

West Berkshire Council

Community Education Fund (Round 41) - Bid Guidance Notes





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1. Background

The Community Education Fund (CEF) receives Adult Skills funding from the Department for Education (DfE) to support post-19 adult education and training. All West Berkshire CEF funded provision addresses national and local government strategic priorities as shown [in *Learning for Life, the West Berkshire Community Learning and Skills Strategy 2022-25*](#).

Adult Skills Fund: Tailored Learning (non-accredited)

Government funded non-accredited Tailored Learning is designed to support adults (19+) gain a new skill, improve health and wellbeing, re-connect with learning, gain employment, prepare for progression to formal courses or learn how to support their children better.

In December 2011 the Government published “New Challenges, New Chances”. Part of this document outlined the key purposes of government-supported former Community Learning (now Tailored Learning):

- Maximise access to community learning for adults, bringing new opportunities and improving lives, whatever people’s circumstances.
- Promote social renewal by bringing local communities together to experience the joy of learning and the pride that comes with achievement.
- Maximise the impact of community learning on the social and economic well-being of individuals, families and communities

For further information see page 14 of the document [“New Challenges, New Chances”](#)

Adult Skills (accredited)

Adult Skills accredited provision includes qualifications that are part of a regulated framework for learners aged 19+. Applications are invited to deliver qualifications that support learners without level 2 qualifications, learners without GCSE English or maths at below grade 4 or for learners who are unemployed and on active benefits.

2. Funding Available

Applications up to a maximum of £10,000 per organisation will be considered. Funding is available for specific projects, courses or research that focus on widening participation in learning by adults (19+) and families living in West Berkshire.

All funding is available for projects working with any of the following key priority groups:

- Adults with disabilities and learning difficulties
- Vulnerable older adults

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- Adults who are unemployed or under employed
 - Adults with no qualifications or low levels of skills
 - Adults with mental health issues
 - Parents/families who need help to support children's learning and development
 - Ex- offenders and probation clients
 - Adults with or recovering from drug or alcohol dependency
 - Adults suffering from domestic abuse
 - Carers of vulnerable adults/children

Funding can be awarded under the following strands:

Tailored Learning (non-accredited)

Government funded Tailored Learning is non-accredited learning (formerly Community Learning) designed to support adults (19+) to gain a new skill, improve health and wellbeing, re-connect with learning, gain employment, prepare for progression to formal courses or learn how to support their children's learning and development.

Adult Skills (accredited)

Government funded Adult Skills courses are accredited and part of a regulated framework aimed at adults aged 19+. The list of regulated qualifications eligible for public funding can be found on [the Find A Learning Aim database](#) . Applications are invited to deliver qualifications which support learners without level 2 qualifications, learners without GCSE English or Maths at grade 4 or for learners who are unemployed and on active benefits.

Funding will be based on the prescribed weighted funded rates (excluding area uplifts) as outlined on [the Find a Learning Aim database](#) in accordance with the [Adult Skills Fund rules](#).

3. Timescale for delivery

Adult Skills funded projects are for delivery in the 2025-26 academic year commencing **1st August 2025 to 31st July 2026**. Providers are encouraged to start the delivery of approved programmes by the beginning of April 2026.

4. Quality Framework

All funding is subject to Ofsted inspection and West Berkshire Council will support organisations to work within the Ofsted [Education Inspection Framework](#). Smaller organisations that do not have their own quality framework will be supported with the Community Education Fund Toolkit.

Click [here](#) to view West Berkshire Community Learning's latest Ofsted inspection report (November 2022).

5. Funding Adjustments

West Berkshire Council reserves the right to withdraw or adjust the funding under the following circumstances:

- Any evidence of financial irregularity.
- Failure to comply with Adult Skills [funding rules](#) requirements.
- Non-compliance of contractual requirements.
- Non-delivery of agreed programme by the beginning of April 2026.

6. Application Process

- *Stage 1* Complete and submit the CEF Bid Form to acsteam@westberks.gov.uk by **Friday, 16th May 2025 (5pm)**.
- *Stage 2* Community Education Fund Panel reviews projects and awards funds.
- *Stage 3* Successful bids to be announced **w/c Monday, 26th May 2025**.

7. Assessment of Applications

Section A (questions 1-6) will be scored as follows:

Section A questions	Rating of Response	Weighting factor	Maximum Score Available
1. Project Overview: Priority Groups, Aims and Description	0 - 10	X 3	30
2. Identifying Local Need and Working in Partnership	0 - 10	X 2	20
3. Delivery plan	0 - 10		10
4. Delivering Personalised Learning	0 - 10		10
5. Success and Progression	0 - 10		10
6. Value for Money	0 - 10	X 2	20
Total			100

Scoring System

- 10 = Full response, fully addresses the question with extensive detail
- 7 = Mostly addresses the question with sufficient detail
- 4 = Partially addresses the question but with little detail
- 0 = No response/does not address the question

Bids will be ranked by total score to establish an order of priority for awarding funding.

The Council may require additional information prior to agreeing any funding and reserves the right to negotiate changes with the applicant. The Council reserves the right to annul the application process at any time prior to contract award, without incurring any liability to the responding parties.

8. Information required for the application form

Section	Question	Guidance notes
Cover Page		<p>The project manager will be the person responsible for reporting on the project to the Community Learning Team and to the Community Education Fund Panel at the end of project. They are responsible for:</p> <ul style="list-style-type: none"> ▪ Submission of all required data by the due dates to the Community Learning Team ▪ Quality assurance using the CEF Project Toolkit. The Toolkit can be downloaded here ▪ Health and Safety issues ▪ DBS checking of relevant people involved in the project ▪ Compliance with all relevant legislation. ▪ Reporting on any changes that need to be made in the project to the Community Learning Team. ▪ Promotion of the project to target groups (providers are encouraged to use Community Learning social media and newsletters to support activity) ▪ Forming relationships with organisations in the community who can refer and support learners or families to progress <p>The finance manager is the person responsible for keeping financial records and submitting claims for funding.</p> <p>Applicants must indicate the funding strand required: Adult Skills: Tailored Learning (non-accredited) or Adult Skills (accredited).</p>
A1	Project Overview and Priority Groups	<p>Identify the priority groups you will work with and provide a project description. If you have experience in working with the target groups, demonstrate this in your bid.</p>
A2	Identifying local need and working in partnership	<p>Explain how you have identified a need for the course and, if relevant, how it complements existing provision.</p> <p>Explain how you will work with partners to identify and reach your learners or to help them progress.</p> <p><i>We may need to contact your partners to discuss aspects of your bid.</i></p> <p>Partners may be able to:</p>



		<ul style="list-style-type: none">▪ provide a venue.▪ provide advice on attracting learners.▪ refer their clients or members to the learning programme.▪ promote the project to other interested groups.▪ share expertise on programmes that they have run.▪ provide a progression opportunity.▪ deliver advice sessions on progression opportunities.▪ co-deliver part of the programme.
A 3	Delivery Plan	<p>Outlines the key elements of the course: Title, Target Groups, Partners, Venue, Dates, Times, Expected Learner Numbers and Funding Requested. <i>Please note the total funding must reflect the proposed spend in 6A.</i></p> <p>A risk assessment of the venue will be required if the bid is successful. When selecting a venue the following areas should be considered: whether the building has adequate access for wheelchairs (doorways are wide enough and ramps rather than stairs), whether the building has a disabled toilet and if any steps have colour contrasted edges for poorly sighted learners. In the case of family learning the building must have adequate nappy changing facilities.</p> <p>Include planned start dates, number of sessions and realistic learner targets for each of the courses you plan to deliver for each funding strand.</p> <p>For accredited courses please provide all requested details of the qualification you plan to deliver. You can check on the Find a Learning Aim database if your qualification is current and fundable through the Adult Skills Fund.</p>
A 4	Delivering Personalised Learning	<p>Providers will be supported to follow the RARPA process (Recognising and Recording Progress and Achievement). This involves an initial assessment process for learners to establish their starting point (this does not have to be a formal assessment), negotiating targets with learners, taking account of learners' individual needs and experiences, recording achievement and feeding back to learners on their progress. To support this process the CEF Toolkit is available as a download.</p> <p>When planning the programme consider how learners will be given progression information on their next steps after the course finishes. This could be employment, volunteering, improving their English or Maths, moving onto a qualification, more involvement in their children's learning, helping in school, more independent living or joining a club or special interest group</p> <p>The National Careers Service provides information for adults on their website – see https://nationalcareersservice.direct.gov.uk - the site provides skills checks, job advice, CV writing and interview skills tips.</p>

A5	Success and Progression	Providers will be supported to determine the success of a funded course or programme. This will involve the completion of learner and tutor evaluations and feedback on intended/actual destinations. Tutors are expected to support learners to identify progression opportunities or by signposting to the National Careers Service for unbiased, learner focused information, advice and guidance.
A6	Value for money	<p><u>Spending Profile</u></p> <p><u>Tutors</u> are normally paid per hour of teaching; the teaching rate will include payment for preparation. The Community Education Fund does not pay travelling expenses for tutors unless they are required to collect resources from a college or office base.</p> <p>Payments can be made for tutor time attending meetings and should be included <u>under other staffing costs</u>. A reduced meeting rate should apply. <u>Administration and project management</u> should <i>not exceed 35%</i> of the total cost of the project.</p> <p><u>Other staffing costs</u> will include the costs for any other people's time such as head teacher's time, supply teachers, learning support staff, caretakers, tutor meeting time.</p> <p><u>Travel Expenses</u> Tutors required to collect resources/equipment can claim travel expenses to/from the organisation's base to the course venue.</p> <p><u>Resources</u> can include essential equipment including relevant software, publications, the production of learner diaries, worksheets, and for display material and the costs of celebrating learning e.g. producing recordings, videos, exhibitions, articles etc.</p> <p><u>Learner support</u> costs can be claimed e.g. transport, crèche and resources. Please contact the Community Learning team for advice.</p> <p>The CEF fund does not pay for refreshments.</p> <p><u>Pound Plus</u></p> <p>Adult Skills funding is a contribution towards costs. Providers need to demonstrate how they are providing 'pound plus'. Pound Plus relates to everything that providers can generate in addition to their funding allocation.</p> <p>Record any added value or matched funding. This includes 'in kind' funding from other sources e.g. project manager's time, venue costs, caretaking. Learners may make a contribution for refreshments and for resources. Schools may provide some resources for family learning or schools may be using the pupil premium to support courses. Volunteer time should be costed at £11.09 per hour (Government guidance).</p>
B7-9	Due Diligence	<p><u>UKPRN No.</u></p> <p>It is compulsory for all projects and providers in receipt of DfE funding to register on the UK Register of Learning Providers (UKRLP) website and obtain a UKPRN registration number. The UKRLP is a 'one-stop' portal to</p>



		<p>be used by government departments, agencies, learners, and employers to share key information.</p> <p>To register as a provider, click on http://www.ukrlp.co.uk and select "Register" on the right-hand side of the screen. The registration requests basic company information, that will support verification through other registration bodies (eg. through Companies House, charity or school registration).</p> <p>The 4-step process takes approximately 5 minutes. To complete registration you will need:</p> <ul style="list-style-type: none">• your organisation's registration number• a valid email address, used to contact you• a registered legal address for the organisation <p>If you have any problems, please ring the UKRLP help desk on 0345 2021600 or email helpdesk@ukrlp.co.uk.</p> <p><u>Tutor Qualifications and Experience</u></p> <p>Tutors delivering Community Education Funded provision are expected to register with the Education and Training Foundation (ETF), a professional membership body providing support and advice. Where appropriate, tutors must hold a recognised teaching qualification for the post-19 education and training sector or be working towards a relevant qualification to deliver funded provision. For further information on relevant qualifications please access the ETF website on http://www.etf-foundation.co.uk. Bids should also include details of tutor subject specialism qualification levels.</p> <p><u>Health and Safety</u></p> <p>Organisations need to demonstrate that learning will take place in a safe, healthy and supportive environment and there are suitable arrangements for staff and learners' health and safety.</p> <p><u>Equal Opportunities</u></p> <p>Organisations will be expected to comply with all aspects of the Equality Act 2010.</p> <p><u>Safeguarding</u></p> <p>Tutors and project managers must have an awareness of adult safeguarding and know how and where to report incidents within the organisation. Smaller organisations who do not have these procedures in place will be supported to follow our safeguarding procedures in our toolkit and develop appropriate policies. All tutors and support staff must complete an appropriate adult safeguarding course prior to the start of the funded course.</p> <p><u>Radicalisation</u></p> <p>Organisations need to ensure their staff Have an awareness of the</p>
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C	Declaration	All projects must sign the declaration at the end of the application form.

Please submit your completed bid form to aclteam@westberks.gov.uk by 5pm Friday, 16th May 2025