West dunbartonshire Council on Behalf of West Dunbartonshire Strategic Employability Group

**West Dunbartonshire Employability Grant Programme: Application Form For Provision of Foundation Apprenticeship delivery for Social Services healthcare**

**August 2024 – june 2026**

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Please provide detailed responses however no single answer to a question should be more than 500 words in length. If this is a partnership proposal then a lead applicant should make the application on behalf of the partnership.

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| **Section 1: Applicant Information** | |
| **Name and Address of Applicant Organisation:**  **Organisation Website:** | **Name of person making the application:**  **Job Title:**  **Contact Tel No:**  **Email Address:** |
| **Is this the address where the proposed services would be delivered from?** | **YES**  **NO** |
| **If NO then please provide the address where the proposed services will be delivered:** |  |
| **Please confirm the type of organisation:** | **Voluntary sector  Private sector**  **FE/HE sector  Public sector** |
| **Applicant Declaration:**  I confirm that I have the authority to submit this application on behalf of the applicant.  Signed: | |
| **Section 2: Safeguarding** | |
| **Are comprehensive safeguarding policies and procedures in place to protect Young People?**  **YES**  **NO** | |

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| **Section 3: Fair Work Policy and Practices** |
| **A condition of the contract would be adherence to the Fair Work policy. Can you confirm that your organisation/partnership adheres to the policy and practices?**  **YES**  **NO** |

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| **Section 4: Technical Questions** |
| **Question 1:**  **Do you have SQA Approval for the National Progression Award and relevant SVQ Units with the FA Framework?** |
| **YES**  **NO** |
| **Question 2:**  **Please demonstrate your methodology and approach to ensure that the contract is deliverable as per the key requirements and within the timescales stated adhering to Skills Development Scotland operating rules for Foundation Apprenticeships.**  **The method statement should detail all activities and timescales associated with undertaking the individual elements and stages of the project and also including your expectations in relation to required input from WDC’s staff resources.** |
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| **Question 3:**  **Information in respect of your success in delivering qualifications over the past 3 years, including percentage rate.** |
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| **Question 4:**  **Explain the key risks associated with delivery of this Contract and how they will be addressed and overcome. Provide details of your contingencies for addressing any performance failures/staffing issues.** |
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| **Section 4: Cost** | |
|  | **TOTAL** |
| **Cost per pupil for Registration of pupils with SQA and delivery of the National Progression Award and any associated Work based Challenge Units and Meta Skills required by Social Services and Healthcare Foundation Apprenticeship Framework** | £ |
| Cost per pupil |  |
|  |  |
| **Cost per pupils for Registration of pupils with SQA and delivery of SVQ/Customised Work Based Learning Units as detail in Social Services and Healthcare Foundation Apprenticeship Framework** | £ |
| Cost Per Pupil |  |
| **Total:** | £ |

**Fees and Costs**

Rates and prices shall be deemed inclusive of all additional expenses incurred and be exclusive of VAT.

All prices quoted should be inclusive of all charges likely to be incurred by the supplier to fulfil the requirements in accordance with the specification, including candidate SQA costs, administrative/clerical support costs, travel and overheads.

All prices quoted shall hold firm for the duration of the contract.

**Please email any completed applications to:** [**fa@west-dunbarton.gov.uk**](mailto:fa@west-dunbarton.gov.uk) **by Noon, Thursday 22nd August 2024**