

Decision Report – Key Decision
Forward Plan Reference: FP/23/11/13
Decision Date – 04/03/2024
Key Decision – yes



Adult Skills Bootcamps (Wave 5) – Acceptance of Funding from DfE

Executive Member(s): Lead Member for Economic Development, Planning & Assets
Deputy Leader of the Council and Lead Member for Resources and Performance
Local Member(s) and Division: All
Lead Officer: Paul Hickson
Author: Melanie Roberts, Service Manager – Economic Policy
Contact Details: melanie.roberts@somerset.gov.uk

Summary / Background

1. The Department for Education (DfE) have confirmed their commitment to extend the Skills Bootcamps Programme and launched a process for Non-MCA Local Authorities to bid for grant funding under Wave 5.
2. Skills Bootcamps have been developed by the DfE as part of the Lifetime Skills Guarantee in partnership with employers, training providers and local authorities. They offer:
 - Flexible training programmes lasting up to 16 weeks, based on evidenced employer/sector ‘in-demand’ skills needs which may be either regulated (i.e. qualification based) or non-regulated (i.e. based on alignment with industry standards / apprenticeship standards)
 - Offer a guaranteed job interview to participants on completion
 - Address the skills needs of adults (19+) who are employed, unemployed, returning to work, self-employed, ex-prisoners/those due for release.
 - For unemployed individuals a Skills Bootcamps is free to attend and each is guaranteed an interview.
 - For businesses there is a charge of between 10 and 30% depending on the size of the business. Skills Bootcamps

Somerset County Council ran Wave 2 Skills Bootcamps Programme in 2021/22 (branded Train4Tomorrow) where Somerset Council acted as the lead authority for the Southwest, and Somerset Council were awarded £986,928 to run Wave 3

(2022/2023), which covered Somerset and Dorset and £1,100,000 for Wave 4 (2023/2024) which covers the same area.

The Skills Bootcamps programme in Waves 3 & 4 and going forward into Wave 5 covers Somerset and Dorset. Somerset Council is the lead partner with Dorset LEP our partner in Dorset. The funding received is for both areas and has no designated split of funding.

Skills Bootcamps are delivered at Level 3 and above and this limits the cooperation with other funded programmes, however we are connected and will support where appropriate. The Skills Bootcamps team do engage with the other Employability and Skills staff, as well as other Somerset Council teams such as the Enterprise Park team who will be looking for businesses who wish to upskill their workers.

Somerset and Dorset Skills Bootcamps Wave started 5 months after the start date due to procurement delays for the Wrap Around Service, however DfE are satisfied with the progress to date. The Wrap Around Service has been supporting the Skills Bootcamps programme and engaging with businesses and training providers this has led to 7 employer based Skills Bootcamps along with supporting the other 9 Skills Bootcamps running. Between the SBC team and the Wrap Around Service engagement is ongoing with the LSIP teams in both Somerset and Dorset, the Chambers, FSB and other across both regions. We are in discussions with the Childrens home and Education teams within the council to upskill or retrain colleagues after possible redundancies.

The programme is managed with monthly Performance Review Meetings, with All Training Providers and Employers, monthly learners checks, monthly Steering Group meetings where everything is fed back, monthly meetings with DfE. All management and admin costs are covered including indirect costs to Somerset Council and the management and admin covers both Somerset and Dorset. The payments to the providers and the Wrap Around Service are a set price, and the programme has an average grant amount set by DfE.

A decision is required for Somerset Council, in its role as accountable body, to accept the funding and to enter into the Grant Funding Agreement with the DfE.

Recommendations

3. The Lead Member for Economic Development, Planning & Assets Deputy Leader of the Council and Lead Member for Resources and Performance, The Executive Director Climate and Place & The Executive Director Resources and Corporate Services agrees:

- a. To approve the acceptance of the offer of £3,003,335.72 of DfE funding for delivery of the Skills Bootcamps programme of 662 learners and authorises Somerset Council to enter into the Grant Funding Agreement with the Department for Education.
- b. To delegate authority to the Service Manager Economy, Employment & Planning to negotiate and agree contracts with employers and training providers.

Reasons for recommendations

4. The decision is required to formally accept DfE funding for Skills Bootcamps to provide ongoing skills development support to individuals, retain untapped talent for local employers and upskill employees.

Other options considered

5. No other alternative options were considered as this is an opportunity for Somerset Council to grow internal experience and build relationships with DfE on post-16 skills provision and will ultimately support devolution discussions in relation to skills investment going forward. We have agreed to work with Dorset LEP to ensure economies of scale and the geography aligns with the Training Provider Network (Dorset and Somerset Training Provider Network).

Links to Council Plan and Medium-Term Financial Plan

6. The funding provided by DfE links directly to the Council Plan as it will help to improve the outcomes for Somerset residents. By providing individuals the opportunities to develop the skills required by local employers, ensuring better jobs and retaining talent in the County. The DfE Skills Bootcamp funds cover all of the costs incurred and include indirect costs to cover all of the Council services that are not directly charged. Receipt and management of this fund is a net nil cost.

7. The council priorities are all furthered in some way by the Skills Bootcamps. A Fairer, Ambitious Somerset and A Flourishing and Resilient Somerset will be the most directly boosted, as Skills Bootcamps are open to all over 19 years of age and allow people of all incomes an opportunity to change career at no cost to themselves, employers can upskill their workforce with bespoke training at a fraction of the cost that the training would cost commercially. Skills Bootcamps can be used to upskill an employers workforce or train people to have the skills that the employers require. The level three training is a stepping stone into higher training and will increase skills across the population.

A Greener, More Sustainable Somerset and A Healthy and Caring Somerset are covered by the types of training that we will be able to offer, which include Health and Social Care and Early Years and Green Skills will be covered in all of the Core areas under which training can take place.

Financial and Risk Implications

8. The grant funding is coming from the DfE and covers the period 1st April 2024 to the 31st of March 2025 inclusive. The funding includes a budget for management and administration (M&A) of the programme. The key risk to SC is in relation to the M&A budget as set out below. Risks primarily sit with the individual training providers. A detailed risk register is included within the Grant Funding Agreements and monitored through regular performance review meetings. If performance, and therefore target achievement, is lagging then a reduction and reallocation of funding will be considered to ensure overarching targets can be achieved. The funding is ring fenced as per detailed in the application to DfE.

9.

<i>1 Poor participant engagement/ under recruitment/ reduction in learners starting compared with the application targets.</i>					
Likelihood	3	Impact	2	Risk Score	6
Skills Bootcamps will have a DPS in place to procure the services of an organisation to carry out a wraparound service which will include publicity, enrolling, maintaining contact with the training provider.					
<i>2 A contingency amount of between £15,000 and £19,000 to wind up the Skills Bootcamp programme from April 2025 to September 2025 has not been approved by DfE at this point as it is not in the same financial year</i>					
Likelihood	2	Impact	3	Risk Score	6
Wave 6 (April 2025 to March 2026) of the Skills Bootcamps programme is already in discussion and the funding to wrap up the Wave 5 Skills Bootcamps					

programme will be included in the management costs for Wave 6. DfE have stated that they will look into the funding this if Wave 6 doesn't go ahead, this is not official					
<i>3 Learners not receiving an interview and/or a job offer</i>					
Likelihood	3	Impact	2	Risk Score	6
Skills Bootcamps will procure the services of an organisation to carry out a wraparound service which will include sourcing jobs for learners to ensure interviews and jobs/progression by working with employers.					

Legal Implications

10. SC will enter into a Grant Funding Agreement with the DfE. The agreement is subject to standard terms and conditions and there is no scope to negotiate these with the DfE. Legal Services have provided advice on the terms of this agreement and have confirmed that these are acceptable. Where Somerset Council (SC) is procuring services to deliver the project (including by way of a dynamic purchasing system), it will need to comply with public procurement rules and its own contract standing orders, and suppliers will be required to enter into SC standard conditions of contract for the provision of services. Legal Services will draft contracts to be entered into with the employers and/or training providers which will ensure that the grant monies are only used to meet the eligible costs of the project and to ensure that SC complies with its obligations to the DfE.

HR Implications

11. The application provides a management and administration overhead for Somerset Council. This funding will be used to fund the appropriate programme management team. The usual Somerset Council process will be followed. Strategic oversight will be provided by Melanie Roberts, as accountable body lead

Other Implications:

Equalities Implications

12. A project-specific Equalities Impact Assessment was used for Waves 2, 3 and 4 and is in place for Wave 5 and will be reviewed before and during the mobilisation phase in conjunction with the Project Coordinator and Council's Equalities' Lead,

ensuring activities are delivered in line with the public sector equality duty and any additional requirements outlined within the grant funding agreement.

The Impact Assessment currently identifies minimal negative impacts on individuals with protected characteristics. Where a potential negative impact has been identified, mitigating actions have been proposed and the Negative Outcomes Action Plan will be further developed with the Council's Equalities Lead as a priority.

Contracts between the Council and its sub-contractors, will clearly state the roles and responsibilities of Somerset Council, the Programme Management Team and named delivery partners in the identification and addressing of any negative impacts of the programme.

Community Safety Implications

13. This project will help to upskill and re-skill the Somerset and Dorset workforce at a time when the skills needed in the Somerset workforce are changing rapidly, due to the cost of living crisis, COVID-19, EU Exit and other factors.

Overall, higher employment creates lower crime and offending rates. Higher employment also results in increased social mobility which will enable people to move into work, decrease isolation and broaden opportunities.

While jobs postings dropped during the pandemic, new skills gaps and shortages are continuing to be being reported. The Skills Bootcamp Programme provides the ability for people to learn new skills that respond to the new skills demand in the county.

As learners can be ex-offenders it is hoped by providing a pathway to a career, through providing them with skills and knowledge that reoffending will be lower

Climate Change and Sustainability Implications

14. We do not believe there to be any significant sustainability implications arising from this decision.

Health and Safety Implications

15. Delivery of some Technical qualifications may present a greater risk to the health and safety of participants and the reputation of the Skills Bootcamps Programme,

due to the nature of the training being not only face to face but using equipment that can cause injury. Responsibility for the health and safety of participants on the programme will ultimately lie with the individual delivery partners. As registered training providers and colleges, delivery partners operate within established Health and Safety policies and practices, appropriate to the nature of the training programme. Performance Review meetings with the providers cover Health and Safety, Risks and Safeguarding.

Health and Wellbeing Implications

Wellbeing

16. The Programme Management Team are mindful of the continued impact of the pandemic job insecurity and the current cost of living crisis on the mental health and wellbeing of individuals. This programme of up-skilling provides an opportunity for those impacted, to increase competence and capability in a technical or digital role. Responsibility for participant well-being will lie with the delivery partners.
17. The benefits of learning free of charge to help the unemployed who wish to work find work, a new career path or a move into an apprenticeship is likely to have a positive impact on their health & wellbeing. For prisoners who have just left prison, who are on temporary release or due for release having a chance to learn skills to allow them to work is not only good for the individual but also for the wider community.

Social Value

18. Providing eligible inhabitants of Somerset and Dorset with skills to aid their gaining employment, starting an apprenticeship or changing careers as well as providing skills and training opportunities that could lead to employment for ex-prisoners have social value. The training will be provided by local training providers and colleges and will be of a high standard, Ofsted will carry out inspections and Quality Assurance visits in Wave 5 will be carried out by SC and/or a supplier of QA services.
19. We believe that this programme will support the following social value priority areas:
 - Developing employment, skills and training opportunities, particularly for hard-to-reach/disabled/target groups

- Improving health and wellbeing, maintaining independence and reducing inequalities of local residents and employees
- Helping build community capacity and playing an active role in the local community, especially in those areas and communities with the greatest need
- Creating opportunities for micro-providers, the voluntary sector, small and medium enterprises to be part of supply chains which support Somerset Council priorities and service delivery

Scrutiny comments / recommendations:

20. The proposed decision has not been considered by a Scrutiny Committee.

Background

21. Bootcamps have been developed by the DfE as part of the Lifetime Skills Guarantee in partnership with employers, training providers and local authorities to help people develop the skills that are in demand in their local area and secure better employment. Improvement of skills levels are integral to increasing productivity creating quality employment opportunities for residents set against the challenges of both post COVID-19 and the post European exit. Bootcamps are up to 16-week training programmes based on employer/sector “in demand” skills needs and can be either regulated (i.e. qualification based) or non-regulated (e.g. based on alignment with industry standards) and enable those over 19 to do training in or around work and other commitments, or those looking to gain work or additional responsibilities, and will lead to a guaranteed interview.

Following a successful Wave 2 Skills Bootcamps Programme (2021/22) where Somerset County Council acted as the lead authority for the South West, a bid for £1,973,856.70 was submitted. In Wave 3 Somerset County Council led on delivery of the programme across Somerset and Dorset to deliver Skills Bootcamps in 2022/23 after being awarded a grant of £986,928.

In Wave 4 a new design was developed based on the evidence and feedback from the first two Skills Bootcamps. A wraparound service was procured and they are involved in; publicity designed to attract employers and individuals; engaging with employers, learners and training providers/colleges to establish the training required and working with the individuals to ensure that their learning leads to an interview and job offer. The funding of up to £1,100,000 was secured which will provide bootcamps for 267 learners with employers and training providers across the geographical area of Somerset and Dorset. All appropriate contractual obligations and risks, within the DfE/SC Grant Funding Agreement, will be passported into back-to-back agreements with training providers..

The bid process for Wave 5 involved the Project Management team completing the submission document Department for Education had provided.

Discussions are ongoing with Procurement and Legal Teams to ensure a fully compliant process is followed to have a DPS in place and

Background Papers

Appendices




- Bid to DFE
- Management costs for bid
- DFE offer letter

Assurance checklist

	Officer Name	Date Completed
Legal & Governance Implications	David Clark	22/01/2024
Communications	Peter Elliott	18/01/2024
Finance & Procurement	Nicola Hix /Jason Vaughan	24/02/2024
Workforce	Alyn Jones	12/01/2024
Asset Management	Oliver Woodhams	12/01/2024
Executive Director / Senior Manager	Mickey Green	26/02/24
Strategy & Performance	Alyn Jones	12/01/2024
Executive Lead Member	Councillor Ros Wyke	1/03/24
Executive Member	Councillor Liz Leyshon	23/02/2024
Consulted:		
Local Division Members	N/a	
Opposition Spokesperson	Councillor Mark Healey	23/02/2024
Opposition Spokesperson	Councillor Mandy Chilcott	19/01/2024
Scrutiny Chair	Councillor Martin Dimery	12/01/2024

Somerset Equality Impact Assessment

Before completing this EIA please ensure you have read the EIA guidance notes – available from your Equality Officer or www.somerset.gov.uk/impactassessment

Organisation prepared for (mark as appropriate)	 Somerset Council	 NHS Somerset	 NHS Somerset NHS Foundation Trust
Version	V1	Date Completed	11/01/2024
Description of what is being impact assessed			
Skills Bootcamps Wave 5			
Evidence			
<p>What data/information have you used to assess how this policy/service might impact on protected groups? Sources such as the Office of National Statistics, Somerset Intelligence Partnership, Somerset’s Joint Strategic Needs Analysis (JSNA), Staff and/ or area profiles,, should be detailed here</p>			
<p>DfE Funded Technical and Digital Skills Bootcamps to run between April 2024 and March 2025:</p> <p>1. Flexible training programmes lasting up to 16 weeks, based on evidenced employer/sector ‘in-demand’ skills needs which may be either regulated (i.e. qualification based) or non-regulated (i.e. based on alignment with industry standards / apprenticeship standards)</p>			

2. Offer a guaranteed job interview to participants on completion.
3. Address the skills needs of adults (19+) who are employed, unemployed, returning to work, self-employed, ex prisoners and those due for release. We have used lightcast and Somerset Intelligence Partnership

Who have you consulted with to assess possible impact on protected groups and what have they told you? If you have not consulted other people, please explain why?

Training Providers, Colleges and Employers bidding to be part of the delivery consortium will be asked to provide evidence of their approach to the recruitment and support of protected groups.

Wave 5 will re-use assets produced for Waves 2, 3 and 4; namely visual media which illustrates the broad nature of digital and technical roles that connect to the bootcamp pathways. The materials show progression opportunities to educate and excite individuals about the options. Case studies of learners, employers and training providers will also be used.

We will review language used to avoid being overly technical, include a wide range of personal characteristics referencing age, race and gender. To ensure diversity we will continue work with DWP, Housing Associations, Libraries and organisations from the third sector who support individuals with protected characteristics such as MOD resettlement and Pluss.

Sub - contracts for delivery will include the requirement to provide evidence of engaging, recruiting and supporting underrepresented groups and those with protected characteristics to the programme.

Analysis of impact on protected groups

The Public Sector Equality Duty requires us to eliminate discrimination, advance equality of opportunity and foster good relations with protected groups. Consider how this policy/service will achieve these aims. In the table below, using the evidence outlined above and your own understanding, detail what considerations and potential impacts against each of the three aims of the Public Sector Equality Duty. Based on this information, make an assessment of the likely outcome, before you have implemented any mitigation.

Protected group	Summary of impact	Negative outcome	Neutral outcome	Positive outcome
Age	<ul style="list-style-type: none"> • Bootcamps are funded by DfE and have a restricted minimum age of 19 for eligibility. There is no maximum age. • The service wants to ensure that it is being promoted in a way that encourages eligible individuals of all ages to approach and obtain support. Therefore, when appropriate visual media will include a variety of people of different ages. 	□	⊗	⊗
Disability	<ul style="list-style-type: none"> • Some bootcamps are practical in nature and may need additional adjustments depending on the nature of disability. • The project will be required to capture basic participant information, including details of any disabilities, at the application stage. • Participants will have the opportunity to discuss, with the relevant sub-contractor any additional requirements or adaptations required to fully participate in the programme. 	□	□	⊗

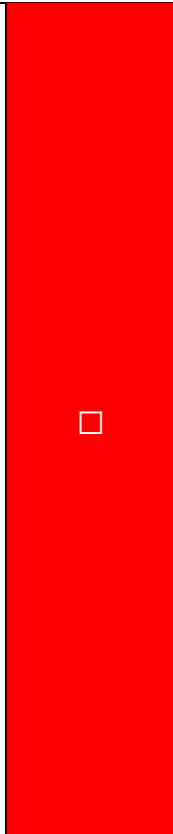
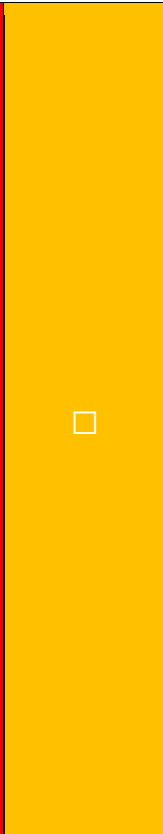
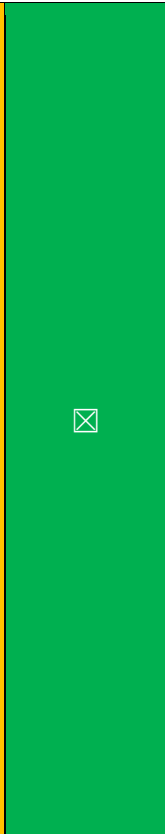
	<ul style="list-style-type: none"> • All published material will be required to include the council's (or equivalent partner) accessibility statement, advising that documentation can be made available in alternative formats and translation services also provided upon request e.g. braille, large text, different colours, BSL/interpretation services. • The service wants to ensure that it is being promoted in a way that encourages individuals with disabilities to approach and obtain support. Therefore, when appropriate visual media will include a variety of people with different disabilities. 			
<p>Gender reassignment</p>	<ul style="list-style-type: none"> • The process for capturing data will be carefully designed to provide options that do not negatively impact those currently undergoing, or those who have been through gender reassignment. Options on the application form include: Male, Female, Other, Prefer not to say. • Participants will have the opportunity to discuss, with the relevant sub-contractor, any additional requirements or adaptations required to fully participate in the programme. • We have recognised the potential for harassment. As part of our funding agreement, delivery providers will be required to deliver Bootcamps in accordance with DfE's Equalities and Diversity policies. A central project issues, complaints and compliments escalation process will be maintained to deal with any incidents. Sub-contractors will be required to submit their own complaints and dispute resolution procedures. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<ul style="list-style-type: none"> All sub contractors and employers will need to have safeguarding and prevent polices, a safeguarding lead and all training staff will need to have a DBS check. 			
Marriage and civil partnership	<ul style="list-style-type: none"> The process for capturing participant data is designed as to not negatively impact those in marriages or civil partnerships. The application form does not include titles, i.e. Mr, Mrs, etc. We have recognised the potential of harassment regarding this protected group. Therefore, the delivery partners will be required to deliver Bootcamps in accordance with DfE Equalities and Diversity policies. A process is in place to deal with any incidents. 	□	□	☒
Pregnancy and maternity	<ul style="list-style-type: none"> Due to statutory maternity leave, we currently think that it's unlikely that Skills Bootcamps would deliver to heavily pregnant women and women with children under 6 months old. However, sub-contractors will deliver with flexibility, ensuring they are able to meet participants needs, such as midwife appointments, etc. Sub-contractors will need to conduct a risk assessment to identify, with the learner, any risks associated with pregnancy or engagement in learning following the birth of a child. Sub-contractors may also need to be flexible around paternity leave. We anticipate that the project may need to be more flexible around paternity leave due to its short-term nature and 	□	□	☒

	<p>the larger likelihood that males work through pregnancy and the early life of the child.</p> <ul style="list-style-type: none"> • Delivery partners should maintain the flexibility of delivery for parents who may have varying routines based around child-care. • We have recognised that potential of harassment regarding this protected group. Sub-contractors will deliver in line with DfE Equalities and Diversity policies. A process will be defined to deal with any incidents as outlined above. 			
<p>Race and ethnicity</p>	<ul style="list-style-type: none"> • The process for capturing and monitoring participant data will include an option to confirm race or ethnicity at application stage. Participants will have the opportunity to discuss any additional requirements or adaptations required to fully participate in the programme. • We have recognised the potential of harassment regarding this protected group. Sub-contractors will be required to deliver Bootcamps in accordance with DfE Equalities and Diversity policies. A process has been defined to deal with any incidents. • When working with individuals whose first language is not English, sub-contractors will be supported to access the services of a suitably qualified translator, as required. Should SC's provider of translation services not be available to our sub-contractors, an action has been noted to investigate how providers will obtain this support. • Initial assessment of learners will provide an opportunity to identify/obtain language preference. 	<p>□</p>	<p>□</p>	<p>☒</p>

	<ul style="list-style-type: none"> • Publicity resources will be written in plain English to make accessing the service as easy as possible for those who aren't native English speakers. • The service wants to ensure that it is being promoted in a way that encourages individuals from all races and ethnicities to approach and obtain support. Therefore, when appropriate visual media will include a variety of people from different backgrounds and ethnicities. 			
<p>Religion or belief</p>	<ul style="list-style-type: none"> • The standard application form does not currently include a requirement to declare religious preferences, although sub-contractors may use the initial assessment process to identify any specific requirements/adaptations that take this into account. • We have recognised the potential of harassment regarding this protected group. Sub-contractors will be required to deliver Bootcamps in accordance with DfE Equalities and Diversity policies. A process has been defined to deal with any incidents, as outlined above. • We have considered that some religions have certain requirements such as space and time for prayer or specific dietary needs. While there are no plans for catered events as part of the Skills Bootcamps programme to date, care will be taken to ensure that any events are catered for correctly and that participants can articulate any preferences. 	<p style="text-align: center;">□</p>	<p style="text-align: center;">□</p>	<p style="text-align: center;">☒</p>

	<ul style="list-style-type: none"> • Where appropriate, sub-contractors will tailor the service to individuals, including recognising any religious needs. 			
Sex	<ul style="list-style-type: none"> • We have recognised the potential of harassment regarding this protected group. Sub-contractors will be required to deliver Bootcamps in accordance with DfE Equalities and Diversity policies. A process will be defined to deal with any incidents. • Technical bootcamps are often predominantly in male dominated sectors therefore, recruitment will particularly target the attraction of females into these sectors and providers will need to be mindful of single females in all male cohorts. • The majority of Digital bootcamps will be delivered online. 	□	□	☒
Sexual orientation	<ul style="list-style-type: none"> • We have recognised the potential of harassment regarding this protected group. Sub-contractors will be required to deliver in accordance with DfE's Equalities and Diversity policies. A process will be defined to deal with any incidents as outlined above. 	□	□	☒
Armed Forces (including serving personnel, families and veterans)	<ul style="list-style-type: none"> • We have recognised the potential of harassment regarding this protected group. Sub-contractors will be required to deliver in accordance with DfE's Equalities and Diversity policies. A process will be defined to deal with any incidents as outlined above. 	□	□	☒

<p>Other, e.g. carers, low income, rurality/isolation, etc.</p>	<ul style="list-style-type: none"> • Recruitment and attraction will be via multiple agencies and routes and include ongoing agency support where relevant. • The process for capturing and monitoring participant data will include an option to confirm caring responsibilities at application stage. Participants will have the opportunity to discuss, with the relevant sub-contractor, any additional requirements or adaptations required to fully participate in the programme. • As the majority of Skills Bootcamp content will be delivered face to face, it has been important to partner with sub-contractors based in Somerset and Dorset to increase accessibility. • A number of our sub-contractors will have bursary funds to support rurally isolated learners meet the costs of transport, where this is a barrier to participation. • There is potential for Skills Bootcamps to support ex-service personnel and/or those transitioning from military employment to civilian job roles. 			
---	--	--	--	--

Negative outcomes action plan

Where you have ascertained that there will potentially be negative outcomes, you are required to mitigate the impact of these. Please detail below the actions that you intend to take.

Action taken/to be taken	Date	Person responsible	How will it be monitored?	Action complete
Review this EIA following the commencement of delivery to make sure it is tailored towards actual participants that are delivered to	30/09/2024	Simone Tyrie	Performance review meetings with providers and employers	<input type="checkbox"/>
Participant information capturing process will be reviewed to ensure: <ul style="list-style-type: none">• Individuals can use their preferred pronouns and names.• Individuals can alert the service to their preferred language.• T&C's will include requirements for participants to be supported in accordance with DfE's Equalities and Diversity policy, with the option of rejection of service if they are not.• The forms can be made available in different formats for accessibility purposes, upon request. Individuals can alert the service if they have a disability.	30/09/2024	Simone Tyrie	Performance review meetings with providers and employers	<input type="checkbox"/>
Contracts with Training Providers will reflect the need to deliver in accordance with DfE Equalities and Diversity policy.	30/09/2024	Simone Tyrie	Performance review	<input type="checkbox"/>

			meetings with providers and employers	
An incident procedure will be defined to allow anybody who receives harassment to contact the Programme Management Team, allowing SC to action the appropriate response.	30/09/2024	Simone Tyrie	Performance review meetings with providers and employers	<input checked="" type="checkbox"/>
Sub-contractors required to supply any Equalities policies and procedures at ITT stage.	30/09/2024	Simone Tyrie	Performance review meetings with providers and employers	<input type="checkbox"/>
	Select date			<input type="checkbox"/>
	Select date			<input type="checkbox"/>
	Select date			<input type="checkbox"/>
If negative impacts remain, please provide an explanation below.				

Completed by:	Simone Tyrrie/Mel Roberts
Date	11/01/2024
Signed off by:	Mel Roberts
Date	11/01/2024
Equality Lead sign off name:	Angela Farmer
Equality Lead sign off date:	26/2/24
To be reviewed by: (officer name)	Simone Tyrrie/Mel Roberts
Review date:	30/09/2024