

T LEvel professional development

Teacher regional improvement projects

**Application form**

To be submitted no later than 12pm,Friday 11 October 2019.



**General Instructions**

Applications should be received no later than **12pm on Friday 11 October 2019**. There will be no extensions and proposals received after this date will **not** be considered or marked.

Teacher Regional Improvement Projects (TRIPs) will be managed via three T Level Knowledge Hubs:

* **Region 1** (North West, North East, Yorkshire and Humberside) – managed by the Association of Colleges
* **Region 2** (East and West Midlands, Eastern and London) – managed by Skills and Education Group
* **Region 3** (South East and South West) – managed by Creative Education

One copy of your completed application should be sent to the Knowledge Hub for the lead organisation’s geographic area. Please email applications to:

**Region 1** – [projects@aoc.co.uk](mailto:projects@aoc.co.uk)

**Region 2** – [TLPD@skillsedugroup.co.uk](mailto:TLPD@skillsedugroup.co.uk)

**Region 3** – [projects@creativeeducation.co.uk](mailto:projects@creativeeducation.co.uk)

The application form must be signed off and/or completed by a senior member of staff who holds strategic responsibility for the organisation and project.

Any questions related to the application process should be submitted to the Knowledge Hub lead in your area, at the email address provided above. All questions and answers will be made publicly available via the project website for fairness and transparency. The last date to submit a question is **04 October 2019.**

Please ensure that you have read and understood the ITT, ‘Guidance to support applicants’ before completing this form.

Completed applications must be submitted no later than **12pm midday Friday 11 October 2019**.

Proposals must be submitted in word format. Should you require a different format e.g. if you have a visual impairment and therefore need specific font sizes and colours etc, please email your Knowledge Hub via the contact details provided above.

**Contact details**

|  |  |
| --- | --- |
| **Name:** |  |
| **Job title:** |  |
| **Organisation:** |  |
| **Region:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |

**Project partners**

Please complete a list of participating post-16 education and training providers in the project. There should be a minimum of four organisations. One organisation **must** be a 2020 T Level provider.

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| --- | --- | --- | --- |
| **Organisation** | **Type of Organisation** | **2020 T Level provider?** | **2021 T Level provider?** |
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**Project summary (200 words)**

Please provide a summary of the issue or challenge you will address through this project in relation to improving teaching practice for the delivery of T Levels, what your intervention will be and what will be your shorter and longer term intended impact

**Project approach (400 words)**

What will you do as part of the project? How will you ensure that the approach taken is truly collaborative between partners? What evidence do you have that suggests these approaches are likely to be effective? What will your project’s outputs be?

**Project outcomes, impact and evaluation (300 words)**

What are you trying to change, and why? What are you trying to achieve through your project? What impact will your project have on teaching staff and learners? How will you evaluate whether your project has met these goals?

**Equality, Diversity and Inclusion (300 words)**

What steps will you take to ensure your project advances equality, diversity and inclusion? How will you ensure a diverse range of staff have the opportunity to participate in the delivery and benefit from the outcomes of this project? Are there any under-represented groups you wish to support in your project? How will you ensure your project supports a diverse range of learners? Please provide an answer related to this project only.

**Project management and experience (300 words)**

What is the collective experience of the partnership in delivering projects of this nature? How will you ensure the project is managed effectively and delivers its objectives to time and budget?

**Cost**

Please provide a detailed budget breakdown, including any in-kind contributions. Budgets should be submitted for £20,000 allocated to project delivery. The £25,000 allocated for staff remission will be administered separately.

Funding cannot be used for capital expenditure such as IT equipment.

You must include:

* Where VAT is charged, if you believe VAT is chargeable
* Names of staff and organisations, roles and number of days where staff time is charged for
* Breakdown of any other costs, including travel

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| --- | --- | --- | --- | --- |
| **Activity** | **Cost** | **Units** | **Total** | **Brief Description of Cost Item** |
| *Example:*  *Project manager time* | *£400* | *2 days* | *£800* | *T Level curriculum lead – overall project management* |
| Project Management & Administration |  |  |  |  |
| Other Staff Costs |  |  |  |  |
| Resource Development |  |  |  |  |
| Dissemination |  |  |  |  |
| Travel & Other Subsistence Costs |  |  |  |  |
| Room Hire |  |  |  |  |
| **Total** | | | **£** |  |

**Declaration**

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| I declare that to the best of my knowledge the answers submitted are correct. I understand that the information will be used in the evaluation process to assess my organisation’s suitability to tender for this ITT. I understand that ETF may reject this application if there is a failure to answer relevant questions fully or if I provide false or misleading information. |
| **Name:** |
| **Job title:** |
| **Date:** |
| **Telephone number:** |
| **Signature:** |

**Senior Management Authorisation**

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| I declare that to the best of my knowledge the answers submitted are correct. I am fully supportive of this application and project. |
| **Name:** |
| **Job title:** |
| **Date:** |
| **Signature:** |

The Association of Colleges, Skills and Education Group and Creative Education are working in partnership with the Education and Training Foundation to deliver this offer:

