**Please indicate which services you wish to express interest in leading:**

|  |  |
| --- | --- |
| **Service schedule** |  |
| **1. Employer Engagement** | **🞎** |
| **2. Young People’s Partnership** | **🞎** |

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| **Talent Match South East** | |
|  | |
| **Value For Money** | |
|  | |
| How much will the service cost to run? |  |
| How much of the Funding for the service relates delivery? |  |
| How much of the service relates to Management costs? |  |
| How many Young People will you be able to support? |  |
| What will the cost be per Young Person going through the service? |  |
| What are your outcomes? |  |

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| **Organisation Details (Not scored)** | |
| **Organisation Name** |  |
| **Contact Name** |  |
| **Position** |  |
| **Address** |  |
| **Post Code** |  |
| **Telephone** |  |
| **Mobile** |  |
| **Email** |  |
| **Website** |  |

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| **Organisation Overview (Not scored)** | | | | | |
| **Type of Organisation** | | | | | |
| **Private Training Provider** |  | **Third Sector** | |  | |
| **FE College** |  | **Public Sector (please give details)** | |  | |
| **Other (Please Specify)** |  | | | | |
| **Registered Charity No. or Companies House Registration** |  |  |  | | |
| **Total no. of Staff Employed** |  | | | | |
| **Please give a brief overview of your organisation including your sector of delivery, your aims and objectives (100 words)** | | | | |  |
|  | | | | | |
| **Please provide details about your Board of Directors or Trustees and your senior staff team. Who are they and what skills and experience do they have? (100 words)** | | | | | |
|  | | | | | |
| **Please describe your engagement with Talent Match to date (100 words).** | | | | |  |
|  | | | | | |
| **Please provide details of any web presence of your organisation, use of social media, and describe how this could be used to enhance delivery of the service you would like to deliver (100 words)** | | | | | |
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| **If your proposed service is to be delivered in partnership, please list the partners and their roles** | | | | | |
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**Due Diligence:**

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| 1. **Supporting Information** |
| **Please provide the following information to support your application:** |
| 1. **Financial Information** |
| **Please provide a copy of your audited accounts for the most recent accounting period.**  If the most recent information is for an accounting period that ended more than 18 months ago, please state why you could not provide more recent information. |
| **Accounts enclosed Yes □ No □**  **What is your current level of reserves? How does this compare with your reserves policy?** |
| 1. **Insurances** |
| **Please provide details of the organisation’s insurance cover** |
| **Employers Liability Insurance Yes □ No □**  Sum insured:  **Public Liability (Third Party) Insurance Yes □ No □**  Sum insured:  **Professional Indemnity Insurance Yes □ No □**  Sum insured:  **Please attach/enclose copies of your insurance certificates** |

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| 1. **Data Protection** | |
| **Do you store personal information on service users in an electronic form i.e. on a computer?** | |
| **Yes □**  **No □** | |
| **Are you registered to hold and disclose this data under the principles of the Data Protection Act 1998?** | |
| **Yes □**  **No □** | |
| 1. **Equal Opportunities** | |
| **Does your organisation have an Equal Opportunities Policy to demonstrate a commitment to the principle of equality of opportunity, and compliance with legislation in relation to employment and the provision of services.** | |
| **Yes □ Please provide a copy.**  **No □** | |
| **In the last three years,**   * **has any finding of unlawful discrimination in the employment field been made against your organisation by the employment tribunal, the employment appeal tribunal, or any court? or** * **has your organisation been the subject of formal investigation by the Equalities and Human Rights Commission (EHRC), or a comparable body, on the grounds of alleged unlawful discrimination?** | |
| **Yes □ If yes, please provide details below, including information about steps taken as a result of any adverse findings.**  **No □** | |
| **Please describe your equalities policies and processes and how you will make sure everyone who could benefit from your organisation’s services will know about and be able to use them. How will any barriers to participation be overcome? How will you ensure your service is accessible? (200 words)** | |
|  | |
| 1. **Health and Safety** | |
| **Does your organisation have a written health and safety at work policy?** | |
| **Yes □ If yes, please provide a copy.**  **No □** | |
| **In the last three years, has your organisation been prosecuted for contravening the Health and Safety at Work Act 1974 or other health and safety legislation, or has your organisation been (or is currently) the subject of a formal investigation by the Health and Safety Executive or similar national body, which enforces health and safety standards?** | |
| **Yes □ If yes, please provide details below, including information about steps taken as a result of any adverse findings.**  **No □** | |
| 1. **Safeguarding** | |
| **Does your organisation have a written policy on safeguarding?** | |
| **Yes □ If yes, please provide a copy.**  **No □** | |
| **Do all the individuals who would have contact with young people or vulnerable adults as part of this project have a current enhanced Criminal Records Bureau (CRB) / Disclosure & Barring Service (DBS) check?** | |
| **Yes □**  **No □** | |
| 1. **Environment** | |
| **Within the last three years, has your organisation been prosecuted by or been issued with an improvement notice or an enforcement notice or an order by the Environment Agency or any other enforcement body responsible for protecting the environment (including a planning authority in respect of breach of planning control)?** | |
| **Yes □ If yes, please provide details below, including information about steps taken as a result of any adverse findings.**  **No □** | |
| 1. **Quality Standards** | |
| **Are you Ofsted inspected? If yes, please detail the contract, date of inspection and grade.** | |
| **Yes □**  **No □** | **Contract**  **Date** |
| **Overall Grade** | 1  2  3  4  NA |
| **Please detail any quality standards held** |  |

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| **Service Specific Information (This section is scored)** | | |
| **For each Service Delivery package please provide the following information (max 250 words in each section)** | | |
| 1. **Service to be delivered** |  | |
| **1.1 Describe the service you propose to deliver? Please include a simple diagram that shows young people’s journey through the service**  (As the panel includes young participants who may be unfamiliar with funding terminology, applicants are encouraged to ensure that their applications are jargon free) | | 15 |
|  | | |
| **1.2 Facilities and resources for delivery including:**  **staffing structure, staff numbers, roles and responsibilities, reporting lines, type of facilities and locations. Please specify which roles are for existing members of staff and which roles will need to be devised. How will you ensure appropriate geographic coverage for this service across all TMSE target areas** | | 10 |
|  | | |
| **1.3 Please detail any key existing partner links that you will make use of at a local level to deliver this service, Examples could include Local Authorities, employers, apprenticeship providers, foundation learning providers etc.** | | 10 |
|  | | |
| **1.4 How would you involve young people in the planning, delivery and monitoring of the service, and what policies and procedures do you have in place to ensure this involvement is meaningful?**  **If you are applying to deliver a Network (services 1) then how will you ensure you involve young people to ensure that the work of the Network is always relevant to young people’s needs and priorities?** | | 15 |
|  | | |
| **1.5 How will you ensure that the delivery of this service is additional to current Talent Match South East or government funded provision, such as the Work Programme, Work Choices, Job Centre Plus activity or any other statutory provision, rather than duplicating?** | | 10 |
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| **1.6 How will you ensure that other Delivery Partners are aware of the service that you propose to deliver and how will you promote your service to them** | | 10 |
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| **1.7 What is your track record in delivery of similar services in the geographic areas you indicated above and what learning have you gained through this delivery? Please include number of outcomes and performance rates.** | | 10 |
|  | | |
| **1.8 Please describe the management arrangements you have in place for assuring excellent performance in the delivery of the proposed service** | | 5 |
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| **1.9 Please use this space to make any additional comments to support your application to be part of the delivery of Talent Match** | | |
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| **Budget** | **Per unit (if applicable e.g. per young person outcome)** | **Total** | **Details of costs and sources of additional value** | |
| **Full cost of service** |  |  |  | |
| **Match funding (cash)** |  |  |  | |
| **Gift in kind value** |  |  |  | |
| **Volunteers value**  (please refer to the FAQs for guidance here) |  |  |  | |
| **Total additional value** |  |  |  | |
| **Amount required from Talent Match** |  |  |  | |
| **1.10 How will your project demonstrate value for money? Please refer to the table above.** | | | | 15 |
|  | | | | |