected to keep copies of all invoices and other appropriate costs records (correctly processed and certified) as evidence of expenditure for audit purposes. Providers should show income from the standards fund as a specific line on their financial statements in a similar fashion to the treatment of access funds. If the provider has earmarked any part of the grant for capital purposes, where at the end of any financial year the provider has not spent the full amount earmarked, the balance should be shown under current liabilities within 'payments received on account'.

Publication of outcomes

22 The LSC will wish to publish and disseminate information about activities supported under the fund.

Eligible Expenditure

23 Before incurring costs, providers are requested to refer to the following illustrative list of eligible items of expenditure. Should expenditure be planned for items not on this list, providers should contact the quality improvement division in the LSC national office, for further guidance. Any expenditure incurred on items not on this list is at providers' own risk without LSC approval. Care should be taken to ensure that expenditure is in addition to that which would have been incurred had funding not been available and that appropriate procedures apply to the selection of consultants and contractors. All providers receiving funding under the standards fund must ensure and be able to demonstrate that their activities are not being double-funded. The guiding principle in determining eligibility of expenditure should, in all cases, be that of reasonableness.

24 The following list of items is not intended to be exhaustive, but gives providers guidance on appropriate activities:

- a. staff time and/or replacement costs
- b. hire of equipment
- c. hire of facilities to undertake study
- d. independent consultants' fees and expenses
- e. purchase of materials
- f. purchase of equipment
- g. installation of and work associated with new management information systems and software
- h. staff training and development costs.

25 Wherever possible, independent estimates for costs should be obtained and included with the action plan. In any event the basis for any estimates should be clearly stated.

Staff costs

26 Providers should not profit or make a loss from any exchange of staff resulting from work relating to the standards fund.

Appendix to annex B: Application form for category 1b

101 Lockhurst Lane
Foleshill, Coventry
CV6 5SF
T 024 7670 3241
F 024 7670 3334

www.lsc.gov.uk
info@lsc.gov.uk

(Reference Circular 01/07)

Category 1b – Post-inspection support

Please return the completed form to Geraldine Burns, Quality Improvement Division, Learning and Skills Council, 101 Lockhurst Lane, Foleshill, Coventry CV6 5SF, together with a copy of your action plan and estimates where appropriate.



Learning+Skills Council

Section 1. Provider details

Name of provider (<i>please print</i>)
Contact name for queries (<i>please print</i>)
Telephone no.
Fax no.
E-mail address

Section 2. Summary of funding applied for

Category	Amount of funding applied for
Category 1b) – post-inspection support	

Section 3. Declaration

For completion by the provider's accounting officer (normally the principal)

As principal of _____, I confirm that the:

- funds will be subject to the provider's accounting and auditing arrangements;
- funds will be repaid if so required by the Council;
- funds will be used for expenditure additional to that which would have been incurred had funding not been available;
- provider will put in place arrangements for evaluating the use of the funding;
- funds are to be used for the purposes applied for;
- Council may publish and disseminate information on the use by colleges of the standards fund.

Signature
Name (<i>please print</i>)
Date

Annex C: Category 2b – Administrative procedures

Applying for Funding

1 Eligible providers will be allocated funds for the provision of continuing professional development (CPD) opportunities for their staff. They will receive funds according to institution size represented by full-time equivalent student numbers. Funding for this initiative will need to be matched from the providers' own funds. The quality improvement division in the LSC national office will notify providers of the amount of funding available to them in summer 2001.

2 The LSC recognises that CPD is an ongoing responsibility for providers. Providers' CPD plans should show clear references to their annual development plan. Funding is intended to complement providers' own financial contribution and to allow development to take place more quickly than would otherwise be the case. Funding for this initiative will need to be matched from the providers' own funds. Providers will be notified about their indicative allocation of funds in summer 2001. The CPD action plan should cover a providers' continuing professional development needs and will need to indicate 50% matched funding provided by the provider. The LSC will expect providers to continue to invest as much of their own funds as previously. Funds will be released after the receipt of this plan.

- 3 Applications for funding should include:
 - a. copy of the providers' CPD plan with an indication of which elements it is proposed should be supported by the standards fund; and
 - b. copy of the application form at the end of this section signed by the provider's accounting officer.
- 4 Application forms cannot be accepted without an original signature.
- 5 Applications should be sent to the quality improvement division in the LSC national office, not later than **30 September 2001**.

Monitoring Progress

- 6 A report on activities undertaken during the teaching year 2001/2002, including expenditure and an evaluation of the activity undertaken should be sent to the quality improvement division in the LSC national office, by 31 July 2002.
- 7 Progress made by providers receiving support from the standards fund will normally be monitored through routine visits by staff from (LLSCs and/or) the quality improvement division in the LSC national office.
- 8 Providers should maintain sufficient, clear information about their use of funding from the standards fund to allow them to monitor their expenditure and to evaluate the impact of their activities on improvement, and to demonstrate to others that a clear management trail exists.

Administration of Funds

9 Funds will be made available on receipt of an application and a CPD plan. Providers should apply for funding no later than 30 September 2001. It is anticipated that payments will start in October 2001. Where action plans are not completed the LSC reserves the right to reclaim funds (in part or full).

10 Funding will only be for additional expenditure incurred by providers and must not be substituted for any expenditure already planned or normally incurred by a provider. Funding should be used to ensure that improvements are made more quickly than would otherwise be possible.

Tendering and procurement

11 Providers should comply with all statutory and other legal requirements as may apply to the implementation of their action plans and use of funding and apply good practice to any procurement and tendering. Providers may find useful the joint FEFC/NAO good practice guides: *Estate Management in Further Education Providers (TSO, 1996)*; and *Procurement (TSO, 1997)*.

VAT

12 Providers should consult their financial advisers and, if necessary, their local HM Customs and Excise Office to ascertain what aspects of expenditure will incur VAT.

Capital assets

13 Providers will be bound by the provisions of their financial memorandum with the LSC in respect of capital assets purchased with assistance from the fund.

Health and safety and equal opportunities

14 Successful action plans must demonstrate proper consideration of relevant health and safety and equal opportunities statutory requirements.

Evidence for audit purposes and accounting procedures

15 Providers will be expected to keep copies of all invoices and other appropriate costs records (correctly processed and certified) as evidence of expenditure for audit purposes. Providers should show income from the standards fund as a specific line on their financial statements in a similar fashion to the treatment of access funds. If the provider has earmarked any part of the grant for capital purposes, where at the end of any financial year the provider has not spent the full amount earmarked, the balance should be shown under current liabilities within 'payments received on account'.

Publication of outcomes

16 The LSC will wish to publish and disseminate information about activities supported under the fund.

Eligible Expenditure

17 Before incurring costs, providers are requested to refer to the following illustrative list of eligible items of expenditure. Should expenditure be planned for items not on this list, providers should contact the quality improvement division in the LSC national office, for further guidance. Any expenditure incurred on items not on this list is at providers' own risk without LSC approval. Care should be taken to ensure that expenditure is in addition to that which would have been

incurred had funding not been available and that appropriate procedures apply to the selection of consultants and contractors. All providers receiving funding under the standards fund must ensure and be able to demonstrate that their activities are not being double-funded. The guiding principle in determining eligibility of expenditure should, in all cases, be that of reasonableness.

18 The following list of items is not intended to be exhaustive, but gives providers guidance on appropriate activities:

- a. staff time and/or replacement costs;
- b. hire of equipment;
- c. hire of facilities to undertake study;
- d. trainers' fees and expenses;
- e. course fees and expenses;
- f. purchase of materials;
- g. purchase of equipment for delivering training.

19 Wherever possible, independent estimates for costs should be obtained and included with the action plan. In any event the basis for any estimates should be clearly stated.

Staff costs

20 Providers should not profit or make a loss from any exchange of staff resulting from work relating to the standards fund.

Appendix 1 to annex C: Application form for category 2b)

101 Lockhurst Lane
Foleshill, Coventry
CV6 5SF
T 024 7670 3241
F 024 7670 3334

www.lsc.gov.uk
info@lsc.gov.uk

(Reference Circular 01/07)

Category 2b) Continuing professional development

Please return the completed form to Geraldine Burns, Quality Improvement Division, Learning and Skills Council, 101 Lockhurst Lane, Foleshill, Coventry CV6 5SF, together with a copy of your CPD plan, no later than 30 September 2001.



Learning+Skills Council

Section 1. Provider details

Name of provider (<i>please print</i>)
Contact name for queries (<i>please print</i>)
Telephone no.
Fax no.
E-mail address

Section 2. Amount of funding applied for

£

Section 3. Declaration

For completion by the provider's accounting officer (normally the principal)

As principal of _____, I confirm that the:

- a funds will be subject to the provider's accounting and auditing arrangements;
- b funds will be repaid if so required by the LSC;
- c funds will be used for expenditure additional to that which would have been incurred had funding not been available;
- d provider will put in place arrangements for evaluating the use of the funding;
- e funds are to be used for the purposes in the plan;
- f Council may publish and disseminate information on the use by providers of the standards fund.

Signature
Name (<i>please print</i>)
Date

Framework for a costed continuing professional development plan (an example) Continuing professional development – 2b) Professional updating for staff

Areas requiring improvement: strengthening the teaching skills of those teachers/trainers working with learners at levels 1 and 2 (to include the aspect of continuing professional development addressed by this part of the plan together with any self-assessment or national/organisational priorities, as appropriate).

Content	Intended learning outcome(s)	Target(s) for improvement	Nature of development activity	Duration and frequency	Target group	Estimated number of participants	Estimated dates
1: Ways of structuring a teaching session	Staff better able to: <ul style="list-style-type: none"> • vary structure of sessions appropriately • find ways of catering for individual learners in a group setting • use a range of teaching styles 	a. retention and achievement to improve overall by at least 2%, and at level 1 and 2 by at least 7% and 10% b. observation grades to improve overall, and by 3% at level 1 and 5% at level 2 c. learner satisfaction surveys to show that 90% of learners at levels 1 and 2 rate teaching satisfactory or better d. all lesson plans to indicate structure reason for structure and the individual needs being met	A set of three workshops, each one dealing with one topic and repeated four times	Three hours per topic/workshop; each run of four to cover different days/times of the week, including one set of alternate Saturday mornings	All teachers and trainers working on level 1 and 2 provision. (Other staff who are interested will be able to attend, if space permits.)	75 full-time and 40 part-time teachers/trainers	Between 1 June 2001 and 31 October 2001
An indication of the topic(s) to be covered.	Intended outcome(s) of the development activity.	The measurable improvement in performance sought.	Mode(s) of delivery, eg workshop, course, secondment.	How long the activity will last and the pattern of delivery.	The intended participants.	Likely numbers attending.	Timings – months and year.

Resources/ costs	Sources of funding college standards fund	Monitoring	Evaluating development activity	Evaluating impact of development activity
1 Staff replacement costs 75 f/t at £100 per w/shop, 40 p/t at £45 per w/shop = £27,900	£13,950	Professional development manager to check that: 1 workshops are designed and programme/timetable sent out, by end April 2 bookings show all relevant staff will attend workshops, by end May 3 evaluations are reviewed monthly to make any changes needed 4 attendance is reviewed mid-July and end October	Professional development manager to ensure that: 1 tutors' views are recorded at the meeting held after each workshop and at the end of the programme 2 participants' views are obtained verbally and in writing at the end of each workshop 3 these are analysed and used together with attendance data to compile part 1 of an evaluation report to go to the quality and staff development committee in November and the corporation's standards committee in December	Director of quality to ensure that: 1 each participant is asked at the end of a workshop to write down at least one thing they will try out and/or adopt; Prof. development manager to follow this up with individuals in November 2 the results of the 'on course' learner survey in December are compared with the previous 2 years 3 grades for those observed October to January are compared with the grades they received previously 4 retention and achievement data are monitored monthly and compared with relevant month's data in previous year(s)
2 External consultant 3 days prep and 9 delivery at £350 per day = £4,200	£2,100			
3 Admin costs 2.5 days at £100 per day = £250	£125			
Estimated costs of each activity, including the basis for calculations	Breakdown of funding between provider, standards fund and/or other source	Who will monitor progress towards implementation of the plan, and how	Who will evaluate the quality of the activities, how and when	Who will assess the impact of the activities on the professional activities of staff, how and when

Annex D: Category 5a – Administrative procedures

Applying for Funding

1 Providers will be notified of their eligibility when their inspection report is published.

2 Applications for funding from newly inspected providers should be sent to the quality improvement division at the LSC national office, within two months of notification.

3 Providers which were eligible for funding before 31 March 2001 may apply for additional funding up to the maximum limits. Applications for additional funding should be made by **30 September 2001**.

4 The key consideration for each provider in applying for funding should be whether:

- a. the dissemination of its experience and skills will be helpful to other providers and lead to the achievement of higher standards of work;
- b. it has the skills to manage an effective dissemination programme;
- c. there is likely to be demand for the proposed support.

5 While the LSC does not wish to be prescriptive about the nature of dissemination activity, providers should aim to use a wide range of methods in disseminating good practice and to avoid duplication. They should indicate clearly whether their activities in disseminating good practice promote, for example:

- a. awareness – which might include: the distribution of materials; publicity; publications; conferences; websites; demonstration workshops;
- b. understanding – which is more likely to include: consultancy; workshops or secondments that actively engage participants and provide specific activities which can be replicated elsewhere.

6 Providers will be expected to demonstrate that they are sharing their good practice with others that have weaknesses in related areas. Double funding could arise when one provider has received funding to buy in support under category 1 while another has been funded to provide support under category 5. In this instance, the providers concerned should make sure that activities are not funded through both categories of the fund.

7 The LSC wishes in particular to encourage collaboration but does not wish to receive multiple applications to fund the same project. A lead provider should be nominated to make the application for funding and receive payments from the LSC. The lead provider will be responsible for ensuring that funding is used appropriately by collaborating partners and that funded activities lead to the projected outcomes.

8 The LSC will be particularly interested in applications for funding for collaborative activity which seeks to strengthen or develop the working relationships which will be required following the establishment of the

LSC. Providers should consider using lifelong learning partnerships, local LSC boundaries or other existing initiatives as the basis for collaborative working arrangements.

9 Action plans covering collaborative initiatives should make the contribution of each participating provider clear and should be signed by the principal of each collaborating provider.

10 Applications for funding should include:

- a. a costed action plan;
- b. a copy of the application form at the end of this section signed by the provider's accounting officer (normally the principal);
- c. for second and subsequent applications for funding, an evaluation of the dissemination activity carried out to date; and,
- d. a brief statement (no more than one page) about their experience to date in managing or participating in the dissemination of good practice. In this context, it should be noted that lack of experience will not preclude funding under category 5.

Action plans

11 Costed action plans should be brief but clear and should identify:

- a. whether the application relates to the award of one or more outstanding grades;
- b. the identified good practice which the proposed activity is intended to share;
- c. the actions proposed and, where appropriate, their priority;
- d. estimated costs for each action (a brief explanation of the basis of this estimate is required);

- e. measurable outcomes resulting from funded activities, including the number of those that will benefit from dissemination activities;
- f. timescales for achieving the measurable outcomes;
- g. ways in which progress will be monitored and evaluated by the provider; and,
- h. where transitional funding is requested there should be a clear indication of how dissemination activity will be funded in future.

12 The LSC will assess the adequacy of costed action plans submitted by providers before funding is agreed. The assessment will consider whether:

- a. the proposed actions are clearly founded on the strengths identified within the provider and its expertise;
- b. activities are in addition to other initiatives funded by the LSC;
- c. the timescale for activity is realistic and achievable;
- d. the plans have been costed in a prudent way and appear to offer good value for money;
- e. the provider has identified appropriate measurable factors to indicate success;
- f. the proposed evaluation of progress appears suitable; and
- g. account has been taken of existing dissemination activity supported by the standards fund.

13 The LSC undertakes to respond to all action plans received within five working weeks. Once an action plan is approved, a provider will receive a letter outlining arrangements for payment, support and monitoring. Applications may be partly

approved or funding may be staged where additional information is required.

Monitoring progress

14 The LSC uses the monitoring and evaluation activities identified in the provider's action plan to establish its own monitoring and reporting activities aimed at assessing the impact of the standards fund, both at a local and national level.

15 Progress made by providers receiving support from the standards fund will normally be monitored through visits by staff from the national office. In addition, providers will be expected to provide an evaluation on the outcomes of each activity on its completion.

16 Providers should maintain sufficient, clear information about their use of funding from the standards fund to allow them to monitor their expenditure and to evaluate the impact of their activities on improvement, and to demonstrate to others that a clear management trail exists.

Administration of Funds

17 Funds will normally be allocated to providers, rather than paying claims for expenditure from providers in retrospect. Where action plans are not completed the LSC reserves the right to reclaim funds (in part or in full).

18 The financial year to which funding applies will depend on the timescale of the action plan to which funding relates. Should the action plan take place over more than one financial year, funding may be carried over for the duration of the action plan.

19 The LSC recognises that the costing in an action plan will be based on best estimates of both time and funding required to complete identified actions. It may be appropriate for

funds to be vired between different elements of an action plan during its lifetime. Should this be the case providers are asked to obtain approval for such a variation of over 5% between subheads from the quality improvement division in the LSC national office.

20 Providers must be able to demonstrate that funding will only be for additional expenditure incurred by providers and must not be substituted for any expenditure already planned or normally incurred by a provider. Funding should be used to ensure that improvements are made more quickly than would otherwise be possible.

Tendering and procurement

21 Providers should comply with all statutory and other legal requirements as may apply to the implementation of their action plans and use of funding and apply good practice to any procurement and tendering. Providers may find useful the joint FEFC/NAO good practice guides: *Estate Management in Further Education Providers (TSO, 1996)*; and *Procurement (TSO, 1997)*.

VAT

22 Providers should consult their financial advisers and, if necessary, their local HM Customs and Excise Office to ascertain what aspects of expenditure will incur VAT.

Capital assets

23 Providers will be bound by the provisions of their financial memorandum with the LSC in respect of capital assets purchased with assistance from the fund.

Health and safety and equal opportunities

24 Successful action plans must demonstrate proper consideration of relevant health and safety and equal opportunities statutory requirements.

Evidence for audit purposes and accounting procedures

25 Providers will be expected to keep copies of all invoices and other appropriate costs records (correctly processed and certified) as evidence of expenditure for audit purposes. Providers should show income from the standards fund as a specific line on their financial statements in a similar fashion to the treatment of access funds. If the provider has earmarked any part of the grant for capital purposes, where at the end of any financial year the provider has not spent the full amount earmarked, the balance should be shown under current liabilities within 'payments received on account'.

Publication of outcomes

26 The LSC will wish to publish and disseminate information about activities supported under the fund.

Eligible Expenditure

27 Before incurring costs, providers are requested to refer to the following illustrative list of eligible items of expenditure. Should expenditure be planned for items not on this list, providers should contact the quality improvement division in the national LSC for further guidance. Any expenditure incurred on items not on this list is at providers' own risk without LSC approval. Care should be taken to ensure that expenditure is in addition to that which would have been incurred had funding

not been available and that appropriate procedures apply to the selection of consultants and contractors. All providers receiving funding under the standards fund must ensure and be able to demonstrate that their activities are not being double-funded. The guiding principle in determining eligibility of expenditure should, in all cases, be that of reasonableness.

28 The following list of items is not intended to be exhaustive, but gives providers guidance on appropriate activities:

- a. staff time and/or replacement costs;
- b. hire of equipment;
- c. hire of facilities to undertake study;
- d. independent consultants' fees and expenses;
- e. purchase of materials;
- f. purchase of equipment;
- g. staff training and development costs.

29 Wherever possible, independent estimates for costs should be obtained and included with the action plan. In any event the basis for any estimates should be clearly stated.

Staff costs

30 Providers should not profit or make a loss from any exchange of staff resulting from work relating to the standards fund.

Appendix to annex D: Application form for category 5a)

101 Lockhurst Lane
Foleshill, Coventry
CV6 5SF
T024 7670 3241
F 024 7670 3334

www.lsc.gov.uk
info@lsc.gov.uk

(Reference Circular 01/07)

Category 5a) Dissemination of good practice

Please return the completed form to Geraldine Burns, Quality Improvement Division, Learning and Skills Council, 101 Lockhurst Lane, Foleshill, Coventry CV6 5SF, together with a copy of your action plan and estimates where appropriate.



Learning+Skills Council

Section 1. Provider details

Name of provider <i>(please print)</i>
Contact name for queries <i>(please print)</i>
Telephone no.
Fax no.
E-mail address

Section 2. Summary of funding applied for

Category of funding	Amount of funding applied for
a. as a provider awarded grade 1 for <i>(please specify areas)</i>	£

Section 3. Declaration

For completion by the provider's accounting officer (normally the principal)

As principal of _____, I confirm that the:

- funds will be subject to the provider's accounting and auditing arrangements;
- funds will be repaid if so required by the Council;
- funds will be used for expenditure additional to that which would have been incurred had funding not been available;
- provider will put in place arrangements for evaluating the use of the funding;
- funds are to be used for the purposes in the plan;
- LSC may publish and disseminate information on the use by providers of the standards fund.

Signature
Name <i>(please print)</i>
Date

Annex E: Category 5b – Administrative procedures

Applying for Funding

- 1 Funding available for research and development activity is dependent on the amount of dissemination activity carried out. Providers can apply for funding to the value of 20% of the funding received for dissemination in any one year of the standards fund.
- 2 Applications for funding should include:
 - a. a costed action plan;
 - b. a copy of the application form at the end of this section signed by the provider's accounting officer (normally the principal); and,
 - c. a brief statement (no more than one page) about their research experience. In this context, it should be noted that lack of experience will not preclude funding under category 5b.

Action plans

- 3 Costed action plans should be brief but clear and should identify:
 - a. the area in which research is to be undertaken;
 - b. the actions proposed and, where appropriate, their priority;
 - c. estimated costs for each action;
 - d. timescales for expenditure, when actions have to be completed and for achieving the measurable outcomes; and,

- e. ways in which progress will be monitored and evaluated by the provider.
- 4 The LSC will assess the adequacy of costed action plans submitted by providers before funding is agreed. The assessment will consider whether:
 - a. the proposed actions are clearly founded on the strengths identified within the provider and its expertise;
 - b. activities are in addition to other initiatives funded by the LSC;
 - c. the timescale for activity is realistic and achievable;
 - d. the plans have been costed in a prudent way and appear to offer good value for money; and,
 - e. the proposed evaluation of progress appears suitable.

5 The LSC undertakes to respond to all action plans received within five working weeks. Once an action plan is approved, a provider will receive a letter outlining arrangements for payment, support and monitoring. Applications may be partly approved or funding may be staged where additional information is required.

Monitoring progress

6 The LSC will use the monitoring and evaluation activities identified in the provider's action plan to establish its own monitoring and reporting activities aimed at assessing the

impact of the standards fund, both at a local and national level.

7 Providers should maintain sufficient, clear information about their use of funding from the standards fund to allow them to monitor their expenditure and to evaluate the impact of their activities on improvement, and to demonstrate to others that a clear management trail exists.

Administration of Funds

8 Whenever possible, funds will be allocated to providers, rather than paying claims for expenditure from providers in retrospect. Where action plans are not completed the LSC reserves the right to reclaim funds (in part or full).

9 Providers must be able to demonstrate that funding will only be for additional expenditure incurred by providers and must not be substituted for any expenditure already planned or normally incurred by a provider. Funding should be used to ensure that improvements are made more quickly than would otherwise be possible.

Tendering and procurement

10 Providers should comply with all statutory and other legal requirements as may apply to the implementation of their action plans and use of funding and apply good practice to any procurement and tendering. Providers may find useful the joint FEFC/NAO good practice guides: *Estate Management in Further Education Providers (TSO, 1996)*; and *Procurement (TSO, 1997)*.

VAT

11 Providers should consult their financial advisers and, if necessary, their local HM Customs and Excise Office to ascertain what aspects of expenditure will incur VAT.

Capital assets

12 Providers will be bound by the provisions of their financial memorandum with the LSC in respect of capital assets purchased with assistance from the fund.

Health and safety and equal opportunities

13 Successful action plans must demonstrate proper consideration of relevant health and safety and equal opportunities statutory requirements.

Evidence for audit purposes and accounting procedures

14 Providers will be expected to keep copies of all invoices and other appropriate costs records (correctly processed and certified) as evidence of expenditure for audit purposes. Providers should show income from the standards fund as a specific line on their financial statements in a similar fashion to the treatment of access funds. If the provider has earmarked any part of the grant for capital purposes, where at the end of any financial year the provider has not spent the full amount earmarked, the balance should be shown under current liabilities within 'payments received on account'.

Publication of outcomes

15 The LSC will wish to publish and disseminate information about activities supported under the fund.

Eligible Expenditure

16 Before incurring costs, providers are requested to refer to the following illustrative list of eligible items of expenditure. Should expenditure be planned for items not on this list, providers should contact the quality improvement division in the LSC national office, for further guidance. Any expenditure incurred on items not on this list are at providers' own risk without LSC approval. Care should be taken to ensure that expenditure is in addition to that which would have been incurred had funding not been available and that appropriate procedures apply to the selection of consultants and contractors. All providers receiving funding under the standards fund must ensure and be able to demonstrate that their activities are not being double-funded. The guiding principle in determining eligibility of expenditure should, in all cases, be that of reasonableness.

17 The following list of items is not intended to be exhaustive, but gives providers guidance on appropriate activities:

- a. staff time and/or replacement costs;
- b. hire of equipment;
- c. hire of facilities to undertake study;
- d. independent consultants' fees and expenses;
- e. purchase of materials;
- f. purchase of equipment;
- g. staff training and development costs.

18 Wherever possible, independent estimates for costs should be obtained and included with the action plan.

Staff costs

Providers should not profit or make a loss from any exchange of staff resulting from work relating to the standards fund.

Appendix to annex E: Application form for category 5b)

101 Lockhurst Lane
Foleshill, Coventry
CV6 5SF
T 024 7670 3241
F 024 7670 3334

www.lsc.gov.uk
info@lsc.gov.uk

(Reference Circular 01/07)

Category 5b) Good practice – research and development

Please return the completed form to Geraldine Burns, Quality Improvement Division, Learning and Skills Council, 101 Lockhurst Lane, Foleshill, Coventry CV6 5SF, together with a copy of your action plan and estimates where appropriate.



Learning+Skills Council

Section 1. Provider details

Name of provider (<i>please print</i>)
Contact name for queries (<i>please print</i>)
Telephone no.
Fax no.
E-mail address

Section 2. Summary of funding applied for

Area of research	Amount of funding applied for	Amount of funding received for dissemination and year in which received, eg, £40,000 in 2000/2001

Section 3. Declaration

For completion by the provider's accounting officer (normally the principal)

As principal of _____, I confirm that the:

- a funds will be subject to the provider's accounting and auditing arrangements;
- b funds will be repaid if so required by the LSC;
- c funds will be used for expenditure additional to that which would have been incurred had funding not been available;
- d provider will put in place arrangements for evaluating the use of the funding;
- e funds are to be used for the purposes in the plan;
- f LSC may publish and disseminate information on the use by providers of the standards fund.

Signature
Name (please print)
Date

Annex F: Summary of eligibility for Standards Fund – Providers previously funded by FEFC

Category	Sector colleges	Independent external institutions	LEA main-tained external institutions	Higher education institutions	Independent specialist colleges for students with learning difficulties and/or disabilities	Dance and drama schools in receipt of DFES bursaries
1. Provider Improvement						
a. Colleges causing concern	✓	✗	✗	✗	✗	✗
b. Post-inspection support	✓	Providers which have been inspected by FEFC since September 1997 or OFSTED or ALL after April 2001				
c. Area inspection support	✓	✗	✗	✗	✗	✗
d. Improving retention and achievement	✓	✗	✓	✓	✓	✓
e. Basic skills initiative	✓	✓	✓	✓	✓	✓
2. Professional Development						
a. Qualifications for new teachers	✓	✗	✗	✗	✗	✗
b. Continuing professional development	✓	✓	✓	✓	✓	✓
c. Principals' programme	✓	✗	✗	✗	✗	✗
d. Training for senior management teams	✓	✗	✗	✗	✗	✗
e. Training for senior managers	✗	✓	✓	✓	✓	✓
f. Training for black managers	✓	✓	✓	✓	✗	✗
g. New teaching posts	✓	✗	✗	✗	✗	✗
3. The Governance Programme	✓	✗	✗	✗	✗	✗
5. Dissemination of Good Practice						
a. Dissemination activity	Providers which have been awarded one or more outstanding grades, accredited or Beacon status since September 1997 and are not identified as requiring exceptional support					
b. Research and development	Providers which have received funding for dissemination					
c. Special initiatives	✓	✓	✓	✓	✓	✓

Annex G: Application and monitoring procedures for Standards Fund 2001/02

Category	Application procedure	Closing date	Monitoring
1. Provider improvement			
b. Post inspection support	Submission of costed action plan	30 September 2001 or within 2 months of notification if later	Quality improvement division in the LSC national office
d. Basic skills quality initiative	Further details to follow		
2. Professional development			
c. Continuing professional development	Submission of costed CPD plan	30 September 2001	Report and evaluation by 31 July 2002 N/A
f. Training for senior managers	Application to contractor	N/A	
5. Dissemination of good practice			
a. Dissemination activity	Submission of costed action plan	30 September 2001 or within 2 months of notification if later	Quality improvement division in the LSC national office
b. Research and development	Submission of costed action plan	30 September 2001 or within 2 months of notification if later	Quality improvement division in the LSC national office N/A
c. Special initiatives	Application to contractor	N/A	

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Reference CIRC/01/07