

1.0 Introduction

Following the announcement of the £5 million Skills Equipment Fund, this document explains how eligible Further Education (FE) colleges can purchase equipment from Worldskills London 2011 (WSL2011) or direct from WSL2011 sponsors and apply for associated Skills Funding Agency (the Agency) grant support.

The Agency's announcement confirmed that FE colleges are to be given a unique opportunity to purchase at substantial discounts high quality, state of the art capital equipment¹ which will be used at WorldSkills London 2011 being held between the 5 and 8 October 2011.

To encourage FE colleges in England to take advantage of these opportunities the Agency has established a new £5 million "Skills Equipment Fund" to provide capital grants to eligible colleges of up to 50 per cent of the purchase price.

The Skills Equipment Fund is only available to FE colleges in England. Attached at Annex 1 is a list of colleges the Agency believes are eligible to apply for the Skills Equipment Fund.

Successful bids for equipment will be confirmed by 31 October 2011 and all purchases completed by 31 December 2011. The Skills Equipment Fund is only available in the current financial year and all funds are to be drawn down by 31 March 2012.

¹ Defined as any item or group of items that a FE College is able to "capitalise" in their year-end accounts.

2.0 Equipment Available for Purchase

FE colleges have the opportunity to bid for capital expenditure at a substantial discount from the list price. The discount will be a minimum of 35 per cent off the list price but where a greater discount has been obtained this will be passed on in full by WSL2011 or the relevant sponsor². The equipment will either have been purchased by WSL2011 for use in the WorldSkills event or loaned by sponsors who are subsequently willing to sell the equipment to the FE sector.

All equipment being offered for sale will have been used for a maximum of 4 days over the course of the event, plus set up and testing at the ExCeL venue.

FE colleges will receive notification of each new equipment offer via the Agency's weekly "Update" publication which is emailed to all provider senior contacts every Wednesday. We anticipate approximately 20 separate offers relating to the list of skill competitions in Annex 2. The bidding process will be open to all eligible colleges, although colleges supporting Squad UK members in the competition will be given priority if demand for the equipment exceeds supply.

3.0 Application Process and Timescales

For ease of use a combined single application form has been developed covering both the purchase of equipment and the application for associated grant support. All colleges applying for Agency grant support are to complete Part A and Part B of the application form.

Application information has been kept as brief as possible. Application documents and information are available at the link set out below:

<http://propertyservices.skillsfundingagency.bis.gov.uk>

² The sale price offered by WSL 2011 Ltd or the sponsor will include a shipping, storage overhead and equipment set-up cost of up to 5 per cent.

Colleges will be given 3 weeks from the date of the Update email advertising each offer of available equipment to submit bids for equipment and associated Agency funding. Once made, all bids are irrevocable (subject to the full amount of Agency grant requested being made available to the college).

Application forms are to be submitted via email to WSL2011 at the following address: mpatel@worldskillslondon2011.com

Following submission of applications, WSL2011 will register and assess each Part A application for equipment. All decisions on the allocation of equipment to colleges will be made by WSL2011. Following the assessment of all applications WSL2011 will forward all successful eligible bids to the Agency. The Agency will assess the Part B applications for grant support and issue grant support letters to all successful applicants. WSL2011 and the Agency will aim to assess all applications within 2 weeks of the submission closing date.

Further details of the application and assessment process are given below.

3.1 Part A - Application for Purchase of Equipment

Given the range and amount of equipment available, the equipment will be split into up to 20 separate offers.

Advertisement of Equipment

For each offer WSL2011 will list the equipment available for sale on its website – a link to the website will be published in the Agency's Update publication and can also be found on the Agency's Property Services website (see above). WSL2011 will provide a detailed description of the equipment available for purchase (manufacturer's item reference and quantity), state the offer price (inclusive of delivery) and include contact details for the WSL2011 procurement manager or

sponsorship manager. The appropriate WSL2011 manager will be available to answer technical or equipment specific questions that a college may have prior to submission of a bid to purchase. All queries are to be made directly to WSL2011 and not the Agency.

Completion of Part A – Application for Purchase of Equipment

All quantities and prices will be described. Please tick the box for each lot (or lots) you wish to bid for. Please totalise the price of the equipment you have bid for.

3.2 Part B - Application for Skills Equipment Grant Support

Colleges eligible to apply for Skills Equipment grant (see list at Annex 1) support are required to complete Parts A and B of the application form.

The Agency will only consider applications for grant support from those colleges who have made successful bids to WSL2011.

Colleges will be able to apply for grant support of 50 per cent of the total purchase price of all equipment successfully bid for in each offer so long as the total cumulative purchase price of the equipment is in excess of £10,000 (the minimum level of grant support available is therefore £5,000).

Grant Support Criteria

In completing Part B of the application form for grant support, colleges will be required to provide a short qualifying statement (maximum of 500 words) demonstrating how each batch of equipment would address one or more of the following factors:

- increasing participation, success rates and growth in 14-19 programmes and Apprenticeships of young people and for adults;

- increasing volume and quality of employer-responsive training in appropriate specialist vocational areas;
- creating innovative methods to encourage knowledge and technology transfer between providers and employers;
- addressing environmental issues by using innovative materials and by optimising energy efficiency; and
- replacing outdated, inefficient and obsolete equipment already in use.

Grant Support Contractual Obligations

The Agency will issue conditions of grant support letters to all successful applicants. The Agency will require colleges to comply with such funding conditions as it may impose. Examples of typical terms and conditions may include the following:

- The provider will use funding for the purposes specified in the approved project proposal. Any changes to the proposed usage must be agreed with the Agency before being any diversion from the proposal is taken. The Agency reserves the right to recover on demand funds spent on purposes that have not been agreed.
- The provider is not permitted to sell, lend or dispose of equipment purchased or improved with Agency funding, without the permission of the Agency.
- The provider will assume all management responsibility for the resources obtained with Agency funds, including insurance, maintenance and security.
- The Agency reserves the right to audit or commission independent audits where it is concerned that capital funds are not being used for the agreed purposes and reserves the right to claw back its grant funds should the equipment purchased not be used for the purposes specified in the grant application;

- The above conditions will remain in force for the life of the investment. For assets other than land and buildings this will be for a minimum of five years or the time until the net book value is below 15 per cent of the historic cost.

4.0 Arrangements for Purchase and Delivery of Equipment

Colleges with successful equipment bids will be required to pay 75 per cent of the purchase price to either WSL2011 or to the relevant sponsor within 4 weeks of the formal acceptance of their bids being accepted by WSL2011.

WSL2011 or the relevant sponsor will issue an invoice to the successful college(s) detailing the equipment to be supplied, the agreed price of such equipment and the location for delivery of the equipment.

The remaining 25 per cent of the purchase price will be payable after the equipment has been delivered to the college and installed/set up. All equipment deliveries are expected to be made before 30 November 2011. Payment of the 25 per cent balance of the purchase price is to be made within 30 days of the final invoice date.

Following payment in full of the purchase price to WSL2011 or the relevant sponsor, colleges will be able to submit a grant claim form to the Agency for payment of the Skills Equipment grant. All claims for grant support are to be submitted to the Agency by 1 January 2012.

Delivery to the purchasing colleges' premises will be the responsibility of WSL2011 or the relevant sponsor and the cost of storage, transit insurance and delivery is included within the overall price of the equipment. Should any purchased items of equipment not be available after the competition (for any reason), a full refund of any payments for the missing items will be made by WSL2011 or the relevant sponsor to the college.

Wherever possible WSL2011 intends to ensure that FE colleges should benefit from the manufacturer's warranty for equipment purchased. However, should any item be received in a damaged condition i.e. not fit for future use (acknowledging that all items have been either used for the period of the competition or were procured for the competitions, but subsequently not used), a full refund will be offered subject to survey³. Similarly, if for any reason the actual quantity of an item of equipment available is less than that agreed at the outset (e.g. due to damage or loss during the competition), a full refund to the missing item(s) will be provided.

5.0 Dispute Resolution Process

a. For equipment purchased direct from WSL2011

WSL2011 requires notification of any complaint within 14 working days of equipment delivery and set up. Any issue raised after this time period will need to be taken up with the equipment manufacturer/supplier direct.

b. For equipment purchased direct from a WSL2011 Sponsor

The relevant sponsor requires notification of any complaint within 14 working days of delivery of the equipment and set up or such other period as mutually agreed between the college and the supplier at the time of purchase.

³ An independent survey arranged at WSL expense will be arranged on a case by case basis.

Annex 1

FE Colleges Eligible to Apply for the Skills Equipment Fund

Abingdon & Witney College	Chesterfield College	Gloucestershire College
Accrington & Rossendale College	Chichester College	Grantham College
Amersham & Wycombe College	Cirencester Tertiary College	Great Yarmouth College
Askham Bryan College	City & Islington College	Greenwich Community College
Aylesbury College	City College Birmingham	Grimsby Institute of Further & Higher Education
Barking & Dagenham College	City College Coventry	Guildford College of Further & Higher Education
Barnet College	City College Plymouth	Hackney Community College
Barnfield College	City College Norwich	Hadlow College
Barnsley College	City College, Brighton & Hove	Halesowen College
Basingstoke College of Technology	City Literary Institute (The)	Harlow College
Bedford College	City of Bath College	Harrow College
Berkshire College of Agriculture	City of Bristol College	Hartlepool College of Further Education
Bexley College	City of Sunderland College	Hartpury College
Bicton College of Agriculture	City of Westminster College	Havering College of Further & Higher Education
Birmingham Metropolitan College	City of Wolverhampton College	Henley College Coventry
Bishop Auckland College	Cleveland College of Art & Design	Hereford College of Arts & Design
Bishop Burton College	Colchester Institute	Herefordshire College of Technology
Blackburn College	College of North West London	Hereward College of Further Education
Blackpool & The Fylde College	College of West Anglia	Hertford Regional College
Bolton Community College	Cornwall College	Highbury College, Portsmouth
Boston College	Craven College	Hillcroft College
Bournemouth & Poole College	Croydon College	Hopwood Hall College
Bournville College of Further Education	Darlington College	Hugh Baird College
Bracknell & Wokingham College	Dearne Valley College	Hull College
Bradford College	Derby College	Huntingdonshire Regional College
Bridgwater College	Derwentside College	Isle of Wight College
Brockenhurst College	Doncaster College	Joseph Priestley College
Bromley College of Further & Higher Education	Dudley College	K College
Brooklands College	Ealing, Hammersmith & West London College	Kendal College
Brooksby Melton College	East Berkshire College	Kensington & Chelsea College
Burnley College	East Durham College	Kidderminster College

Purchase of Equipment and Skills Equipment Fund Application Form

Burton & South Derbyshire College
Bury College

East Riding College
East Surrey College

Kingston College
Kingston Maurward College

Annex 1 cont'd

FE Colleges Eligible to Apply for the Skills Equipment Fund

Calderdale College

Eastleigh College

Kirklees College

Cambridge Regional College

Easton College

Knowsley Community College

Canterbury College

Epping Forest College

Lakes College, West Cumbria

Capel Manor College

Exeter College

Lambeth College

Carlisle College

Fareham College

Lancaster & Morecambe College

Carshalton College

Farnborough College of Technology

Leeds City College

Castle College

Filton College

Leeds College of Art

Central Bedfordshire College

Fircroft College of Adult Education

Leeds College of Building

Central Sussex College

Furness College

Leek College of Further Education & School of Art

Chelmsford College

Gateshead College

Leicester College

Lewisham College

Plymouth College of Art & Design

Stourbridge College

Lincoln College

Preston College

Stratford Upon Avon College

Liverpool Community College

Reaseheath College

Strode College

Loughborough College

Redbridge College

Stroud College of Further Education

Lowestoft College

Redcar & Cleveland College

Suffolk New College

Macclesfield College

Richmond Adult Community College

Sussex Coast College Hastings

Mary Ward Centre (The)

Richmond Upon Thames College

Sussex Downs College

Mid-Cheshire College

Riverside College

Swindon College

Middlesborough College

Rotherham College of Arts & Technology

Tameside College

MidKent College of Higher & Further Education

Runshaw College

Telford College of Arts & Technology

Milton Keynes College

Ruskin College

Thanet College

Morley College

Salford City College

The College of Haringey, Enfield & NE London

Moulton College

Sandwell College

The Manchester College

Myerscough College

SEEVIC College

Tower Hamlets College

Nelson & Colne College

Selby College

Trafford College

New College Durham

Sheffield College

Tresham College of Further & Higher Education

New College Stamford

ShIPLEY College

Truro & Penwith College

New College Nottingham

Shrewsbury College of Arts & Technology

Tyne Metropolitan College

New College Swindon

Solihull College

Uxbridge College

Newbury College

Somerset College of Arts & Technology

Wakefield College

Purchase of Equipment and Skills Equipment Fund Application Form

Newcastle College
Newcastle-under-Lyme College

South Birmingham College
South Cheshire College

Walford & North Shropshire College
Walsall College

Annex 1 cont'd

FE Colleges Eligible to Apply for the Skills Equipment Fund

Newham College of Further Education
North East Surrey College of Technology
North East Worcestershire College

South Devon College
South Downs College
South Essex College of Further &
Higher Education

Waltham Forest College
Warrington Collegiate
Warwickshire College

North Hertfordshire College
North Lindsey College
North Nottinghamshire College
North Warwickshire & Hinckley College
North West Kent College of Technology
Northampton College
Northbrook College Sussex
Northern College of Residential Adult
Education

South Leicestershire College
South Nottingham College
South Staffordshire College
South Thames College
South Tynside College
South Worcestershire College
Southampton City College
Southgate College

West Cheshire College
West Herts College
West Nottinghamshire College
West Suffolk College
West Thames College
Westminster Kingsway College
Weston College
Weymouth College

Northumberland College
Norton Radstock College
Oaklands College
Orpington College of Further Education
Oldham College
Otley College of Agriculture & Horticulture
Oxford & Cherwell Valley College
Peterborough Regional College
PETROC
Plumpton College

Southport College
Southwark College
Sparsholt College, Hampshire
St Helens College
Stafford College
Stanmore College
Stephenson College
Stockport College
Stockton Riverside College
Stoke-on-Trent College

Wigan & Leigh College
Wiltshire College
Wirral Metropolitan College
Worcester College of Technology
Workers' Educational Association
Working Men's College Corporation
Worthing College
Yeovil College
York College

Annex 2 - The Skills Competition Areas

Young people compete for medals in 46 categories from seven sectors:

Health, Public Service and Care (1 skill)

Caring

Agriculture, Horticulture and Animal care (2 skills)

Landscape gardening

Floristry

Engineering and Manufacturing technologies (16 skills)

Polymechanics / Automation

Mechatronics

Electronics

Mobile robotics

Manufacturing team challenge

Mechanical engineering design - CAD

CNC milling

CNC turning

Mould making

Welding

Sheet metal technology

Creative modeling (NEW)

Aircraft maintenance

Autobody repair

Automobile technology

Car painting

Construction, Planning and the Built Environment (13 skills)

Wall and floor tiling

Plumbing and heating

Electrical installations

Industrial control

Bricklaying

Painting and decorating

Cabinetmaking

Joinery

Carpentry

Refrigeration and air conditioning

Construction metal works

Plastering and drywall systems

Purchase of Equipment and Skills Equipment Fund Application Form

Stonemasonry – (HOST NATION SKILL)

Information and Communications technology (3 skills)

Information network cabling

IT/Software solutions for business

IT PC/Network systems administration

Retail and Commercial Enterprise (6 skills)

Ladies / Mens hairdressing

Beauty therapy

Confectioner / Pastry cook

Cooking

Restaurant service

Visual Merchandising (NEW – DEMONSTRATION SKILL)

Arts, Media and Publishing (5 skills)

Printing

Web design

Jewellery

Fashion technology

Graphic design technology

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