

## PROJECT DESCRIPTION

The defined project stages include:

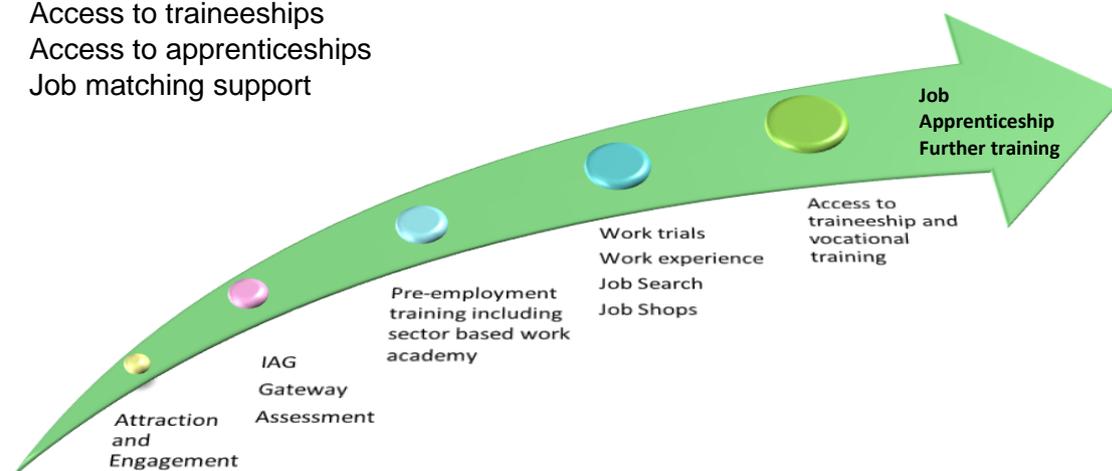
**Progression Stage 1: Attraction/Outreach**

**Progression Stage 2: Referral/Engagement**

**Progression Stage 3: On Programme – Training and Job Matching**

The following key elements across Stages 1 to 3 include:

- Attraction and outreach activities
- Initial information, advice provision appropriate to the needs of the client group
- Engagement including registration
- Gateway assessment to access appropriate employability training and pathways
- Sector based employer-led industry awareness events focused on growth sectors (employers include for example, HS2 Ltd and their supply chain Laing Murphy Joint Venture (LM JV) and Balfour Beatty Vinci Joint Venture (BBV JV) along with their respective tier 2 supply chains, Hydraforce, Serco, Galliford Try, Extra Energy)
- Pre-employment training delivered by Further Education colleges, private sector training providers and directly commissioned training
- Sector based work academies
- Work trials, work experience, job search and job shops, volunteering
- Access to traineeships
- Access to apprenticeships
- Job matching support



Progression Pathways has been informed by knowledge, experience and evidence developed within the work of the Employment Service of what works to deliver inclusive employment growth and widen participation. The following design features will be used as a basis for moving participants into training, apprenticeships and jobs:

- A clear line of sight for learners to learning and work related opportunities so that they understand and can aspire to job roles available to them.
- Appropriate outreach, promotion and engagement in communities and for priority groups such as lone parents, BME, women and 50+.
- Partnership co-ordination to bring forward industry relevant training including IT and digital skills, construction related qualifications (CSCS, NRSWA etc.) and social care; connecting with but not limited to Birmingham Adult Education Service (BAES), FE providers such as Birmingham Metropolitan College, South and City College Birmingham

and Solihull College as well as private training providers for example through the Work Based Learning Provider Network.

- Tailored and targeted provision in line with needs of growth sectors including a “fun” element that supports development of relationships with other participants.
- A holistic approach to meet the needs of the individual, including lack of basic skills, childcare, cultural issues, lack of confidence, knowledge of labour market and opportunities and interview and CV writing skills.
- The voice, influence and contribution of employers are a central tenet of the project and employer involvement at pre-employment stage through sector representative organisations including ICE, EEF, NCHSR, CITB and employers is key to bring forward sector specific pathways. Employers can feed into the content of the training model, engaging in taster sessions and employer sessions as part of the training, as well as provision of work experience and job opportunities at the end of the training programme.
- Peer support identified through previous successful beneficiaries to motivate and inspire new participants to engage in training pathways; identify career pathways and opportunities and offer support and guidance throughout training and move into employment, particular for those furthest away from the labour market.
- Industry role models identified through employers to promote sectors and career pathways, inspire and motivate participants through engagement and training phase.

Duration of participation will be determined, assessed and monitored using an individual’s current circumstances, knowledge and skill levels as the baseline. Those that are further along the Pathway may act as advocates in their own communities to promote entry opportunities onto activity related to accessing jobs and training in growth sectors.

## **PROJECT GOVERNANCE & MANAGEMENT**

BCC will be the lead partner directing and co-ordinating all aspects of delivery. BCC will also be the accountable body and manage the overall delivery of the project. A Project Steering Group will be established including representation from BCC (accountable body) and delivery partner Solihull MBC which will meet on an agreed basis to oversee delivery, quality and consistency of provision. Where it is felt appropriate and beneficial, aligned partners, such as National Careers Service (NCS), Jobcentre Plus, FE training providers and sector representatives will also be invited to attend.

BCC has extensive experience of managing European projects and resources. In addition to the successful current running of ERDF, ESF ITM TA and YEI projects, BCC has vast experience of being a Co-Financing organisation and managing a complex network of delivery partners. BCC has experience of assisting project partners and coordinating them to ensure that they are able to learn from the delivery, capacity building, compliance, eligibility, feasibility work that BCC will undertake.

All partners will be trained on project systems and monitoring frameworks to ensure all relevant staff are aware of expectations and audit requirements. Written guidance will be produced to back up this training.

A dedicated project manager and team within BCC’s Employment Team (see Appendix D for Project Organogram) will be responsible for day to day management and effective delivery of the project, across all delivery partners, overseeing compliance, delivery of outcomes, financial monitoring, internal audit, data returns/claims and quality assurance. Upon notification of project funding a full risk assessment will be produced and appropriate mitigations put in place and monitored.

Solihull MBC have extensive experience of managing and delivering European projects and resources including on the current YEI project and are current delivery partner/contractor on

the Solihull & Youth Promise Plus project, therefore, have a good understanding and in depth knowledge of EU funded projects.

The project delivery requirements will be built around the ESF eligibility rules and regulations with robust IT and monitoring systems put in place to monitor eligibility of beneficiaries and activity delivered as part of the project. Programme guidance will be available and shared with delivery partners to communicate compliance and eligibility.

An internal audit schedule will be implemented to review compliance and raise potential issues early on in delivery.

Input into systems and processes will be sought internally through European Team, finance, audit and legal services from the outset ensure compliance to regulations and procedures.

The project team will also ensure it is maintaining compliance with eligibility rules during project delivery by using management control mechanisms, including:

- Regular management meetings for project
- Risk register
- Regular review meetings with delivery partners to ensure compliance with SLA, including paperwork checks
- Claim submission, defrayal, verification of evidence and reimbursement of delivery costs
- Quarterly progress report for steering group
- End of project evaluation
- Support from BCC expert advisors and GBSLEP Technical Assistance team – for specific compliance procedures (procurement, state aid, financial defrayal evidence, document retention etc)