



**CEF18**

**Part A: Employer Encounters**

Numerical Application Form  
Guidance Document

This guide has been written to assist potential applicants on creating a coherent application for the CEF18 fund which provides the CEC with the relevant details. It outlines and suggests a consistent approach to labelling and describing the impact of your programmes.

## Form Overview

The application form is comprised of the following sections on different tabs:

1. Checklist
2. Application Overview
3. Your Organisation
4. Your Programme
5. Your Activities
6. Delivery & Costs
7. Programme Areas
8. Rate Card

## Using the Application Form

The CEF18 Part A Application Form has been designed for ease of use for all applicants. While using the form you will find that certain sections auto populate using information from previous sections. When completing the form use ONLY the coloured sections.

To fully complete the application, ensure that all sections have all the relevant information. Your progress can be monitored in the “Checklist” tab of the file. Please submit your application only when all sections have been completed and you have confirmed that you are eligible.

## Important Considerations

### Programmes running independently

When completing the form, always remember that only some programmes may be successful in being selected by schools. Please ensure that the minimum funding per programme will allow any programme to run independently of any other.

### Outlining Activities

**Please ensure that for each of the programmes you include, you specify the activities that make up that programme and the characteristics of the activity/-ies.** We will use this detail to assess your programme.

### Understanding the calculations

The application form has embedded calculations which streamline the project appraisal process and makes the form user friendly. The automated calculations focus around the unit costs of the programmes with regards to programme sizes, numbers of students and programme costs.

Min. level of CEC funding = (Cost per programme X Min. delivery requirement) – Match Funding

Cost to CEC per young person = Cost per programme/No. of Students per programme

Cost to CEC per programme = Min. level of CEC Funding / Total min. delivery requirement

Cost to CEC per encounter = Min. level of CEC Funding / Number of encounters

Percentage match funding = Match funding / Minimum Level of CEC funding required

## The “Your Programme” section

This section describes the programmes you are offering. These programmes must be able to be run independently of one another. You may have the same programme but for different sizes of groups and therefore costs. Please use this name field to differentiate between these programmes. Use the minimum delivery requirement to set out how many times the programme needs to be selected by schools to make it viable to run.

If you have any key constraints around your programme, such as the maximum no. of young people you can deliver to, include this in the 'Your Comments' section.

### Programme Name

This is the name of your programme(s) that will appear on the rate card that schools receive. You may have two similar programmes but for different group sizes and therefore costs. Please give these programmes separate names appropriately. I.e. Mock interviews (large groups), Mock Interviews (small groups)

### Programme Type

Please select the main programme type.

### No. of students per programme

Enter how many young people will take part in the programme.

### Cost per programme

Enter the overall cost of your programme. In the Delivery and Costs tab, you will be able to enter any match funding that will contribute to the overall CEC cost.

### Minimum delivery requirement

This should be the no. of programmes needed to make your programme financially viable to run. i.e. how many times does the programme need to be purchased to make it viable for you to run.

### Number of encounters per student across the programme

Please enter the encounters each student will receive across the course of the programme.

### Teacher time Required (Extra Support)

Use this section to tell us whether the teachers in the school will need to be involved in your programme. The levels of support are listed below:

Not applicable – no support whatsoever is required from the teachers in the schools

Low - e.g. booking rooms / facilities, adjusting timetables

Medium –e.g. attending programmes

High –e.g. external visits, high level of involvement in the activity

### Could your programme be adapted for SEND students at the same cost?

Please select whether your programme could be adapted for SEND students and if so, at what cost.

### Comments

This section is very important if the programme has specific characteristics which cannot be captured in the standardised form. Use this opportunity to effectively describe key aspects which you feel have been left out by the preceding sections. If you have any key constraints around your programme, such as the maximum no. of young people you can deliver to, include this in the 'Your Comments' section.

## The “Your Activity” section

This section allows you to describe your programme in more detail by including the activities that your programme comprises of. Select the name of your programme from the drop down and select the activities that make up your programme. If you are offering a simple programme you will only need to use one row of the table. Use multiple rows if your programme has multiple cohorts (e.g. some students participate in part of the programme for a single day and others participate for three months). In this case, you will record a row for each cohort and each activity that you are offering.

### Activity Type

Under the “Activity Type” section, use the dropdown selection to choose the description of the activity you are proposing. If your programme does not fit exactly into one of the suggested options, please select the most relevant type and use the comment section at the end of the “Your Programme”.

### Who will participate in the programme

In this section, use the dropdown box to select the group of students that the activity is aimed at. This will help our assessors measure the impact you have on different groups of students.

### Primary Target Group

Using the dropdown box within the cell, select the primary target group that the specific programme will target.

### Average Group size

Use the dropdown box to select between individuals, classroom, year group, whole school or other. If you select other, please use the comments section to specify what the average group size will be.

### Average No. of Pupils per group

We expect our applicants to have an idea of the average number of pupils per group.

### Number of encounters per student

An encounter is a meaningful interaction with someone from the world of work in which the student has an opportunity to learn about what work is like or what it takes to be successful in the workplace. Please enter the number of encounters they will undergo across the activity.

### Minimum number of contact hours per student

Use this section to tell us the number of hours that each student will be involved in the programme over its running time.

### Minimum number of weeks to complete programme

This section tells us what the overall length of the programme is from start to finish. Please note that if you have a programme with different lengths, then you should create separate entries under different activity names to distinguish between the variations.

### Year level

In this cell, please insert the number of participating year groups separated by commas i.e. 7,8,9.

### Where does the activity take place?

Using the dropdown box select where the activity will take place.

### Will the activity use employee volunteers?

Please select "Yes" or "No".

### Will the activity be professionally supervised?

Use this section to tell us if this activity will be professionally supervised by any individuals with a non-educational background.

### Which Gatsby Benchmark is the activity targeting?

Use this section to tell us which Gatsby Benchmarks your activity will target. Insert the benchmark numbers separated by commas. The focus for this fund is benchmark 5&6

The Gatsby Benchmarks are:

- 1: A stable careers programme
- 2: Learning from career and labour market information
- 3: Addressing the needs of each pupil
- 4: Linking curriculum learning to careers
- 5: Encounters with employers and employees
- 6: Experiences of workplaces
- 7: Encounters with Further and Higher Education
- 8: Personal guidance

### Themes

Use this section to describe the impact themes of the programme. What type of skills will the students get from the activity.

### Key Outcomes for Young People

Use this section to tell us how the students will benefit from your activity. We will be measuring young people's progress made with regard to personal effectiveness, career readiness, social capital and employability skills as outlines in the prospectus.

### Could your programme be adapted for SEND students at the same cost?

Let us know if you can adapt this programme for SEND students. If your programme can be adapted for SEND students at a different cost, please use the next section to tell us what the cost is per student.

### Teacher Time (Extra Support)

Use this section to tell us whether the teachers in the school will need to be involved in the activity.

The levels of support are listed below:

Not applicable – no support whatsoever is required from the teachers in the schools

Low - e.g. booking rooms / facilities, adjusting timetables

Medium –e.g. attending programmes

High – e.g. external visits, high level of involvement in the programme

### Comments

This section is very important if the activity has specific characteristics which cannot be captured in the standardised form. Use this opportunity to effectively describe key aspects which you feel have been left out by the preceding sections.

## The “Delivery & Costs” Section

This part of the application to outline the delivery and cost aspects of your proposed programmes.

### Programme Name

Using the dropdown box in the cell, select the Programme which you named in the “Your Programme” section earlier. Following your selection, the form will complete itself to show the relevant information.

### Minimum Delivery Requirement

This will automatically populate based on the minimum delivery requirement that was entered in the ‘Your Programme’ tab.

### Cost per programme

This will automatically populate based on the cost per programme that was entered in the ‘Your Programme’ tab.

### No. of Student per programme

This will automatically populate based on the number of students that was entered in the ‘Your Programme’ tab

### Match funding available

If your programme has available match funding, fill in this section in accordingly. This will reduce your overall programme cost to CEC accordingly.

The rest of the headers in the Delivery and Costs tab will be prepopulated from Your Programmes and Your Activities tab.

## The “Rate Card” section

The “Rate Card” section is designed to assess the scalability of your programmes. The majority of the Rate Card is filled in using the information from the previous sections.

Use the price bands to give us an understanding of how your costs per group would decrease, if at all, should multiple programmes be selected.

## The “Programme Areas” section

The “Programme Areas” section is used to highlight the list of areas in which your programmes will take place. You are required to run each activity in every area you select. Using the dropdown boxes, please select “Yes” for each of the corresponding areas.

We encourage organisations to deliver at scale. Please select areas that are in close geographical proximity to each other if possible.