Department for Education

Christine Hodgson CBE
Chair
c/o The Careers & Enterprise Company
2-7 Clerkenwell Green
London,
EC1R 0DE

15/05/2020

Dear Mrs Hodgson,

Subject: Grant Offer Letter for The Careers & Enterprise Company

Commercial Reference Number: CON_4311

1. This Grant Offer is made between:

   (1) **The Secretary of State for Education** (the Department) and

   (2) **The Careers & Enterprise Company** (the Company) of 2-7 Clerkenwell Green, London, EC1R 0DE - Companies House Registration 9432724.

2. This letter confirms that a grant will be awarded to **The Careers & Enterprise Company** so that more young people benefit from high impact careers support. The value of the grant is up to £28,800,000 for use during the period beginning 01/04/2020 and ending 31/03/2021 and such grant is subject to the Terms and Conditions DfE Grant Funding Agreement, for agreements entered into from 1 September 2019. [1]

3. The Company is a key partner in delivering the Careers Strategy and this agreement includes its expanded role to support government in achieving the Strategy's aims.

4. To deliver the role, as set out in the Careers Strategy, the Company shall use all reasonable endeavours to achieve the following objectives:

   - Objective 1. Building Networks: Linking schools and colleges to employers and other external careers providers through the Enterprise Adviser Network and Careers Hubs.
   - Objective 2. Supporting Careers Leaders: Providing training and support for Careers Leaders in schools and colleges.
   - Objective 3. Backing the Gatsby Benchmarks: Supporting implementation of a best practice standard for careers support, the Gatsby Benchmarks, with tools and targeted funding.

[1] https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions

5. This is a first version of the 2020-21 Grant Funding Agreement. The Department may request the Company delivers additional activity during the year, subject to ministerial approval and budget being available. In such cases this Grant Funding Agreement will be revised to reflect the new arrangements.

6. This Grant, and subset of KPIs, have been agreed subject to the Department providing additional funding to the Company in FY21-22, to deliver programmes that will run to the end of the academic year in August 2021. This is on the basis that the Department can only fund activity that takes place within the financial year. Funding will be awarded to the Company via a separate grant funding agreement in the next financial year, subject to the outcome of the Spending Review.

7. As a grant recipient of funding from the Department, you must ensure that you are aware of your obligations under the GDPR. This is on the basis that, for the purposes of grant funding and the terms of funding between the Department and your organisation i) you do not process Personal Data on behalf of the Department, ii) you are Data Controller of any Personal Data processed as part of the activity you undertake, and iii) you are entirely responsible for compliance with the GDPR. Should the Department require you to process Personal Data then the Department will issue written instructions to you in connection with such processing.

8. The Company acknowledges that the Department is subject to the requirements of the Freedom of Information Act 2000 (FOIA) and shall assist and cooperate with the Department to enable it to comply with any Information disclosure obligations. The Company shall transfer to the Department all Requests for Information that it receives as soon as practicable and in any event within two Working Days of receiving a Request for Information; provide the Department with a copy of all Information in its possession, within five Working Days (or such other period as the department may specify) and provide all necessary assistance as reasonably requested by the Department to enable it to respond to the Request for Information within the time for compliance set out in section 10 of the FOIA. The Department is responsible for determining in its absolute discretion and notwithstanding any other provision in this Agreement or any other agreement whether the Commercially Sensitive Information and/or any other Information is exempt from disclosure in accordance with the provisions of the FOIA. In no event shall the Company respond directly to a Request for Information unless expressly authorised to do so by the Department.

9. Clause 39.1 of the general terms and conditions refers to changes in project personnel. CEC will continue to notify DfE of personnel changes in relation to this Grant Funding Agreement. The method of exchanging this information for the purposes of this Grant Funding Agreement are agreed to be through monthly and quarterly project updates. Any amendments proposed to this delivery method will be agreed by both parties.

10. The specific activities and key performance indicators that the Company is responsible for, and will be held accountable for, can be found in Annex F. The Department recognises the ambitious nature of the key performance indicators and that meeting these is dependent on the work of multiple stakeholders involved in delivery.

11. It should be noted that the activities and outcomes set out in Annex F of this Grant Funding Agreement do not consider the impact of COVID-19 on the sector. At the present time, it is not possible to predict what impact COVID-19 will have. However,

it is likely that some programmes will not be deliverable in their current form due to restrictions on gatherings, institute closures or that priorities will change. Accordingly, this Grant Funding Agreement will be formally reviewed in June 2020 to reassess, and revise where necessary, key performance indicators, delivery timescales and funding in light of the impact of COVID-19. The Department will set out reporting expectations in advance of this meeting and any variation to funded activities will be subject to clause 8 of the terms and conditions of this Grant Funding Agreement.

12. This Grant will be paid monthly in arrears, in line with Annex C and clause 10.1 of the terms and conditions of this Grant Funding Agreement. This method of payment will be formally reviewed in June 2020 and revised, if appropriate.

13. We expect The Careers & Enterprise Company to comply with The Department's end of year reporting processes and to provide information, as requested, a minimum of 15 days prior to the end of this Grant Funding Agreement.

14. Any grant paid by the Secretary of State will be paid pursuant to Section 14 of the Education Act 2002 and will accordingly be paid only in respect of approved expenditure by The Careers & Enterprise Company for the purpose of the funded activities.

15. All staffing costs included in Annex F are inclusive of all relevant taxes such as PAYE, National Insurance, pension contributions, administrative costs, expenses, and all other relevant costs.

16. This Grant Offer Letter, relevant annexes (listed below) and the Grant Terms and Conditions together make up the Grant Funding Agreement. You should read all annexes and general Terms and Conditions carefully before accepting the offer of funding. Failure to observe these terms and conditions may result in the funding being withdrawn.

Annex A	Acceptance of Grant Offer and effective date
Annex B	Bank account details
Annex C	Claiming Grant in Arrears
Annex D	~~Claiming Grant in Advance~~ (DOES NOT APPLY)
Annex E	Details of Grant Allocations
Annex F	List of Objectives for which the grant is being paid
Annex G	Annex G (i) - Annual Certification of Expenditure (external auditor or accountant's report arrangements) ~~Annex G (ii) – Statement of Grant Usage (Statement prepared by Local Authority~~) (DOES NOT APPLY)
Annex H	Payment Schedule
Annex I	Exit Plan
Annex J	Progress Report Template
Annex K	~~Generic Standard GDPR Clauses~~ (DOES NOT APPLY)
Annex L	Cabinet Office Spending Control Exemption Activity Summary

To accept this offer of funding, please sign both copies of the enclosed Grant Offer Letter (Annex A) and return one of them to Lorna Robinson at the Department for Education. Please retain the other copy for your records.

Yours sincerely,

Richard Simper
Deputy Director, Careers and Basic Skills

Details of Grant Allocations

The Careers & Enterprise Company, Commercial Reference Number CON_4311

Table 1 – Overview of estimated budget for FY20-21

Activity	Cost (FY 20-21)
Objective 1: Building Networks	
Grow the Enterprise Adviser Network	£9,874,000
Manage Careers Hubs to deliver improvements on Gatsby Benchmarks	£4,962,000
Provide digital tools and support to enable the Enterprise Adviser Network and Careers Hubs	n/a*
Staffing to support delivery of Objective 1	£2,141,000
Objective 2: Supporting Careers Leaders	
Deliver Careers Leaders training and bursaries	£2,888,000
Curate resources and build community of Careers Leaders	£130,000
Provide digital tools and support to enable Careers Leaders	£713,000
Staffing to support delivery of Objective 2	£1,323,000
Objective 3: Backing the Gatsby Benchmarks	
Deliver Investment funds for employer engagement	£1,525,000
Deliver Personal Guidance fund and share best practice	£22,000
Deliver pilot to support Special Educational Needs and Disabilities (SEND), disadvantaged and vulnerable young people	£231,000
Deliver Primary Fund and share best practice	£581,000
Monitor and evaluate investment funds and manage providers	£432,000
Develop tools for Careers in the Curriculum (STEM)	n/a**
Deliver a pilot for independent training providers (ITP)	£100,000
Deliver Destinations Project	£190,000
Provide digital tools and support to schools and colleges	£128,000
Staffing to support delivery of Objective 3	£410,000
Central Support Costs	
Core staffing including finance, human resources, external affairs, office management and CEO office support	£1,911,000
Operating Costs including office and facilities, IT infrastructure, legal and professional costs, staff training and development	£1,239,000

Total Cost	**£28,800,000**

* Cost included in 'Digital tools and support to enable Careers Leaders' budget line
** Cost of delivery funded by staff costs

Funding Requirements for FY21-22

Funding for activity including the Enterprise Adviser Network, Careers Hubs and Careers Leaders will be delivered across two financial years (FY20-21 and FY21-22). This is on the basis that the Company is funded to deliver programmes to the end of August 2021.

The Company have provided the following funding profiles across financial years:

Activity	**Total amount**	**Funding provided in 2020-21**	**Funding provided in 2021-22**
Enterprise Adviser Network	£13,223,000	£9,874,000	£3,349,000
Careers Hubs	£6,420,000	£4,962,000	£1,458,000
Careers Leaders training and bursaries	£3,388,000	£2,888,000	£500,000
All other activities	£11,076,000	£11,076,000	£0
Total	£34,107,000	£28,800,000	£5,307,000

This is an indicative budget profile which will be formally reviewed and reforecast quarterly and will be kept under review monthly.

The Department will pay this Grant to The Careers & Enterprise Company in accordance with a payment schedule agreed with The Company, subject to the Company meeting the requirements of this Grant Funding Agreement.

List of objectives for which the grant is being paid

The Careers & Enterprise Company, Commercial Reference Number CON_4311

OBJECTIVE 1 – BUILDING NETWORKS

Activities:	Key Performance Indicators:	Costs inclusive of VAT and expenses:
1. Grow the Enterprise Adviser Network **Grow the Network** • Expand the Enterprise Adviser Network (EAN) in partnership with Local Enterprise Partnerships (LEPs) across England by 2021 by making an Enterprise Adviser (EA), a senior volunteer from the world of work, available to secondary schools and colleges including special schools and alternative provision • Maintain the coverage of co-funded Enterprise Coordinators (ECs) in LEPs to increase presence and reach across more schools and colleges in under-represented areas, including Opportunity Areas (OAs)	By August 2020: • 60% of schools and colleges in the EAN fully achieving Gatsby Benchmark 5 • 50% of schools and colleges in the EAN fully achieving Gatsby Benchmark 6 • 40% of schools and colleges in the EAN partially* achieving Gatsby Benchmark 6 By March 2021: • Co-fund a minimum of 250 ECs employed by LEPs (fully funded in OAs)** **target to be reviewed on completion of EOI process being undertaken with LEPs By August 2021: • All schools and colleges to be contacted and made aware of the Enterprise Adviser Network, CEC resources and Compass • 4400 schools and colleges signed up to the EAN • 4200 volunteer EAs recruited	£9,445,000

	• 3600 schools and colleges matched with an EA • 70% of schools and colleges in the EAN fully achieving Gatsby Benchmark 5 • 60% of schools and colleges in the EAN fully achieving Gatsby Benchmark 6 • 40% of schools and colleges in the EAN partially* achieving Gatsby Benchmark 6 * Partially achieving a benchmark: schools and colleges must achieve a score for at least one sub-benchmark in order to partially achieve Gatsby Benchmark 6.	
Provide support in Opportunity Areas to embed careers provision across schools and colleges • Ensure careers provision is fully embedded in Opportunity Area schools with a long-term strategic careers plan in place and a focus on embedding careers in the curriculum and sustainable employer engagement	• All schools and colleges in OAs are offered an EA • Maintain 90% of schools and colleges signed up to the EAN matched at least once with an EA By August 2021: • 75% of schools and colleges in OAs fully achieving Gatsby Benchmark 5, encounters with employers and employees • 50% of schools and colleges in OAs achieving Benchmark 1	Cost included in 'Grow the Network' budget line.
Recruit and manage Cornerstone Employers • Recruit Cornerstone Employers to drive delivery of encounters for young people in Opportunity Areas and Careers Hubs • Manage community of Cornerstone Employers (large, small, and micro) who invest time and	By August 2020: • Wave 1 and 2 Careers Hubs have a minimum of 5 active Cornerstone Employers, in agreement with the accountable LEP • Where the Wave 2 Careers Hub is an extension of a Wave 1 Hub, the appropriate additional Cornerstone Employers will be	Cost included in 'Grow the Network' budget line.

resource to benefit young people, engage and recruit further businesses to make commitments, create sustainability and act as an ambassador and champion for social mobility	recruited in agreement with the accountable LEP to meet the needs of the Hub By August 2021: • Ensure each Careers Hub and OA has a minimum of 5 active Cornerstone Employers, in agreement with the accountable LEP*. • Where Hubs are extensions of pre-existing Hubs or a LEP has multiple Hubs, an appropriate number of Cornerstone Employers to be recruited to provide strategic business support to the area. * Exceptions will only be permitted where the LEP demonstrates that they have an existing employer group who meets the same criteria and function as the proposed Cornerstone Employer community	
Monitor and evaluate the EAN to understand impact and improve practice • Complete the external evaluation of the EAN to understand and improve practice across England.	• Quarterly analysis and reporting of progress towards the KPIs for the EAN • Delivery of the external evaluation of the EAN with final report published by March 2021 • Detailed reporting of how schools and colleges both nationally and in the EAN are achieving across Benchmarks 5 and 6 • Bespoke reporting for OAs to include termly reporting of progress against the Gatsby Benchmarks and case studies of activity	£98,000
Support the EAN with training and development • Offer training for ECs	• All new ECs invited to national induction within first 3 months in post • By July 2021, all ECs receive a minimum of:	£331,000

• Ensure ECs and EAs collaborating to identify local issues and barriers, sharing best practice, and identifying opportunities for collaborative working • Create resources and masterclasses to support and develop delivery in the EAN • Hold annual awards to share best practice and celebrate success across the EAN and key stakeholders • Obtain regular input from the Education Leader Advisory Group, Employer Advisory Group and Enterprise Adviser Advisory Group to support improvements to, and impact of, the Company's activities • Engage Youth Ambassador Group to gather feedback and input from young people on the Company's activities	• three days national CPD bringing together ECs from across England • three days local CPD bringing together EC regionally • Training for EAs and LEP Skills Leads as required • Differentiated Continued Professional Development offer within EAN. • Continue to develop resources and masterclasses to support delivery in EAN with quarterly reporting on progress • Deliver annual awards and share best practice • Meetings held with the Education Leaders Advisory Group, Employer Advisory Group, Enterprise Adviser Advisory Group, and other stakeholders as appropriate • Engagement of Youth Ambassador Group	
2. Manage Careers Hubs to deliver improvements on Gatsby Benchmarks **Launch Wave 3 Careers Hubs** • Ensure that Careers Hubs, which link together schools, colleges, and other local organisations, deliver improvements against the eight Gatsby Benchmarks	• Increase the number of schools and colleges in Careers Hubs by 700* *target to be reviewed on completion of EOI process being undertaken with LEPs • Grant agreements in place with Wave 3 Careers Hubs by September 2020 • All Careers Hub Leads appointed and in post by end of December 2020	£4,962,000

Manage and monitor Careers Hubs • Manage Careers Hubs across the country to deliver improvements against the eight Gatsby Benchmarks • Ensure all schools and colleges in Careers Hubs maintain progress against all the Gatsby Benchmarks	By August 2020: Wave 1 and Wave 2 Careers Hubs • 65% of schools and colleges Careers Hubs fully achieving Gatsby Benchmark 5 • 55% of schools and colleges fully achieving Gatsby Benchmark 6 • 40% of schools and colleges partially achieving Gatsby Benchmark 6 Wave 1 Careers Hubs • Each Wave 1 Careers Hub achieves an average of at least 6 Benchmarks Wave 2 Careers Hubs • Each Wave 2 Careers Hub achieves an average of at least 4 Benchmarks • 90% of schools and colleges in Wave 2 Careers Hubs matched to an EA at least once.	Cost included in 'Launch Wave 3 Careers Hubs' budget line.

	By August 2021: Wave 1 and Wave 2 Careers Hubs: • Each Wave 1 and Wave 2 Careers Hub achieves an average of at least 6 Benchmarks. Wave 1 Careers Hubs: • 100% of schools and colleges in Wave 1 Careers Hubs matched to an EA at least once. • 80% of schools and colleges fully achieving Gatsby Benchmark 5 • 70% of schools and colleges fully achieving Gatsby Benchmark 6 • 30% of schools and colleges partially achieving Gatsby Benchmark 6 • 95% of schools and colleges achieving Benchmark 1 Wave 2 Careers Hubs: • 90% of schools and colleges in Wave 2 Careers Hubs matched to an EA at least once. • 75% of schools and colleges achieving Gatsby Benchmark 5 • 65% of schools and colleges fully achieving Gatsby Benchmark 6 • 35% of schools and colleges partially achieving Gatsby Benchmark 6.	

	• 75% of schools and colleges achieving Gatsby Benchmark 1 Wave 3 Careers Hubs: • 90% of schools and colleges in Wave 3 Careers Hubs matched to an EA at least once (75% by December 2020) • 75% of schools and colleges achieving Gatsby Benchmark 5 • 65% of schools and colleges fully achieving Gatsby Benchmark 6 • 35% of schools and colleges partially achieving Gatsby Benchmark 6. • 75% of schools and colleges achieving Gatsby Benchmark 1 • Each Careers Hub achieves an average of at least 4 Benchmarks. All Careers Hubs: • Deliver termly training for Careers Hub Lead School By July 2021: • Each Hub Lead attends a minimum of 3-day CPD each year	
Monitor and evaluate the Careers Hubs to understand impact and improve practice • Integrate Careers Hub reporting within EAN reporting	• Quarterly analysis and reporting of progress towards the KPIs for the Wave 1 and Wave 2 Careers Hubs • Publish evaluation report by December 2020	

• Evaluation of the Careers Hubs pilots to demonstrate and understand the impact on schools and colleges delivering the Gatsby Benchmarks and share best practice and learning	• Detailed evaluation into performance of Wave 1 Careers Hubs in Year 3 • Evaluation report on Year 2 of Wave 2 Careers Hubs by December 2021	
3. Provide digital tools and support to enable the Enterprise Adviser Network and Careers Hubs **Increase adoption of digital tools in the Network** • Upgrade digital tools to optimise Network Operations • Further develop digital tools for ECs and CEC staff to enable workflow management and drive performance	• Upgrade the EAN register to enable the Network to better support Careers Leaders in delivering against the Benchmarks • Enhance data analyses, visualisations, and automated reports to enable the Network to better support Careers Leaders in delivering against the Benchmarks	Cost included in 'Provide digital tools and support to enable Careers Leaders' budget line.
Maintain high levels of stakeholder satisfaction • Monitor satisfaction of key stakeholders including schools and colleges, EAs, employers and funded careers and enterprise providers	• Satisfaction levels to be measured through surveys with an average result of 70% or above across schools and colleges, EAs, employers and funded careers and enterprise providers	
Staffing to support delivery of objective 1 • Ensure the EAN and 40 Careers Hubs deliver KPIs by providing central coordination and support of local implementation and delivery • Collaborate and create effective partnerships with Local Enterprise Partnerships (LEPs) and OAs to support local implementation and delivery	• Delivery of the KPIs set out above • Progress on recruitment to be reported at monthly meetings	£2,141,000

• Build relationships with employers and partners to support schools and colleges and provide encounters for young people • Develop tools, resources, training, and events to enable delivery		
	Total maximum cost:	**£16,977,000**

OBJECTIVE 2 – SUPPORTING CAREERS LEADERS

Activities:	Key Performance Indicators:	Costs inclusive of VAT and expenses
1. Deliver Careers Leaders training and bursaries **Deliver Careers Leaders training bursaries** • Deliver 1,950 bursaries by October 2021 to train Careers Leaders so that they are equipped with the knowledge, behaviours, and skills that they need to succeed in their role and ensure their school or college is making progress against the Gatsby Benchmarks *	By October 2020 • Training programmes for Careers Leaders completed for 1,300 schools and colleges across Hubs and Non-Hubs * Priority access to Careers Leaders training places for OAs on a 1:1 ratio (CEC will fund one full bursary for every place purchased by an OA) By October 2021: • Training programmes for Careers Leaders completed for 1,950 schools and colleges across Hubs and non-Hubs	£2,888,000
2. Curate resources and build community of Careers Leaders • Provide online training to support delivery of schools and college careers plan • Collate, curate and commission best practice resources to support Careers Leaders to implement the Gatsby Benchmarks • Ensure resources are appropriately tailored for special schools, alternative provision schools, and colleges	• Community events to bring together Careers Leaders and share best practice • Training and development for Careers Leaders to support EAN development and benchmark achievement By August 2020: • 2000 users of online training By August 2021: • 2750 users of online training	£130,000

Monitor and evaluate Careers Leaders training • Issue pre and post training survey to administer via training providers and online training • Investigate impact of training through ongoing monitoring of training participants and Compass data	• Implement pre and post skill audit questionnaires • Evaluate the impact of Careers Leaders training in colleges, PRUs and special schools.	Cost included in 'Curate resources and build community of Careers Leaders' budget line
<u>3. Provide digital tools and support to enable Careers Leaders</u> **Maintain Compass/Tracker 'Classic' platforms and services** • Maintain Compass/Tracker 'Classic' while over 5% of applicable institutions are still using this system • Develop the Careers Partners Database tool based on user feedback to increase our insight into who is delivering which kinds of careers activities across the UK. **Increase the number of institutions using Compass+** • Deliver upgrades to Compass+ based on user feedback to increase the number of schools using the system in a meaningful way	• 4400 schools and colleges to have completed Compass at least once • 3900 schools and colleges in the EAN to have completed Compass at least once • 100% of schools in Wave 1 Hubs complete Compass twice by end of March 2021 and three times by end of August 2021 • 50% of schools in Wave 2 Hubs complete Compass twice by end of March 2021 and three times by end of August 2021 • 3200 schools and colleges starting a plan with 1 activity in Tracker or Compass+ By August 2021: • 2000 schools onboarded to Compass+ • 75% of eligible schools in Wave 1 and Wave 2 Hubs onboarded to Compass+	£713,000

• Continue to adapt and upgrade Compass+ for more tailored use by SEND schools, MATs, and other institutions with different needs.	• Update and maintain a data transfer system to allow Careers Leaders to import careers activities data from other tools into Compass+ • Release pilot for MIS data transfer into Compass+ for MIS' that cannot currently be integrated into Compass+ but have significant adoption in the Network	
<u>Staffing to support delivery of objective 2</u> • Team to manage ongoing monitoring of delivery of bursaries across Careers Hubs and Non-Hubs, including online training resource available for all	• Delivery of the KPIs set out above	£1,323,000
	Total maximum cost:	**£5,054,000**

OBJECTIVE 3 – BACKING THE GATSBY BENCHMARKS

Activities:	Key Performance Indicators:	Costs inclusive of VAT and expenses
1. <u>Deliver Investment Funds for employer engagement</u> • Extend and deliver OA Fund contracts to increase employer encounters in the Wave 1 and Wave 2 OAs to ensure young people in all OAs receive 4 meaningful encounters	• 205 schools reached • 83,000 of young people to be reached in Opportunity Areas by August 2020 • 230,000 meaningful encounters to be delivered in Opportunity Areas by August 2020	£1,525,000
• Deliver Part A CEF18 to improve employer engagement for disadvantaged young people. This is part of the £5 million fund in the Careers Strategy for disadvantaged young people [CEF 2018]	By August 2020: • 590 schools reached through CEF18 virtual wallets (total target for CEF18) • 200,000 young people reached through CEF18 virtual wallets (total target for CEF18) • 600,000 employer encounters delivered • 45,000 pupils supported in STEM projects	
• Deliver the mentoring fund for disengaged young people [Mentoring Fund]	• 25,000 number of young people reached by mentoring providers by August 2020	
<u>2. Deliver Personal Guidance Fund and share best practice</u>	• Quarterly reporting highlighting activity and fund performance at a project and whole-programme level to include amounts	£22,000

Deliver Personal Guidance Fund* • Deliver a £2.5 million fund to be allocated to schools, colleges, and others to develop and evaluate best practice approaches to personal guidance (Gatsby Benchmark 8), including the continuing professional development of Careers Advisers. This is part of the £5 million fund named in the 2017 Careers Strategy to support disadvantaged young people • Monitoring and evaluation of Personal Guidance Fund *The main purpose of the Personal Guidance Fund is to support the development of innovative, cost-effective models for delivering personal careers guidance in schools and colleges. It is not to maximise the number of young people reached or employer encounters delivered.	granted, disseminated, number of schools and colleges reached, and number of young people given a guidance interview By August 2020: • 30,000 young people receiving 1:1 personal guidance interviews with a qualified careers adviser • 100 careers advisers trained • 100 schools and colleges reached • External evaluation of the Personal Guidance Fund to report by December 2020	
<u>3. Deliver pilot to support Special Educational Needs and Disabilities (SEND), disadvantaged and vulnerable young people</u> **Deliver a fund to support SEND, disadvantaged and vulnerable young people** • Strand 1 - Deliver research, tools, resources and support to identify and share best practice and improve careers information, advice and guidance for young people in some disadvantaged and vulnerable groups; (SEND, looked after children/care leavers and Gypsy Roma Travellers) by June 2020*	• Quarterly reporting highlighting activity and fund performance at a project and whole-programme level to include amounts granted, disseminated and number of employer encounters/engagement with (broken down by SEND/ Looked after children/Gypsy Roma Traveller and the SEND Employer Engagement strand) • External evaluation of CEF18B. Final report by March 2021 By August 2020 • Number of young people reached (broken down by SEND/ Looked after children/ Ethnic Minority): o 1,000 SEND	£31,000

• Strand 2 - Drive an increase in employers offering encounters for young people with SEND so that employers feel more confident about employing young people with SEND and so that young people with SEND have great exposure to the workplace and raised aspirations about the world of work • Monitoring and evaluation of pilots in both strands; (SEND, Looked after children/ Care Leavers and Gypsy Roma Traveller) *The main purpose of Strand 1 of the Pilot is to understand how to effectively support disadvantaged young people. It is not to maximise the number of young people reached or employer encounters delivered.	○ 200 Looked After Children ○ 100 Ethnic Minority • 400 young people have a careers plan	
Build SEND Community of Practice • Develop a tiered offer to support SEND schools and colleges and SENCOs in mainstream schools with high levels of SEND pupils.	• All SEND schools and colleges invited to be involved in the Community of Practice • 564 SEND schools and colleges involved in the Community of Practice • Deliver termly events for Community of Practice and selected SENCOs from mainstream schools. • Develop EC masterclasses specific to SEND. 2 ECs per LEP to be invited to attend • Develop SEND training offer for EAs. • All new ECs invited to attend SEND foundation course	£125,000
Build Further Education and Skills Community		

of Practice • Develop a Community of Practice for Further Education Colleges which is responsive to differing needs of the sector	• All Colleges and Sixth Form Colleges (including specialist colleges, land-based, etc) invited to be involved in Community of Practice • 163 Colleges involved in Community of Practice • Deliver termly events for FE Community of Practice • Research and develop models of EA engagement for FE sector • Develop FE Steering Group to integrate ITPs and apprenticeship sector • Develop FE training for EAs	£75,000
4. Deliver Primary Fund and share best practice **Deliver Primary Fund and create toolkit** • Deliver a fund and supporting resources to understand and test what careers activities work well in primary schools by Summer 2020 • Monitoring and evaluation of the above work	• Continue to develop toolkit for primary schools with additional content added • External evaluation of Primary Fund. Final report due by March 2021 By August 2020: • 400 primary schools reached • 35,000 young people reached • 15 case studies produced	£581,000
5. Monitor and evaluate investment funds and manage providers to sustain delivery • Maintain regular monitoring and performance	• Quarterly reporting highlighting activity and fund performance at a project and whole-programme level as per Annex B • Detailed analysis, provided to DfE of number of pupils engaged	£432,000

management across the investment funds and mentoring funds to evaluate progress against objectives and mitigate delivery risk • Run overall evaluation of the investment in employer encounters and mentoring to share best practice • Continue to manage a community of CEC providers as funding comes to an end across the investment and mentoring funds to maintain progress against the Gatsby Benchmarks	by programmes with breakdowns on gender, SEND, FSM, BAME, geographic where available • Perform independent visits to verify grant reporting returns, identify risks and any mitigation actions, number of visits dependent on size and nature of funding • Evaluation of CEF18A. Final report by March 2021	
6. Develop tools for Careers in the Curriculum (STEM) • Launch STEM Toolkits Careers Leaders, employers/STEM ambassadors and teachers in schools/colleges	• Employer/STEM ambassador toolkit released by [TBC]* • Teacher toolkit released by [TBC]* *Date to be agreed once impact of coronavirus fully understood • Collate qualitative feedback from Careers Leaders, employers/STEM ambassadors and teachers	Cost included in 'Staff costs to support delivery of Objective 3' budget line
7. Deliver a pilot for independent training providers (ITPs) • Establish how ITPs can best be supported to provide effective careers guidance for their learners	• Engage 10 ITPs in the pilot project • Establish a Community of Practice for IPTs involved in the pilot project • Termly focus groups to take place with ITPs involved in the pilot project • 5 ITPS to complete online training	£100,000

	• 5 ITPS to complete face to face training	
8. Deliver Destinations Project **Conduct research investigating impact of career guidance on outcomes for young people** • Analyse impact of careers guidance on education outcomes • Scope longitudinal datasets • Begin exploratory analysis of Compass+ destinations data **Review local models of collecting and tracking data** • Collect information on local authority approaches to data collection • Promote and share best practice on destinations tracking **Develop Compass+ to enable more efficient and effective tracking of destinations** • Improve the user experience for inputting intended and actual destinations data into Compass+ • Build data visualisations to enable Careers Leaders to gain insight from destinations data	• Report on impact of career guidance shared with the DfE by July 2020 (not intended for publication) • Report on local authority approach to data collection shared with the DfE by September 2020 Best practice shared via events and resources (as appropriate) • Additional destinations data visualisations live in Compass+ by December 2020 • 400 schools with KS4 destinations added by March 2021	£190,000

9. Provide digital tools and support to schools and colleges **Develop the Future Skills Survey** • Consult with Careers Leaders and other stakeholders on intended outcomes of career guidance. • Review and develop the Future Skills Survey to focus on Key Stages 4 and 5. • Make the Future Skills Survey accessible to schools. **Develop Resource Directory** • Continue to develop the Resource Directory to support Careers Leaders to deliver the Gatsby Benchmarks • Manage the process for adding quality resources to the directory that meet schools and colleges' needs **Develop Provider Directory** • Manage the process for adding non-funded providers to Provider Directory	• Collect and analyse at least 1000 Future Skills Surveys from young people taking part in funded programmes and compare results for different careers activities • Report from consultation with Careers Leaders recommendations. • Revised Future Skills Survey • Embed the Future Skills Survey within Compass+.	£128,000
Publish research and tools to support schools and colleges • Produce annual State of the Nation report to	• Publish State of the Nation in November 2020	

understand national progress against the Gatsby Benchmarks, including at LEP level		
<u>Staffing to support delivery of objective 3</u> • Ensure impact and manage risk of investment funds for personal guidance activities thorough performance management • Provide programme support for the investment and pilots, employer engagement, digital tools, and website • Ensure impact and manage risk of investment funds for virtual wallet activities through performance management • Manage the ongoing monitoring of investment funds • Ensure impact and manage risk of investment funds for careers and mentoring activities through performance management • Continue to manage a community of CEC providers as funding comes to an end across the investment and mentoring funds to maintain progress against the Gatsby Benchmarks	• Delivery of the KPIs set out above	£410,000
	Total maximum cost:	**£3,619,000**

CENTRAL SUPPORT COSTS

Activities:	Costs inclusive of VAT and expenses
Core Staffing	£1,911,000
Operating Costs	£1,239,000
Total maximum cost:	**£3,150,000**

Progress Report Templates and Reporting Procedures

1. Quarterly Quantitative Reporting Template

Date of return:			
Objective 1 – BUILDING NETWORKS			
1. Enterprise Adviser Network		**Target to March 20**	**Target to August 21**
Grow the Enterprise Adviser Network	Percentage of schools and colleges who have been made aware of the Enterprise Adviser Network, CEC resources and Compass	n/a	100%
	Number of schools and colleges signed up to the Enterprise Adviser Network i.e. requested an EA	3800	4400
	Number of volunteer EAs recruited	3600	4200
	Number of schools and colleges matched with an EA. To be reported as a total and broken down by institution type.	3000	3600
	Proportion of Enterprise Advisers engaged with schools by employer size* *This is not a target but indication of mix: Micro: 25% Small: 16% Med: 17% Large: 42%	n/a	n/a
	Co-fund Enterprise Coordinators (ECs) employed by LEPs (Fully funded in OAs) – minimum level set	200	250 by March 2021
	Proportion of Enterprise Adviser Network schools fully achieving benchmark 5, encounters with employers and employees	60% by August 2020	70%
	Proportion of Enterprise Adviser Network schools fully achieving benchmark 6, experience of workplaces	50% by August 2020	60%
	Proportion of Enterprise Adviser Network schools partially achieving benchmark 6, experience of workplaces	40% by August 2020	40%
Enterprise Adviser Network: Offer to schools in Opportunity Areas	Proportion of schools and colleges offered an EA	100%	100%
	Schools and colleges signed up to the EAN matched to an EA at least once	90% by August 2020	90%
	Proportion of Enterprise Adviser Network schools and colleges in OAs fully achieving benchmark 5, encounters with employers and employees	70% by August 2020	75%
	Proportion of schools and colleges in OAs achieving benchmark 1	n/a	50%
Recruit and manage Cornerstone Employers	Proportion of OAs that have a minimum of 5 active Cornerstone Employers, or equivalent	200 by August 2020* *Target previously framed as number of cornerstone employers recruited nationally (minimum of 5 active per OA)	100%
	Proportion of Careers Hubs that have a minimum of 5 active Cornerstone Employers, or equivalent		100%

2. Careers Hubs		Target to March 20	Target to August 21
Launch Wave 3 Careers Hubs	Minimum increase in number of schools and colleges in Careers Hubs	n/a	700
	Hub leads recruited and in post in Wave 3 Hubs	n/a	100% by December 2020
Manage and monitor Careers Hubs	Proportion of schools and colleges in Wave 1 Careers Hubs matched to an EA at least once	n/a	100%
	Proportion of Wave 1 Careers Hub schools and colleges fully achieving benchmark 5, encounters with employers and employees	65% by August 2020	80%
	Proportion of Wave 1 Careers Hub schools and colleges fully achieving benchmark 6, experience of workplaces	55% by August 2020	70%
	Proportion of Wave 1 Careers Hub schools and colleges partially achieving benchmark 6, experience of workplaces	40% by August 2020	30%
	Proportion of Wave 1 Careers Hub schools and colleges fully achieving benchmark 1	n/a	95%
	Number of benchmarks reached on average across all schools and colleges in Wave 1 Careers Hubs	By August 2020 6	6
	Proportion of schools and colleges in Wave 2 Careers Hubs matched to an EA at least once	90% by August 2020	90%
	Proportion of Wave 2 Careers Hub schools and colleges fully achieving benchmark 5, encounters with employers and employees	65% by August 2020	75%
	Proportion of Wave 2 Careers Hub schools and colleges fully achieving benchmark 6, experience of workplaces	55% by August 2020	65%
	Proportion of Wave 2 Careers Hub schools and colleges partially achieving benchmark 6, experience of workplaces	40% by August 2020	35%
	Proportion of Wave 2 Careers Hub schools and colleges fully achieving benchmark 1	n/a	75%
	Number of benchmarks fully reached on average across all schools and colleges in Wave 2 Careers Hubs	By August 2020 4	6
	Proportion of schools and colleges in the Wave 3 Careers Hubs matched to an EA at least once		75% by December 2020 90% by August 2021
	Proportion of Wave 3 Careers Hub schools and colleges fully achieving benchmark 5, encounters with employers and employees		75%
	Proportion of Wave 3 Careers Hub schools and colleges fully achieving benchmark 6, experience of workplaces		65%
	Proportion of Wave 3 Careers Hub schools and colleges partially achieving benchmark 6, experience of workplaces		35%
	Proportion of Wave 3 Careers Hub schools and colleges fully achieving benchmark 1		75%
	Number of benchmarks fully reached on average across all schools and colleges in Wave 3 Careers Hubs		4

3. Digital tools and support to enable the Enterprise Adviser Network and Careers Hubs		Target to March 20	Target to March 21
Maintain high levels of stakeholder satisfaction	Average in schools/colleges	70%	70%
	Average in EAs	70%	70%
	Average in employers	70%	70%
	Average in careers and enterprise providers	70%	70%

Objective 2 – SUPPORTING CAREERS LEADERS			
1. Deliver Careers Leaders training and bursaries		**Target to August 20**	**Target to August 21**
Deliver Careers Leaders training and bursaries	Number of Careers Leaders completed training	1300 by October 2020	1950 by October 2021
2. Curate resources and build community of Careers Leaders		**Target to August 20**	**Target to August 21**
Number of Careers Leaders using online training	Number of Careers Leaders using online training	2000	2750
3. Provide digital tools and support to enable Careers Leaders		**Target to August 20**	**Target to August 21**
Digital tools and support	Number of schools and colleges that have completed Compass at least once	n/a	4400
	Number of schools and colleges in the EAN to have completed Compass at least once	n/a	3900
	Proportion of schools in Wave 1 Careers Hubs to complete Compass twice by end March 2021 and three times by end August 2021	n/a	100%
	Proportion of schools in Wave 2 Careers Hubs to complete Compass twice by end March 2021 and three times by end August 2021	n/a	50%
	Number of schools and colleges starting a plan with 1 activity in Tracker or Compass+	n/a	3200
	Number of schools onboarded to Compass +	n/a	2000
	Proportion of eligible schools in Wave 1 and Wave 2 Careers Hubs onboarded to Compass +	n/a	75%

Objective 3 – BACKING THE GATSBY BENCHMARKS		
1. Investment Funds to deliver employer engagement		**Target to End of Fund August 20**
Reach of Opportunity Area Funds in Wave 1 and 2 OAs	£ granted	£4.65m
	£ disseminated	£4.65m
	Number of schools reached	205
	Number of young people reached	83,000
	Number of employer encounters	230,000
Employer Encounters: Reach of CEF2018 Part A	£ granted	£2.5m
	£ disseminated	£2.5m
	Number of schools reached	590
	Number of young people reached	200,000
	Number of employer encounters	600,000
	Number of pupils supported in STEM projects	45,000
Mentoring Fund	£ granted	£4.2m
	£ disseminated	£4.2m
	Number of young people reached by mentoring providers	25,000

2. Personal Guidance		**Target to End of Fund August 20**
Fund and sharing best practice	£ granted	£2.5m
	£ disseminated	£2.5m
	Number of young people receiving 1:1 personal guidance interviews with a qualified careers adviser	30,000
	Number of careers advisers trained	100
	Number of schools and colleges reached	100
3. Pilot to support SEND, disadvantaged and vulnerable		**Target to End of Fund August 20**
Fund and sharing best practice	£ granted	£1.7m
	£ disseminated	£1.7m
	Number of young people reached (broken down by SEND/ Looked after children/ Ethnic Minority)	1,000 SEND 200 Looked After Children 100 Ethnic Minority
	Number of young people that have a careers plan	400
SEND Community of Practice	Number of SEND schools and colleges involved in the community of practice	564 by March 21
Further Education and Skills Community of Practice	Number of colleges involved in Community of Practice	163 by March 21
4. Primary schools		**Target to End of Fund August 20**
Fund and best practice	£ granted	£2m
	£ disseminated	£2m
	Number of primary schools reached	400
	Number of young people reached	35,000
	Number of case studies produced	15
7. Deliver a pilot for independent training providers (ITP)		**Target to March 21**
Support ITPs to provide effective careers guidance	Number of ITPs engaged in the pilot	10
	Number of ITPs completing face to face training	5
	Number of ITPs completing online training	5
8. Deliver Destinations Project		**Target to March 21**
Develop Compass + to enable efficient and effective tracking	Number of schools with KS4 destinations added	400
9. Digital tools and support		**Target to End of Fund August 20**
Number of Future Skills Surveys collected and analysed		1000 by March 21