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| --- | --- | --- | --- |
| Section 1 | **Project scope and rationale** | % Weighting | Scale |
| 1.1 | **Please provide a short summary of the proposed activities, setting out the key aims and delivery approach and explain how these are linked with the aims and objectives of the Apprenticeships for Londoners programme.**To meet minimum requirements, applicants will need to demonstrate the following:* An introduction to the proposed activities, including use of innovative methods, and how these enable you to deliver the project.
* A clear narrative that links the aims and objectives of the proposed project with those of the Apprenticeships for Londoners Programme.
 | 10 | 1-5 |
|  | **(250 words maximum)** |  |  |
| 1.2 | **Outputs/Outcomes: applicants should describe a range of activities, quantifying frequency and intensity to help the GLA assess the application.** **Successful applicants will be expected to demonstrate that their proposed project will engage with both levy and non-levy paying businesses to deliver the outcome measures below.**To meet minimum requirements, applicants will need to demonstrate the following:* Minimum requirements for outputs:
* Past experience of engaging with businesses and proposed strategy for business engagement for this project, including what innovative methods are being introduced to guarantee success.
* Expected minimum number of businesses to be engaged.
* Activities in support of levy-paying businesses.
* Activities in support of non-levy paying businesses.
* Activities in support of levy transfers.
* Resource management to guarantee timely delivery and that quality apprenticeship providers are identified.
* Activities in support of participants to access the apprenticeships created.
* Activities in support of employers to sustain apprenticeships.

In doing so, applicants will also need to provide their current baseline for engagement with both levy paying and non-levy paying businesses, as requested in the payment profiles in Appendix 1 * Minimum requirements for outcomes:
* Create a minimum of 357 apprenticeships starts (per project) deriving from recruitment, internal workforce or apprenticeship transfer aligned to proposed sectors. A start is defined as the start of employment and apprenticeship as defined by a contract of employment and an apprenticeship agreement between employer and provider.
* Ensure that at least 75% (268) of these apprenticeships are sustained for at least 52 weeks from contract start date. The GLA would consider less than 75% on an exceptional basis where an organisation can make a strong case that the target groups or sector will make 75% very challenging.
* Increase the number of businesses accessing funding to support apprenticeships, including both levy and supply chain, and non-levy paying businesses demonstrating an increase on organisation(s) baseline 2019/20.
* Increase the amount of levy contributions spent by engaged levy-paying businesses.
* Share practice to help inform future Mayoral apprenticeships policy by working with the GLA and partners as required.

Successful applicants will be required to ensure diversity targets are achieved by ensuring providers find ways to support women, BAME participants and disabled Londoners to participate in apprenticeships. As a guide:• Female starts should form 50% of each indicator.• BAME starts should form 42% of each indicator.• Disabled starts should form at least 10% of each indicator.Applicants should propose appropriate diversity targets which reflect issues and diversity underrepresentation specific to a particular sector evidenced by related research. Final diversity targets will be set by the GLA. | 15 | 1-5 |
|  | **(400 words maximum)** |  |  |
| 1.3 | **Please explain in what sector or sectors and locality you are proposing to target activity.**Your response might include, but not be limited to, providing:* evidence of the need within the sector(s)/locality and how will your proposal will address this
* evidence of any specific skills gaps within the sector(s)/locality
* details of what levels and in which areas those skills are needed
* evidence of any barriers that are preventing employers from taking on more apprentices in the sector(s)/locality
* what outcome measures you would propose for underrepresented groups. These measures should be sector specific

To meet minimum requirements, applicants will need to demonstrate the following:* a clear understanding of targeted sectors and apprenticeship standards applicable to sectors
* how their proposed starts will meet local demand and address employer skills gaps
* Identification of the key stakeholders to engage with and an effective plan for engagement and example of previous engagement
 | 15 | 1-5 |
|  | **(400 words maximum)** |  |  |
| Section 2 | **Deliverability** | % | Scale |
| 2.1  | **Please complete proposed delivery profile** Appendix 1 helps you present how your proposed project will meet required outputs and outcomes which are matched to funding values (maximum funding available £393,200). Please complete and upload a delivery profile spreadsheet, alongside this narrative, indicating proposed starts and sustained outcomes over a three-year period. As a minimum, applicants will need to:* Create a minimum of 357 apprenticeships starts (per project) deriving from recruitment, internal workforce or apprenticeship transfer. The funding per start will be equivalent to £800. Please see the payment profile in Appendix 1
* Ensure that at least 75% (268) of these apprenticeships are sustained for at least 52 weeks from contract start date. Each sustained apprenticeship will be funded £400. The GLA would consider less than 75% on an exceptional basis where an organisation can make a strong case that the target groups or sector will make 75% very challenging. Please see the payment profile in Appendix 1 for more details on calculations.
* Increase the number of businesses accessing funding to support apprenticeships, including both levy and supply chain, and non-levy paying businesses.
* Increase the amount of levy contributions spent by engaged levy-paying businesses.
* Specify what sector(s) your project is in relation to
* Share good practice to help inform future Mayoral apprenticeships policy by working with the GLA and partners as required.

The GLA will pay project set up fees equating to a maximum of 20% of project value. The GLA will decide on rates on a case-by-case basis in accordance with projects’ needs. This will be recouped against year 1 starts (values adjusted see Appendix 1). Applicants will need to profile outputs and outcomes and payments accurately. The application pack includes a payment profile (Appendix 1) All starts must be profiled for completion by end of 2021 to allow for 52 weeks sustained outcomes (benchmarked from employment start date) to be recorded by the end of this programme. | 10 | 1-5 |
| 2.2 | **Please describe your project management approach, including governance, to ensure targets are met and the quality of provision is consistently high.**Your response might include, but not be limited to, providing details of:* a planned delivery timeline
* how you will monitor progress and what actions you will take to correct any potential shortfalls during the course of the contract
* how you will identify key delivery risks and the steps you will take to mitigate those risks during the course of the contract
* how you will capture and use feedback and course evaluation to drive continual improvement

To meet minimum requirements, applicants will need to demonstrate the following:* robust operational delivery planning detailing how the contractual targets and delivery profile will be generated
* clear and effective processes in place to track performance against the delivery plan and to ensure early identification of issues, and to implement actions to address shortfalls
* clear and effective risk management processes in place, including steps for review, escalation and mitigation
* processes in place to use feedback and reflective practice to improve provision
 | 10 | 1-5 |
|  | **(400 words maximum)** |  |  |
| 2.3 | **Please demonstrate how you will resource the proposed delivery of your projects.**Your response might include, but not be limited to, providing details of:* key project staff (including employer engagement team), management structure and governance
* how you will manage project resources so that delivery is high quality and meets your target volumes
* contingency arrangements in place in the event of reduced resources

Please upload your project organogram to demonstrate the structure of your delivery resource.To meet minimum requirements, applicants will need to demonstrate the following:* sufficient capacity to deliver the project to a high quality
* robust resource management processes and clear contingency arrangements in place in case of resources not being available
 | 10 | 1-5 |
|  | **(400 words maximum)** |  |  |
| Section 3 | **Quality** | % | Scale |
| 3.1 | **Please explain** **your plan for sustaining your proposed project beyond the GLA funded period.**Your response might include, but not be limited to, providing details of:* evidence that activity will continue post GLA investment including how an applicant will prepare to become self-financing to remain committed to utilising apprenticeship funds. Please refer to 5.6
 | 10 | 1-5 |
|  | **(200 words maximum)** |  |  |
| 3.2 | **Please explain** **how you would positively promote and support diversity in the apprenticeship take-up as a result of the project.**Your response might include, but not be limited to, providing details of:* how you will ensure your policies are widely available and communicated clearly to key stakeholders
* how you will ensure your policies and practices are reviewed and assessed for effectiveness at appropriate intervals, and specify who will hold responsibility for doing so
* how you will investigate and address all complaints of discrimination, harassment and victimisation
* how you will assess the impact of your activities on advancing the equality of opportunity for groups named in the Equality Act 2010 or equivalent legislation

To meet minimum requirements, applicants will need to demonstrate the following:* appropriate diversity and equality policies in place
* processes in place to communicate policies and practices to employers
* processes in place to evidence and review the effectiveness of policies and practices
* plan to address equality and diversity Project outcomes
 | 10 | 1-5 |
|  | **(250 words maximum)** |  |  |
| 3.3 | **Please explain the processes your organisation will use to report and evidence your management information and ensure audit compliance.**Your response might include, but not be limited to, providing details of:* the process to monitor outputs and outcomes and report to the GLA
* the processes and controls you will have in place to ensure participants are London residents
* a clear methodology for collecting and retaining required evidence of contracted starts and retention at sector and geographical location
* the internal assurance process you have in place to ensure your compliance with GLA requirements

To meet minimum requirements, applicants will need to demonstrate the following:* appropriate software, robust processes and suitably skilled staff in place for all organisations engaged in monitoring outputs and outcomes
* a robust methodology for monitoring new recruits and existing workforce which reflect diversity, London residence and apprenticeship occupational sector
* internal audit processes to meet GLA requirements
 | 5 | 1-5 |
|  | **(250 words maximum)** |  |  |
| 3.4 | **Please explain how you will capture and share good practice and lessons learned from the delivery of your proposed project.**The GLA welcomes innovative ways of reflecting and sharing lessons learnt which may contribute to better awareness of good practice in your sector(s), thus leading to increased take up of apprentices. | 5 | 1-5 |
|  | **(300 words maximum)** |  |  |