# Annex A: Bidding template for Wave 1 – degree apprenticeships funding competition

# How to complete the template

The deadline for returning completed bids is **1700 on 20 November 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 higher education provider, and the director of finance at the higher education provider.

1. The bid should show how it meets the bid requirements and assessment criteria set out in paragraphs 62 to 107 of this guidance.

## Table 1: Provider contact details

|  |  |
| --- | --- |
| **Legal name of higher education provider** |  |
| **UK Provider Reference Number** |  |
| **Bid contact: Title and full name** |  |
| **Role** |  |
| **Phone number** |  |
| **Email** |  |

## Table 2: Project details and eligibility

|  |  |
| --- | --- |
| **Project start date** |  |
| **Project end date** | *(No later than 31 July 2024)* |
| **Approval from both director of finance and accountable officer. Signed letters must be provided.** | *(All bids need confirmation of these approvals in order to proceed.)* |
| **Is the 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?** | *Yes/No* |

## Table 3: Funding and finance

Bidders should provide a financial profile for their proposed OfS degree apprenticeship funding for the period between 1 January 2024 and 31 July 2024 and a brief commentary on how the funding will be used to deliver programme aims. Please note that we are unable to fund in advance of need (that is, in advance of the provider incurring the expense).

| **Month and year** | **OfS funding requested** | **Please provide details of the expenditure (i.e staff time and activities funded under this programme) and any outputs resulting from this funding** |
| --- | --- | --- |
| January 2024 |  |  |
| April 2024 |  |  |
| **TOTAL** | £ |  |

## Table 4: Planned apprenticeship development in the academic year 2023-24 and estimated number of starts

In this section please provide details regarding the proposed degree apprenticeship standards the bid intends to deliver, the current stage of development each apprenticeship standard is currently at, planned development activity and intended progress by July 2024 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. If you are applying for funding for more than one degree apprenticeship standard, please use one row per standard.

Information provided in this table will be used to assess the bid against Criterion 1, the readiness of the project proposal to receive and deliver funding sought by July 2024. The qualitative information will be used to support the assessment of your response to Question 1 in Table 8, regarding Criterion 2, the credibility of the project proposal.

| **Degree apprenticeship standard** | **Current status** | **Timing for delivery of first apprenticeship starts (month and year)** | **Estimated number of starts** | | **In support of the quantitative information provided in this table, please provide a short commentary explaining how the proposal for this apprenticeship standard addresses Criterion 1, the readiness of the project to deliver by July 2024, as outlined in paragraph 75 to 81 of this guidance.**  **(Word limit per standard = 500)** |
| --- | --- | --- | --- | --- | --- |
| **AY 2024-25** | **AY 2025-26** |
| *(Please add extra rows as required)* | *(Existing apprenticeship in 2023-24 or new apprenticeship standard planned for 2024-25)* | *(Only complete if this is a new apprenticeship)* |  |  |  |

## Table 5: Narrative questions

This section of the template is for your qualitative responses to address Criterion 2 (the credibility of the project proposal) and Criterion 3 (value for money, project and risk management), as set out in the bidding guidance. You should refer to the guidance for all information on criteria and categories. We encourage providers to submit a concise response and thus have set a word limit for each question.

|  |
| --- |
| **Question 1: Please explain how this proposal addresses Criterion 2, the credibility of the project proposal, as outlined in paragraphs 82 to 87 of this guidance. If your proposal relates to increasing capacity on existing degree apprenticeships, please provide a short commentary explaining how your proposal will increase the equality of opportunity in Level 6 degree apprenticeships.**  **(Word limit = 500)** |
|  |
| **Question 2: Please explain how this proposal addresses Criterion 3, value for money, project and risk management, as outlined in paragraphs 91 to 97 of this guidance.**  **(Word limit = 500)** |
|  |