



**Hampshire
Achieves**

Participation & Lifelong Learning

Hampshire County Council

Hampshire Learns

Hampshire's Adult and Community Learning Programme

Annual Commissioning Plan

2023-24

(Mini Competition reference: CS21596)



Hampshire
County Council

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Hampshire Learns
Hampshire's Adult and Community Learning Programme

Annual Commissioning Plan 2023-24

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Introduction

The purpose of Adult and 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

Hampshire County Council's ACL programme is called Hampshire Learns. This Commissioning Plan details the activities that Hampshire County Council is seeking to secure for its Hampshire Learns programme, to support the achievement of strategic objectives and targets for 2023-24.

Hampshire County Council is committed to supporting individuals, communities, and the economy to recover from COVID-19 by targeting the Hampshire Learns programme towards those most in need. Learning 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's.

Learning 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 ACL programme for Hampshire residents in 2023-24. The Hampshire Learns 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 ACL provision. The terms of its funding procedures and protocols are confirmed in its Funding Rules document. Providers will need to adhere to the 2023-24 rules once released.

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 programmes commissioned through this framework will directly contribute to these priorities.

Priorities for 2023-24

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

The overall Hampshire Learns' priorities for 2023-24 are to:

- Support careers changers, unemployed and low-skilled people to improve their skills and confidence so that they may access or retain employment
- 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 and supporting progression to further learning paid/unpaid work, and involvement in the community
- Improve maths and English skills for learners by offering specific maths and English courses and by embedding numeracy and literacy in all curriculum areas, including English for Speakers of Other languages (ESOL)
- Support learners' mental health and wellbeing, increasing skills and confidence
- Provide a targeted, flexible, and holistic offer to support learning where there are pockets of local deprivation and/or where skills gaps are greatest

Outcomes for 2023-24

The Learning 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.

ACL 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 provider to meet the learning outcomes and their agreed personal goals, which should be recorded and reviewed on learning plans and progress records. Learning providers will be required to evaluate the impact of their provision against their original intent, including learner progression to further study or into work. Learning providers will be required to collect and record this data.

Learning 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 providers at contract management meetings.

Attendance and Punctuality	91%
Achievement	95%
Observations of teaching and Learning (OTLA) including timely report completion) with actual number agreed, normally 50/50 split with provider.	100%
Attendance at mandatory CPD events (Or evidence of 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 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, English and maths skills, digital inclusion, community cohesion (including ESOL) and health and wellbeing.

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

- Without a full Level 2
- 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
- Over 50s looking to return to employment

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.

Learning 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+) in receipt of Universal Credit to access employment, including those listed under Thrives criteria. It will include support for English, maths, and digital skills. Works will also look to support Over 50s who are looking to return to employment.

Learning 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 Learns will provide the following learning opportunities in 2023-24 funding year:

- **Hampshire Thrives**
4,020 enrolments in targeted programmes to support, English, and maths skills (inc. ESOL), digital inclusion, community cohesion, health, and wellbeing.
- **Hampshire Works**
1,240 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 commissioned provision is as follows:

Adult and Community Learning		
Type	Programme	Enrolments
Targeted adult learning	Hampshire Thrives	1,884
	Hampshire Works	617
Total Enrolments		2,501

Delivery Model

The majority of Hampshire Learns ACL delivery for 2023-24 will be face-to-face in local venues. Learning providers will need to submit a full profile detailing the course details and method of delivery. Costings should reflect the different methods planned.

Learning providers should submit plans for preferred geographical areas to the value of the Lot tendered for. Plans should incorporate a delivery profile as per the following split of delivery methods:

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

Learning providers should have detailed contingency plans in case delivery needs to be suspended. These plans will be reviewed at contract management meetings.

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 Hampshire Learns and Corporate branding 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 of this Commissioning Plan. It is essential that all providers recognise and record progress and achievement. Providers will be expected to support learners to the next suitable stage in their learning, which may include progression to other ACL courses.

Using Recognising and Recording Progress and Achievement (RARPA) the provider will have evidenced the learner as requiring further provision to progress. Multiple enrolments for a learner will only be permissible if 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. 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 provider to enrol the learner onto longer courses, such as 10 hours or more, in order to develop learning and skills.

Hampshire Learns will carry out audits to ensure providers are adhering to this requirement and these will inform the contract management process.

Geographical Scope, Location and Reach

Hampshire Learns 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.

Application Process

Hampshire County Council will commission ACL services to approved learning providers in the Adult and Community Learning Framework (August 2021). Providers will complete an application via In-tend against this Annual Commissioning Plan, in accordance with district allocations, strategic priorities and outcome requirements. Providers performance on the 2022/23 contract will form part of the evaluation process.

The 2023/24 application timetable:

Milestones	Dates
Framework Providers' consultation	30 March 2023
Application documentation issued	17 April 2023
Return deadline via In-tend portal	9 May 2023
Evaluation of applications	15 & 16 May 2023
Recommendations to EIBMT	8 June 2023
Recommendations to CSDMT	16 June 2023
Orders issued (subject to HCC Senior Managers approval)	Week commencing 26 June 2023

Hampshire Learns will be delivered by a range of providers to ensure a broad and varied programme. Where 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.

Scoring Methodology

Tenderers' written response to questions will be evaluated using the scoring method outlined in the table below:

Score	Definition
100%	The response provides information that covers all the criteria AND includes detailed example(s) that demonstrate how each of these the criteria will be delivered in accordance with the service specification and the contract terms and conditions.
70%	The response provides information that covers all the criteria to demonstrate how the service will be delivered in accordance with the service specification and the contract terms and conditions but does not include detailed examples for all criteria and prompts.
35%	The response provides information that covers 2 or more of the criteria but not for all criteria and prompts.
0%	The response provides information that covers less than 2 of the criteria.

For the purposes of the scoring methodology described in the table above, supporting evidence or examples includes information, ideas, analysis and/or examples providing credibility to the Tenderer's ability to deliver the service in accordance with the Service Specification and terms and conditions.

Examples of the calculations used for the scoring methodology are shown below:

Question	Weighting (of the question)	What has been covered	Calculation	Score
1	35%	Addresses all prompts plus evidence and examples – Scores 100%	$100\% / 100 \times 35\%$	35%
2	30%	Addresses all prompts without evidence – Scores 70%	$70\% / 100 \times 30\%$	21%
3	20%	Addresses three of the five prompts – Scores 35%	$35\% / 100 \times 20\%$	7%
4	15%	Addresses three of the five prompts – Scores 35%	$35\% / 100 \times 15\%$	5.25%

Call-off

All applications must address the priorities set out in this document and will be considered against the following key criteria:

Section A – Thrives Provision

Q1 Quality of the Service to be delivered.

**Demonstrate the Intent of your Thrives programmes.
(35% 1000 words)**

Your response demonstrates:

- Your organisation and programme Intent to meet the Thrives aims and objectives.
- How you will ensure programmes fully meet set Thrives criteria
- Processes you will use to ensure achievement and retention of learners including those that are hard to reach and those who do not respond to follow up.
- The measures will you use to evaluate impact of learning

Q2 How the service will be delivered.

**Explain how you will manage recruitment to programmes ensuring each enrolment is a distinct new learner reaching our target audience.
(30% 800 words)**

Your response demonstrates:

- Your strategy and process to recruit learners to Thrives programmes.
- How you will ensure that each learner is a distinct new enrolment.
- How you will ensure your delivery method and content will meet the needs and aspirations of our target groups.
- How partnership working will support delivery of Thrives programmes in the geographical areas tendered for.

Q3 Management

**Outline the resources you will allocate to support the delivery of Thrives programmes.
(20% 500 words)**

Your response demonstrates:

- What resources will be allocated to manage, monitor, and evaluate Thrives provision including the submission of your annual SAR.
- How the contract will be administered including collection of enrolment forms and uploading of information to the EBS data system.
- How you will adapt provision to unforeseen circumstances, and the methods you will put in place to mitigate the impact on delivery.
- Your Safeguarding training, management and reporting process.

Q4 Evidence of quality provision

Explain how your tutor's occupational competency will support the quality of your Thrives provision.

(15% 500 words)

Your response demonstrates:

- Your systems, selection process to recruit tutors to deliver Thrives programmes.
- The competency checks followed to recruit tutors to deliver Thrives programmes.
- Your tutor's specific skills relevant to Thrives programmes and how these skills are maintained and enhance your programme offer.

Section B – Works Provision

Q1 Quality of the Service to be delivered.

Demonstrate the Intent of your Works programmes.

(35% 1000 words)

Your response demonstrates:

- Your organisation and programme Intent to meet the Works aims and objectives.
- How you will ensure programmes fully meet set Works' criteria.
- Processes you will use to ensure achievement and retention of learners including those that are hard to reach and those who do not respond to follow up.
- The measures will you use to evaluate impact of learning.

Q2 How the service will be delivered.

Explain how you will manage recruitment to programmes ensuring each enrolment is a distinct new learner reaching our target audience.

(30% 800 words)

Your response demonstrates:

- Your strategy and process to recruit learners to Works programmes.
- How you will ensure that each learner is a distinct new enrolment.
- How you will ensure your delivery method and content will meet the needs and aspirations of our target groups.
- How partnership working will support delivery of Works programmes in the geographical areas tendered for.

Q3 Management

Outline the resources you will allocate to support the delivery of Works programmes.

(20% 500 words)

Your response demonstrates:

- What resources will be allocated to manage, monitor, and evaluate Works provision including the submission of your annual SAR.
- How the contract will be administered including collection of enrolment forms and uploading of information to the EBS data system.
- How you will adapt provision to unforeseen circumstances, and the methods you will put in place to mitigate the impact on delivery

Q4 Evidence of quality provision.

Explain how your tutor's occupational competency will support the quality of your Works provision.

(15% 500 words)

Your response demonstrates:

- Your systems, selection process to recruit tutors to deliver Works programmes.
- The competency checks followed to recruit tutors to deliver Works programmes.
- Your tutor's specific skills relevant to Works programmes and how these skills are maintained and enhance your programme offer.

Allocation of Funding and Payment

Hampshire County Council will allocate ACL funding in 2023-24 through two learning categories: Hampshire Thrives and Hampshire Works.

Within the overarching principles of universal access to ACL provision, funding will be targeted at those who need most help such as those who did not have positive experiences at school, those who lack skills, those with learning difficulties, and those who would not be able to afford the cost of a course.

Hampshire County Council aims to allocate most of the funding to support the learner however recognises that provision requires development and management. A management fee cap of 15% will apply.

Providers will be asked to list the Lots tendered for in order of preference across both Thrives and Works. Providers need to be confident they have the staff, relationships, and ability to deliver submitted profiles in any Lots allocated from the start of the contract.

Profile performance will be reviewed in December 2023 and March 2024, under performance may result in a reprofiling exercise and funding reduction. Funding reductions may be used for funding growth areas.

Hampshire Learns Funding across Thrives and Works 2023-2024

Lot Number	Thrives	District	Lot Value	Minimum Learners
1	Hampshire Thrives	Basingstoke & Deane	£ 30,612	153
2	Hampshire Thrives	East Hampshire	£ 38,657	193
3	Hampshire Thrives	Eastleigh	£ 35,731	179
4	Hampshire Thrives	Fareham	£ 28,418	142
5	Hampshire Thrives	Gosport	£ 29,933	150
6	Hampshire Thrives	Hart	£ 18,806	94
7	Hampshire Thrives	Havant	£ 55,687	278
8	Hampshire Thrives	New Forest	£ 39,127	196
9	Hampshire Thrives	Rushmoor	£ 27,007	135
10	Hampshire Thrives	Test Valley	£ 43,358	217
11	Hampshire Thrives	Winchester	£ 29,306	147
Lot Number	Works	District	Lot Value	Minimum Learners
12	Hampshire Works	Basingstoke & Deane	£ 13,119	50
13	Hampshire Works	East Hampshire	£ 16,567	63
14	Hampshire Works	Eastleigh	£ 15,313	58
15	Hampshire Works	Fareham	£ 12,179	46
16	Hampshire Works	Gosport	£ 12,828	48
17	Hampshire Works	Hart	£ 10,000	38
18	Hampshire Works	Havant	£ 23,866	90
19	Hampshire Works	New Forest	£ 16,769	63
20	Hampshire Works	Rushmoor	£ 11,575	44
21	Hampshire Works	Test Valley	£ 18,582	70
22	Hampshire Works	Winchester	£ 12,560	47

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.

Pound Plus:

Hampshire County Council has an aspiration that ACL providers continue to add value to the public contribution by making costs savings called Pound Plus.

Providers need to demonstrate how they will:

- Lever-in additional funding through, sponsorship grants, funding from other government departments and/or commercial sales.
- Secure savings from contributions in kind such as, venue costs, volunteer activities, guest speakers, sharing services and/or pooling resources.

The value of providers Pound Plus contribution will need to be evidenced before course profile submitted and will be reviewed at contract management meetings.

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 Learning 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 ACL in 2023-24 and 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 the Framework terms and conditions especially regulations 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 learning 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 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

The Learning Provider will have due regard to equality and diversity and will provide learner support where appropriate. Learning 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 Learning 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, or be working towards:

- Level 5 subject specialist teaching qualification in the relevant subjects

All tutors will be observed on an annual basis following Hampshire OTLA systems and processes.

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 Learning Provider must ensure that anyone involved in providing the ACL 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 ACL providers staff should undertake annual Safeguarding and Prevent training and maintain the single central record of such.

The Learning 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 Learning Provider must comply with relevant legislation designed to regulate the Learning Provider's conduct and the Learning 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 Learning 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 Learning 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. 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. Learning 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.

The total Hampshire Learns allocation for 2023/24 is £20,000.

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 Learning Providers that can ensure that learners have opportunities to gain appropriate qualifications 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.

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.

Venue Offers for ACL Providers

The Library Service has a range of meeting rooms available in branches across the County, with a range of facilities available, including access to WIFI in all rooms. Full details of what is available, including location, room sizes and specifications can be found by visiting the following link:

<https://www.hants.gov.uk/librariesandarchives/library/services/roomsearch>

Rooms are available to Adult and Community Learning Providers at discounted concession rates up to 50% off the full commercial rate. To book please contact Jeremy Cole at Jeremy.cole@hants.gov.

Safeguarding and Prevent Duty

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 ACL providers must be cognisant with the requirements laid out in the legislation Keeping Children Safe in Education, this is updated annually.

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.

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.

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 Commissioning Plan please contact claire.allen@hants.gov.uk.