# Annex A: Bid template

## Instructions on completing the template

1. The deadline for returning completed bids is **1700 on 28 September 2021**.
2. Please email all queries and completed templates to [shortcourse@officeforstudents.org.uk](mailto:shortcourse@officeforstudents.org.uk).
3. Respond to the questions using the text boxes provided. Boxes can be expanded to the required length. All sections and tables must be completed in full.
4. The completed document **should not exceed 10 sides of A4 including the tables at the end of the template**. Font size should be no smaller than 11 point Arial.
5. The page layout, including table formats must not be altered. While each section heading must be retained, any explanatory text detailing our requirements which is in *italics* may be removed so as not to impact on the overall length of the document, including all instruction text on these first two pages. Final bids must be submitted **as a Word document.**
6. This is the template to be used for submission of bids to the ‘Higher education short course trial Challenge Competition’. The page layout must not be altered.
7. As a minimum, we expect three letters from businesses, chambers of commerce or other employer organisation providing evidence of their commitment and level of involvement in the project. These must clearly state what each partner is contributing towards the project, including the nature of the role and support to be provided, whether cash or investment in kind, and the monetary value if the latter. All letters should be collated into one document (PDF is fine) for submission and attached to the same email with the bid.
8. If recruitment of staff is crucial to the delivery of the project, is included in any costings provided, or both, then information on mitigating any delays in staff recruitment but be included in the risk and mitigations table at the end of this document.

## Business case template

### Project information

|  |  |
| --- | --- |
| **Legal name of lead higher education provider** |  |
| **Course(s) title** |  |
| **Course(s) start date** |  |
| **Course(s)end date** |  |

### Contact person for the business case

|  |  |
| --- | --- |
| **Title and full name** |  |
| **Position in provider** |  |
| **Phone number** |  |
| **Email** |  |

### Project partners

|  |  |  |
| --- | --- | --- |
| Partner name (use legal name for higher education providers) | Role in project | Total level of co-investment to be provided including status\* of investment (£)  *State whether cash or in kind, with specific monetary values.*  *Any contributions in kind must be given a monetary value.*  *Funding is for revenue expenditure only. Capital investment should not be included.*  *\*(formally confirmed / to be confirmed / discussed but no formal commitment)* |
| *(Add or remove rows as required)* |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### Funding and finance

Please provide total sums in this section, rather than itemised amounts. A breakdown of costs should be provided within the project inputs and outputs table.

|  |  |
| --- | --- |
| Total development funding requested from the OfS |  |
| Total lead provider investment |  |
| Total co-investment from partners |  |
| Total project cost (all funding sources) |  |

### Project details

|  |
| --- |
| 1. Provide an overview of the proposed short course(s) to be developed, including how they will be developed from existing courses, |
|  |
| 1. Describe how the proposal addresses local or national skills gaps and employer needs. |
|  |
| 1. Describe how employers will be directly involved in the development, curriculum design or delivery of the short courses and how they will continue to support the course throughout its duration. This should include how employers are providing funding or other forms of investment. |
|  |
| 1. Describe how the proposed course(s) respond to student needs or demand beyond the students currently on higher education courses, and how the course(s) will enable flexible learning which maximises accessibility and suits a wide range of learner needs. |
|  |
| 1. Describe how the course(s) will be developed from existing qualifications and how the provider will secure standards for the developed provision. This includes demonstrating clear additionality to any activities which are already planned or underway. |
|  |
| 1. Describe proposed steps to market, including: recruiting learners; supporting students onto and through courses, satisfying internal institutional requirements; and staff recruitment timelines. |
|  |
| 1. Describe how you will evaluate the success of the programme and provide ongoing monitoring. |
|  |

### Proposed course details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course title** | **Level** | **Credit value** | **Awarding body** | **Estimated student numbers (AY 2021-22)** | **Proposed fee** | **Is this pro-rated from existing course(s)?** |
|  |  |  |  |  |  |  |

### Project inputs and outputs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inputs** | **Activities** | **Outputs** | **Outcomes**  **(including timeframes)** | **How financed or resourced  (i.e. partner or provider contribution)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

### Risks and mitigations

|  | Key risk | Actions to mitigate risk | Outcome |
| --- | --- | --- | --- |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |