



Hampshire
County Council

Hampshire Achieves

Hampshire County Council

Adult Tailored Learning Programme
(formerly Adult Community Learning)

Delivery Guidance
2024-25

Hampshire County Council's Adult Tailored Learning Programme

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Introduction

The purpose of Adult Tailored Learning (ATL) that was previously called Adult Community Learning (ACL) is to develop the skills, confidence, motivation, and resilience of adults of different ages and backgrounds to:

- progress towards formal learning or employment and/or
- improve their health and well-being, including mental health and/or
- develop stronger communities

This document details the activities that Hampshire County Council is seeking to secure for its ATL programme, to support the achievement of strategic objectives and targets for 2024-25.

Hampshire County Council is committed to supporting individuals, communities, and the economy by targeting the ATL programme towards those most in need. Partner Providers will need to deliver flexible and responsive programmes to meet current and emerging skills needs over the contract period. This includes skills programmes for Hampshire residents facing unemployment and needing support to return to the job market; helping people develop their digital skills; and responding to the needs of those whose mental health and wellbeing has been affected by the public health and cost of living crisis.

Partner Providers need to note the delivery area is the geographical area of Hampshire County Council and should ensure provision reflects local needs.

Hampshire County Council is strategically committed to support an inclusive and innovative ATL programme for Hampshire residents in 2024-25. The ATL programme is managed by the Hampshire Achieves curriculum team, part of Participation and Lifelong Learning within Children's Services. Through its contract with the Education and Skills Funding Agency (ESFA), Hampshire Achieves is seeking to deliver learning opportunities for adults aged 19+.

The ESFA is the government body that funds Hampshire County Council's ATL provision. The terms of its funding procedures and protocols are confirmed in its Funding Rules document. Partner Providers will need to adhere to the 2024-25 rules.

Hampshire County Council Offer

In 2018/19, the outcome of the Hampshire Commission of Inquiry 2050 exercise was the [Vision for Hampshire 2050](#) document. This provides a framework for the County Council's future priorities including economic resilience, sustainable growth, and working towards a carbon neutral Hampshire (linked to the declared Climate Emergency). In January 2023 the [Hampshire Economic Strategy](#) was published which further supports this.

Also associated with the Vision for Hampshire 2050 is the Hampshire Skills Strategy and Investment Plan to 2030. This identified three strategic priorities:

- **A future-ready Hampshire** – matching skills supply and demand and driving forward productivity for a prosperous and resilient economy.

- An **inclusive local labour market** that develops talent and maximises opportunity for all our communities.
- A **high-quality skills infrastructure** and facilities to raise aspiration and achievement; meet employer demand and create industry standard training in our post 16 sector.

The ATL programmes contracted will directly contribute to these priorities.

Priorities for 2024-25

Hampshire County Council ATL programme aims to deliver varied and innovative learning opportunities across a broad range of delivery options, including online, blended, and face-to-face.

The overall priorities for 2024-25 are to:

- Support under/unemployed, low-skilled and careers changers, to improve their skills and confidence so that they may access or retain employment/higher paid roles.
- Improve maths and English skills for learners by offering specific maths and English courses and by embedding numeracy and literacy in all curriculum areas. This includes Family Learning via Schools and Community Hubs.
- Support English for Speakers of Other languages (ESOL) learners to develop the confidence and skills they need to become active citizens and integrated members of their communities.
- Provide opportunities for Hampshire residents to improve their digital literacy and communication skills, equipping them to successfully engage with all aspects of life in the digital age.
- Support learners' mental health and wellbeing, increasing skills and confidence, including Family Learning via Schools and Community Hubs.
- Provide a targeted, flexible, and holistic offer to support learning where there are pockets of local deprivation and/or where skills gaps are greatest.
- Offer programmes and raise awareness to learners to support sustainable living, energy efficiency and action against climate change.

Outcomes for 2024-25

The Partner Provider must explain and demonstrate how provision links to Hampshire's strategic priorities and that learning opportunities are coherently planned, sequenced, meet the needs of learners, include planned progression, and have appropriate strategies to evaluate impact.

ATL provision should complement other funded provision, not duplicate, and should align to emerging skills programmes from the Shared Prosperity Fund, including Multiply.

All learners must be supported by the Partner Provider to meet the learning outcomes and their agreed personal goals, which should be recorded and reviewed on learning plans and progress records. Partner Providers will be required to evaluate the impact of their provision against their original intent, including learner progression to further study or into work. Partner Providers will be required to collect and record this data.

Partner Providers must minimise drop-out rates, deliver high completion and achievement rates, and appropriate progression. Performance against these Key Performance Indicators (KPIs) will be reviewed with Partner Providers at contract management meetings.

Attendance	91%
Punctuality	91%
Achievement	95%
Observations of teaching and Learning (OTLA) including timely report completion) with actual number agreed, normally 50/50 split with Partner Provider.	100%
Attendance at mandatory CPD events (Or evidence of Partner Provider's own CPD calendar agreed with HA and staff attendance confirmed)	100%

Should ESFA/other Government agency require evidence or additional information regarding outcomes and/or progression to further training or employment, learning Partner Providers will be expected to meet this requirement in line with given deadlines.

Learning Categories and Target Learners

Learning programmes must meet the criteria outlined below.

Hampshire Thrives

This category will deliver targeted learning programmes to support to support individuals (19+). These will include family learning, English and maths skills, digital literacy, English for Speakers of Other languages (ESOL), mental health and wellbeing, community cohesion and sustainable living.

It will specifically target learners with one or more of the following characteristics:

- Without a full Level 2 qualification
- In receipt of Income Support or Universal Credit
- Families with school age children in receipt of free school meals
- Have a learning difficulty and/or disability
- Who are at risk of/have mental health needs
- Care Leavers
- Refugees
- Veterans

Programmes should align to Family Support Services, Supporting Families Programmes, and Adult Health & Care Services, as well as linking with Housing Associations, the National Careers Service, and Hampshire Public Health.

Partner Providers must demonstrate that all courses funded under this category meet the identified need for one or more of the cohorts, that outcomes are reviewed and evaluated, progression data collected, returned in a timely fashion, and the impact of learning measured. Responses will be monitored at contact management and non-return may result in funding being withheld.

All programmes will be free of charge to eligible learners.

Hampshire Works

This category will deliver targeted learning programmes to support individuals (19+) These will include employability, English and maths skills, digital literacy and mental health and wellbeing (skills and confidence) programmes which support under/unemployed, low-skilled and careers changers, to improve their skills and confidence so that they may access or retain employment/higher paid roles (including ESOL learners).

It will specifically target learners with one or more of the following characteristics:

- Without a full Level 2 qualification
- In receipt of Income Support or Universal Credit
- Families with school age children in receipt of free school meals
- Have a learning difficulty and/or disability
- Care Leavers
- Refugees
- Veterans
- Over 50s looking to return to employment

Partner Providers must demonstrate that all courses funded under this stream are meeting the identified needs of one or more of the cohorts, that outcomes are reviewed and evaluated, the impact of learning measured, and that destination data is collected.

This will include a requirement to accurately capture and return progression tracking and employment outcome data. The standardised tracking sheets will be monitored at contract management and non-return may result in funding being withheld.

All programmes will be free of charge to eligible learners.

Learner Numbers

Hampshire County Council's ATL programme will provide the following learning opportunities in 2024-25 funding year:

- **Hampshire Thrives**
4,175 enrolments in targeted programmes to support, English, and maths skills (inc. ESOL), digital inclusion, community cohesion, health, and wellbeing.
- **Hampshire Works**
1,127 enrolments in targeted programmes to support adult learners (19+) in receipt of Universal Credit to access employment, including those with learning difficulties and/or disabilities, including English and maths skills (inc. ESOL).

The total expected externally contracted provision is as follows:

Adult Tailored Learning		
Type	Programme	Enrolments
Targeted adult learning	Hampshire Thrives	1,350
	Hampshire Works	339
Total Enrolments		1,689

Delivery Model

The majority of ATL delivery for 2024-25 will be face-to-face in local venues. Partner Providers will need to submit a full profile detailing the course details and method of delivery. Costings should reflect the different methods planned.

Partner Providers should submit plans for the geographical areas to the value of the Lot contracted for. Plans should incorporate a delivery profile as per the following split of delivery methods:

- 25% minimum face to face
- 25% maximum online

We would expect the delivery profile to be:

- 50% of enrolments to be between 1st August – 31st December 2024
- 30% of enrolments to be between 1st January – 4th April 2025
- 20% of enrolments to be between 5th April – 31st July 2025

Partner Providers should have detailed contingency plans in case delivery needs to be suspended. These plans need to be submitted to Hampshire Achieves at the start of the academic year.

Partner Providers will be required to upload their profile for delivery and share promotional information on planned courses to the EBS course directory each term. They will also need to produce a minimum of 1 case study per term and use relevant branding (as advised) on all course and marketing materials including those in digital format. Branding guidance will be provided by the service.

Multiple Enrolments

Supporting the successful progression of learners is a key aim. It is essential that all Partner Providers recognise and record progress and achievement. Partner Providers will be expected to support learners to the next suitable stage in their learning, which may include progression to other ATL courses.

Using Recognising and Recording Progress and Achievement (RARPA) the Partner Provider will have evidenced the learner as requiring further provision to progress. Multiple enrolments for a learner will only be permissible if Partner Providers can demonstrate that this is a progression opportunity.

Examples of progression include:

- A learner finishes a numeracy course and now is ready to engage in further learning by doing a literacy course.
- A learner on a CV course has been recognised as requiring an IT beginner's course to enable them to move closer to the job market.
- A learner is identified through RARPA as being socially isolated and would benefit from attending another course to aid their personal development and well-being.

Hampshire Achieves will not fund any courses that are less than 6 hours in duration for either Thrives or Works. Partner Providers enabling learners to attend multiple courses will be expected to ensure learners progress within their learning. For instance, if a learner has attended 2-4 short courses, it would be reasonable to expect the Partner Provider to enrol the learner onto longer courses, such as 10 hours or more, in order to develop learning and skills.

Hampshire Achieves will carry out audits to ensure Partner Providers are adhering to this requirement and these will inform the contract management process.

Geographical Scope, Location and Reach

ATL delivery will be in the geographical area of Hampshire County Council. We understand that occasionally the learner's postcode could fall outside of the local authority boundary. In exceptional circumstances we will fund these learners. Online delivery that meets the programme standards can be funded for learners whose home postcode is within the Hampshire County Council area. The planned learning provision must contribute to, or compliment, provision in the local area, and meet the identified needs of the community.

Contract Process

Hampshire County Council will contract ATL services to Partner Providers who delivered on the Adult and Community Learning Framework in 2023/24. Partner Providers will complete a Lot Profile in accordance with district allocations, strategic priorities and outcome requirements.

The 2024/25 contract timetable:

Milestones	Dates
Framework Partner Providers' consultation	25 March 2024
Return of Lot Profiles via email	7 May 2024
Evaluation of applications	9 May 2024
Present recommendations to SLT	5 June 2024
Recommendations to EIBMT	18 June 2024
Recommendations to CSDMT	20 June 2024
Extension of contracts issued (subject to HCC Senior Managers approval)	Week commencing 24 June 2024

Hampshire County Council's ATL will be delivered by a range of Partner Providers to ensure a broad and varied programme. Where Partner Providers are not able to offer the full range of services and geographical coverage required, Hampshire County Council may consider alternative provision outside of the framework.

Adult Tailored Learning Funding across Thrives and Works 2024-2025

Lot Number	Programme	District	Lot Value	Minimum enrolment
1	Hampshire Thrives	Basingstoke & Deane	£ 48,008	240
2	Hampshire Thrives	East Hampshire	£ 25,118	126
3	Hampshire Thrives	Eastleigh	£ 26,464	132
4	Hampshire Thrives	Fareham & Gosport	£ 29,777	149
5	Hampshire Thrives	Havant	£ 48,735	244
6	Hampshire Thrives	New Forest	£ 25,382	127
7	Hampshire Thrives	Test Valley	£ 31,058	155
8	Hampshire Thrives	Winchester	£ 35,460	177
Lot Number	Programme	District	Lot Value	Minimum enrolment
12	Hampshire Works	Basingstoke & Deane	£ 16,003	60
13	Hampshire Works	East Hampshire	£ 8,373	32
14	Hampshire Works	Eastleigh	£ 8,821	33
15	Hampshire Works	Fareham & Gosport	£ 9,926	37
16	Hampshire Works	Havant	£ 16,245	61
17	Hampshire Works	New Forest	£ 8,461	32
18	Hampshire Works	Test Valley	£ 10,353	39
19	Hampshire Works	Winchester	£ 11,820	45

Payments will be generated based on the data return evidenced on EBS system as of the 14th of every month.

- An initial 25% of contract value will be paid on receipt of a signed order acceptance.
- Remaining 75% (maximum) will be paid monthly on actual delivery after the first 25% has been earned,
- Payments may be withheld for non-compliance of required standards.

Quality Assurance

Hampshire Achieves was graded as 'Good' in its last [Ofsted Inspection](#). This Plan will consolidate the foundations of good practice as and supports progress towards becoming an outstanding provider.

The Partner Provider must:

- Meet the quality requirements of Hampshire Achieves which aligns with the Ofsted's [Education Inspection Framework](#) and any subsequent updates, and the quality requirements of relevant Awarding Organisations. RARPA will continue to underpin ATL in 2024-25 and Partner Providers will need to ensure this is of the highest standards.
- Clearly show the intent, implementation and impact of their curriculum and be supported by an annual self-assessment report and quality improvement plan evaluated and shared as required.
- Meet legislation and statutory regulations as mentioned in respect of Health and Safety; Equality and Diversity; Safeguarding: Prevent; Data Protection and Employment Law.

- Provide one lead contact, good management, and leadership of the learning process, supporting tutor observations and audits as required.

The Partner Provider must be aware that funding may be withheld at any point in the contract if quality standards have not been fulfilled.

Hampshire County Council would not be looking to enter into agreements with any Partner Provider that, due to poor achievement rates for relevant provision, has been issued with a "Notification to Improve" by the Education & Skills Funding Agency or that received an "Inadequate" (Grade 4) from Ofsted at their most recent Inspection, nor does it wish to fund any courses that do not meet minimum duration.

Equality, Diversity & Inclusion

The Partner Provider will have due regard to equality, diversity and inclusion and will provide learner support where appropriate. Partner Providers will be required to take reasonable steps to ensure the provision is accessible to a wide and diverse range of learners, whilst considering the adjustments required and the cultural background and beliefs of individuals when offering support.

Where learners require enhanced learning support, such as but not limited to, provision of interpretation and translation services (including for hearing impaired people) adaptive technology and appropriate support for people with learning disabilities in line with Disability Discrimination Act and Equality Act 2010 legislation, additional funding will be provided in line with ESFA funding rules. Discretionary funding to support reasonable requests for learning support is available on an individual learner basis and evidence of the assessment of the need should be kept.

The Partner Provider will support learners who may find it difficult to participate are enabled to do so, for example through supporting those who do not use English as their first language or have other communication difficulties through developing flexible approaches to delivering support.

The Service will be confidential and non-discriminatory and must meet as a minimum the requirements of the Equality Act 2010.

Staffing

All teaching staff will need to have:

- subject specialist qualifications and/or experience.
- to have achieved, as a minimum, the Level 3 Award in Education & Training or its equivalent.
- to have, or be working towards, further teaching qualifications / professional status.
- to undertake regular Continuous Professional Development as appropriate.

Tutors delivering Family English, Maths and Language should have a minimum Level 5 teaching qualification (or equivalent) and hold a minimum Level 3 subject specialist qualification and/or evidence of teaching English/maths/Language.

There must be sufficient numbers of qualified and appropriately trained staff in place from the start of the contract to meet the demands and requirements of the profiled provision.

The Partner Provider must ensure that anyone involved in providing the ATL programmes has a full induction and is supported to operate within the policies and practices, e.g., programme paperwork, for the provision. This must meet all relevant legislative requirements e.g., Health and Safety, Equalities legislation, Safeguarding, and the Data Protection Act. 2018. All ATL Partner Providers staff should undertake annual Safeguarding and Prevent training and maintain the single central record of such.

The Partner Provider is responsible for the professional development and training of its own staff including supporting learners who may have a range of disabilities, communication, and access issues.

The Partner Provider must comply with relevant legislation designed to regulate the Partner Provider's conduct and the Partner Provider should place an emphasis on workplace wellbeing and be able to evidence how staff wellbeing is supported. This includes providing effective safety and risk management procedures.

Data Requirements

The Partner Provider must comply with all GDPR legislation and submit full and accurate records for planned provision and learner information to Hampshire Achieves by key dates. They must also conform to the data requirements which will be set out in the in the Order and Data Collection Guidance Notes

The Partner Provider must be aware that payment may be withheld at any point in the contract if data requirements have not been fulfilled. Any courses/programmes that have not been notified by the provider before commencement via the standard procedures may not be eligible for funding.

Learner and Learning Support

Learner support funding is limited and targeted at exceptional cases, it could include transport costs or assistance towards childcare facilities. Learning support refers to arrangements that are required to provide additional support for learning for individual learners, over and above that which is normally provided in a standard programme. The additional learning support is required to help learners gain access to, progress towards and successfully achieve their learning goals.

The need for additional support may arise from a learning difficulty or disability. Partner Providers will be able to request funding for learning support, outlining specific details of the support required. The funding will be evaluated on an individual learner basis. Partner Providers will need to request learner and learning support through an Application Form.

Funding for whole cohort support is not available through this funding and should be costed within the course funding.

Accreditation

Hampshire Achieves recognises the benefits of rewarding learner achievement through the award of credit for the achievement of units and qualifications. For targeted learning provision, priority for funding will be given to Partner Providers that can ensure that learners have opportunities to gain appropriate qualifications up to and including Level 2, and/or certificates of achievement.

Applicants for funding will need to consider the cost of an accredited programme to cover registration, internal verification, certification, and other relevant costs. These will need to adhere to awarding organisation quality assurance and compliance processes.

Referrals from Agencies

Hampshire County Council works in partnership with agencies including Jobcentre Plus to ensure that those seeking work have access to a full range of learning opportunities. Hampshire Works courses will cover a range of employment preparation topics, e.g., Confidence Building, Job Search, Digital Skills, and Volunteering.

Recipients of Works funding will:

- improve engagement with their local Jobcentre Plus or employers to determine developing skills needs.
- offer additional support to help people find and apply for vacancies.
- ideally be situated close to Jobcentre Plus premises.
- be flexible, offering regular start dates for roll on roll off provision and/or smaller group sizes.
- offer pre-employment training.
- conduct effective progression and destination tracking.

Safeguarding and Prevent Duty

Partner Providers are required to create safe, healthy, and secure learning environments, whether via online or face-to-face delivery, and must adopt Safer Recruitment practices to comply with the law and ensure that young and vulnerable learners are protected. They must ensure the suitability of staff and volunteers to work with children and vulnerable adults in accordance with Hampshire Achieves Safeguarding policy and procedures and that staff are appropriately qualified and trained. All ATL Partner Providers must be cognisant with the requirements laid out in the legislation Keeping Children Safe in Education, this is updated annually.

Partner Providers should ensure that there are sound arrangements for appropriate checks for employees or volunteers who may have regular contact with individuals under 18, vulnerable adults or have access to personal information including enrolment forms. They must make certain that appropriate checks, including Disclosure & Barring Service (DBS) checks, are carried out to ensure that employment involving regular contact with young people under the age of 18 is not offered to, or held by, anyone who has been convicted of certain specified offences, or whose name is included on lists or people considered unsuitable for such work.

Partner Providers must maintain a single central record of all staff and volunteers, identifying staff who are in regular contact with children and vulnerable adults and

including numbers of DBS checks with dates of the most recent checks, where appropriate. This record should also hold a summary of the training staff have completed on Safeguarding, the Prevent Duty, and British Values for each academic year.

Partner Providers must ensure that all staff receive appropriate training on compliance with the Prevent Duty and understand the risks to learners of radicalisation and extremism. They must also ensure that tutors are sufficiently confident in raising learners' awareness of the dangers of radicalisation and extremism within a teaching and learning context, with the embedding of British Values.

For any queries relating to this document please contact claire.allen@hants.gov.uk.