

Regional Response Fund Application Form Reference	Links to LSC Provider Approval Process	Assessment Criteria	Potential Evidence Source(s)
<p>Technical Capacity to provide Train to Gain training provision</p> <p>Paragraphs 4.1/4.2 of the Application Form</p>	<p>Arrangements for initial assessment</p>	<ul style="list-style-type: none"> • Techniques for assessing learning & support needs • Learning plans tailored to individual needs 	<p>Previous LSC, ES contracts Application form Initial assessment pro forma Learner feedback reports showing agreement with initial assessment Inspection reports Self assessment or improvement plans</p>
	<p>Arrangements for initial guidance and support</p>	<ul style="list-style-type: none"> • Staff trained & competent to deliver guidance & support • Retention, progression and achievement rates 	<p>Individual learning plans Staff qualifications & experience (CVs) Retention/achievement data Inspection reports Self assessment or improvement plans</p>
	<p>Learner induction arrangements</p>	<ul style="list-style-type: none"> • NVQ assessment, support, H&S, equal opportunities, complaints/appeals arrangements 	<p>Induction pack Learner feedback records Health & safety reports Inspection reports Self assessment or improvement plans</p>
	<p>Learner support arrangements</p>	<ul style="list-style-type: none"> • Examples of special support/learning programme adjustment 	<p>Individual Learning Plans Action Plans Arrangements for special assessment requirements NVQ assessment pro formas NVQ internal verification pro formas Inspection reports Self assessment or improvement plans</p>

	Progress review arrangements	<ul style="list-style-type: none"> • Review proposals • Learner feedback • Employer feedback 	Management information Review records Standardisation/benchmarking pro formas Inspection reports Self assessment or improvement plans
Paragraph 4.3 of the Application Form	Basic Skills Delivery	<ul style="list-style-type: none"> • Structured techniques for assessing learning and support needs • Learning plans tailored to individual needs • Staff trained and competent to conduct initial assessment for Basic Skills needs • History of delivering Basic Skills • Staff trained and competent to deliver Basic Skills • Achievement and retention rates for Basic Skills 	Staff qualifications and experience Individual Learning Plans showing embedding/contextualisation of Basic Skills Contracts/agreements with external Basic Skills provider(s) (if appropriate) Registration with Awarding Body for Basic Skills awards (if appropriate) Retention/achievement data Inspection Reports
Paragraphs 4.4/4.5 of the Application Form	Capacity and capability to deliver IAG	<ul style="list-style-type: none"> • Matrix-accredited or working towards • Staff trained and competent to deliver IAG • IAG embedded into learner induction • Development plans realistic and achievable • Explanation of how IAG be delivered whilst Matrix / staff accreditation pending 	Matrix accreditation Contract/agreement with Matrix-accredited provider Staff qualifications and experience Induction Pack Procedure documentation Review records Learner feedback records Employer liaison Self assessment or improvement plans

Paragraph 5.1 of the Application Form	Design of training	<ul style="list-style-type: none"> Proposed delivery methods are convincing and consistent with the variety of learning styles and requirements that might be needed Flexibility and innovation: dealing with wide range of learner needs, retention, completion and progression rates 	<p>Inspection reports Self-assessment or improvement plans Previous LSC or ES contracts Training Need Analysis records Training handbook Employer and learner feedback records Contracts with sub-contractors, partnership agreements etc</p>
	Staff resources	<ul style="list-style-type: none"> Sufficient qualified and experienced staff available in the right locations and at the required times Suitable coverage of various roles including management, all aspects of training delivery, support to priority groups, and management of sub-contractors 	<p>Organisational chart Job descriptions and role statements Staff CVs Planning/recording documents for on/off-site assessments/observations External Verifier reports Contracts with sub-contractors, partnership agreements etc</p>
	Arrangements for staff training and development	<ul style="list-style-type: none"> Induction and training of new staff Ongoing development plans for all staff 	<p>Continuous personal development records Staff induction pack Staff training plans External quality kitemarks (ISO, IIP etc) External Verifier reports</p>
	Learning programmes that meet national standards, the appropriate awarding body requirements and those of other regulating bodies	<ul style="list-style-type: none"> Recognition by appropriate bodies Reports from other regulators 	<p>Awarding body centre/scheme approval documents Awarding body registration/certification documents External verifier reports Inspection reports Self assessment or improvement plans</p>