# Annex B: Bidding template for Wave 2 – degree apprenticeships funding competition

# How to complete the template

The deadline for returning completed bids is **1700 on 19 December 2023.**

Please email completed templates to [degreeapprenticeships@officeforstudents.org.uk](mailto:degreeapprenticeships@officeforstudents.org.uk). We will confirm receipt. You should also use this inbox for any questions throughout the process, and we will respond as soon as possible.

1. Please use the template provided below – your bid will not be accepted otherwise. Please respond to all questions using the text boxes. Boxes can be expanded to the required length and the explanatory notes in *italics* may be removed to provide more space for bidder responses. All sections and tables must be completed. Please do not amend or otherwise alter the template layout.
2. The completed template should not exceed the word limits for each question. It must be submitted as a Microsoft Word document.
3. To include with the completed template, we also require:

* Signed letters of support from the accountable officer of the lead higher education provider, and the director of finance at the lead higher education provider.
* For collaborative bids we also require letters of support from any collaborative partners. These letters of support must clearly state what each partner is contributing towards the project: for example, whether cash or investment in kind, and the monetary value of the latter; any conditions on investments; and any issues of timing. The letters should not simply state generic support for the proposal. These letters should be collated into one PDF document and sent in the same email with the completed bid template. The letters are not included in the page limit for the bid template.

1. The outcomes (Table 8) will be used by us to monitor the progress and success of the project. These measures must be suitably stretching and align with the intended outcomes of the project. Set out clear targets, and the timeframe for delivery.
2. The bid should show how it meets the bid requirements and assessment criteria set out in paragraphs 108 to 171 of this guidance.

## Table 1: Contact for lead provider

|  |  |
| --- | --- |
| **Legal name of lead higher education provider** |  |
| **Lead provider UK Provider Reference Number** |  |
| **Project start date** |  |
| **Project end date** |  |
| **Approval from both director of finance and accountable officer (for lead provider). Signed letters must be provided.** | *(All bids need confirmation of these approvals in order to proceed.)* |

## Table 2: Contact person for the bid and category of bid

|  |  |
| --- | --- |
| **Title and full name** |  |
| **Role** |  |
| **Phone number** |  |
| **Email** |  |
| **Is this an individual or collaborative bid?** | *Individual/Collaborative* |
| **Under which strand is this proposal bidding for funding?** | *Strand 1, Strand 2 or both (individual bids should apply under just one strand, whereas collaborative bids may apply under both) – see Figure 1 of this guidance for further information regarding strands* |

## Table 3: Project partners and eligibility

Please provide details of all partners involved in this bid, including the lead provider, any higher education providers, employer partners and any other partners. For collaborative bids we request that you provide us with information regarding the Strand and eligibility details for any higher education provider partners that will be delivering degree apprenticeship standards as part of the bid in the yellow section of the table. Collaborative bids may apply under both Strand 1 (providers already offering degree apprenticeships) and Strand 2 (providers new to the degree apprenticeship market). However, they must ensure that all collaborative partners meet the relevant eligibility criteria for the strand that applies to them as outlined in paragraph 116(b).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Partner name (use legal name for higher education providers) | Type of partner | Role in project | For higher education provider delivery partners involved in collaborative bids only  *(for other partners please leave these cells blank)* | | |
|  |  | **Under which Strand is this partner collaborating in this project?** | **Strand 1 partners only:**  **Is this provider listed on the Apprenticeship Provider and Assessment Register (APAR) and offering IfATE-approved apprenticeship standards in the 2023-24 and 2024-25 academic years?** | **Strand 2 partners only:**  **Has this provider either begun the process of registering on the Apprenticeship Provider and Assessment Register (APAR) OR sought the relevant internal approval to apply to the APAR?** |
| *Please add or remove rows as required* | *E.g., lead provider higher education provider, industry partners, other partners* |  | Strand 1 or Strand 2 | *Yes/No* | *The letter of support from the provider’s accountable officer must confirm the information given here* |

## Table 4: Funding and finance

In this section please provide total sums that you anticipate you will deliver across the duration of the programme, rather than itemised amounts. We request that you provide us with information regarding the co-investment and contribution in kind from both the lead provider and any project partners. Any contributions in kind must be given a monetary value. This information will help us to assess Criterion 4: value for money, project and risk management.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **AY 2023-24 (until 31 July 2024)** | **AY 2024-25 (1 August 2024 until 31 July 2025)** | **Total** |
| **Total funding requested from OfS** |  |  |  |
| **Total co-investment from partners** |  |  |  |
| **Total contributions in kind from partners** |  |  |  |
| **Total lead provider co-investment** |  |  |  |
| **Total contributions in kind from lead provider** |  |  |  |
| **Total project cost (all funding sources)** |  |  |  |

## Table 5: Profile of funding requested

Bidders should provide a financial profile for their proposed OfS degree apprenticeship funding for the academic year 2023-2024 and 2024-25. Please complete the table – the total should equal total funding requested in Table 4. Please note that we are unable to fund in advance of need (that is, in advance of the provider incurring the expense). We are proposing payments as below – if your bid requires more regular payments and you have a strong rationale for this, we would be happy to discuss. Please contact [**degreeapprenticeships@officeforstudents.org.uk**](mailto:degreeapprenticeships@officeforstudents.org.uk) prior to submitting your bid.

| **Month and year** | | **OfS degree apprenticeship funding** | **Please provide details of the expenditure – what will the funding be spent on?** |
| --- | --- | --- | --- |
| AY 2023-24 | April 2024 |  |  |
| AY 2024-25 | August 2024 |  |  |
| October 2024 |  |  |
| January 2025 |  |  |
| April 2025 |  |  |
| **TOTAL** | | £ |  |

## Table 6: Planned apprenticeship development and estimated number of starts

In this table please provide details regarding the degree apprenticeship standard(s) for which you are bidding for funding, the stage of development the apprenticeship standard is currently at, the name of the higher education partner provider that will be delivering this standard (if this is a collaborative bid) and an estimated number of starts on degree apprenticeships that you expect to be able to deliver with any funding granted as a result of this submission over the next three academic years. Please add extra rows as required, if you are applying for multiple degree apprenticeship standards.

We ask that you provide quantitative information only in this table. The information will be used to support your responses to the narrative questions in Table 7.

| **Degree apprenticeship standard** | **Current status** | **Name of partner provider (collaborative bids only)** | **Number of starts** | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **AY 2023-24\*** | **AY 2024-25 (estimate)** | **AY 2025-26 (estimate)** | **AY 2026-27 (estimate)** |
| *(Please add extra rows as required)* | *(Existing apprenticeship/new apprenticeship)* |  |  |  |  |  |

\* If this is an existing apprenticeship. If total apprenticeship starts for AY 2023-24 are not yet known, please use an estimate

## Table 7: Narrative questions

This section of the template is for your qualitative responses to address the criteria set out in the bidding guidance. Please refer to the guidance for all information on criteria – the relevant paragraphs have been signposted in each question. We encourage providers to submit a concise response and so have set a word limit for each question.

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 1: Please explain how this bid addresses Criterion 1, the ambition of the project proposal to expand provision of apprenticeship standards with currently lower uptake. See paragraphs 131 to 138 of this guidance**  **(Word limit = 2,000)** | | | |
|  | | | |
| **Question 2: Please explain how this bid addresses Criterion 2, the credibility of project proposal to contribute to achieving the programme aims and the outcomes set out in the bid. See paragraphs 139 to 144 of this guidance.**  **(Word limit = 2,000)** | | | |
|  | | | |
| **Question 3: Equality of opportunity on level 6 degree apprenticeships** | | | |
| **3a. Please indicate for which of the following groups this proposal intends to target increased starts in Level 6 degree apprenticeships, as outlined in paragraphs 27 to 32 of this guidance.**  **You may select multiple groups and/or specify an alternative group.** | | | |
| Students from ABCS Quintiles 1 and 2 (Figure 1 of Annex C) |  | Students under 21 years old (Figure 2 of Annex C) |  |
| Students with a disability (Figure 3 of Annex C) |  | Students from ethnic groups that are underrepresented on degree apprenticeships. For example, Black students, Asian students, and students from mixed and other ethnic backgrounds.(Figure 4 of Annex C) |  |
| Students from IMD quintile 1 and 2 (Figure 6 of Annex C) |  | Other (please specify): | |
| **3b. Please explain how this bid addresses Criterion 3, to contribute to addressing equality of opportunity on Level 6 degree apprenticeships. (See paragraphs 145 to 149 of this guidance.**  **(Word limit = 2,000)** | | | |
|  | | | |
| **Question 4. Please explain how this bid addresses Criterion 4, value for money, project and risk management. (See paragraphs 150 to 164 of this guidance**  **(Word limit = 2,000)** | | | |
|  | | | |

## Table 8: Project inputs, outputs, and outcomes

Using the table below, detail the key inputs, activities, outputs, and outcomes for the project. This table will be used to draft the success criteria and measures for project monitoring purposes, should the bid be approved for funding. Information from this table will be assessed in relation to the extent it meets Criterion 4: value for money, project and risk management.

These measures must be suitably stretching and align with the intended outcomes of the project. Set out clear targets, and the timeframe for delivery.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Input** | **Activity** | **Output** | **Outcome** | **Target** |
| *The resource – this should correlate to the details of expenditure in Table 5* | *How the resource will be used* | *What will result from these activities* | *Change in condition* | *Aims of project* |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Table 9: Project risks

Identify the top five risks to this project, how they will be mitigated, and their probability versus their impact*.* Information from this table will be assessed in relation to the extent it meets Criterion 4: value for money, project and risk management.

|  |  |  |
| --- | --- | --- |
| **Risk** | **Mitigation** | **Probability and impact** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |