

Application Guidance

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) 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 5th and 8th 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% 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 31st October 2011 and all purchases completed by 31st 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.

2.0 Equipment Available for Purchase

FE colleges have the opportunity to bid for equipment at a substantial discount from the list price. The discount will be a minimum of 35% off the list price but where a greater discount has been obtained this will be passed on in full by WSL2011². 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

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

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

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 from WSL2011 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>

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. WSL2011 will, wherever possible, aim to meet all applications received by the closing date in full. Where demand exceeds supply, WSL2011 will ensure that all allocations meet the minimum level required for Grant support. Priority will be given to those colleges that are supporting members of the Squad and Team UK. These processes will be considered in the light of running the first few rounds of the Equipment Fund.

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 produce an “offer for sale” document which lists the equipment available for sale. For ease of access, the “Offer for sale” document will be published on the Agency’s Property Services website (see above) and colleges will be notified via the Agency’s weekly Update publication. 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% 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).

Please note that in offering grant support for the purchase of equipment the Chief Executive of Skills Funding is not giving any warranty as to the condition or fitness for purpose of the equipment and will not be liable for any loss or damage caused as a result of any fault in the equipment.

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
- replacing outdated, inefficient and obsolete equipment already in use.

Conditions of Grant Support

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 college 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 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 college is not permitted to sell, lend or dispose of equipment purchased or improved with Agency funding, without the permission of the Agency
- The college 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% of the historic cost.

4.0 Arrangements for Purchase and Delivery of Equipment

Colleges with successful equipment bids will be required to pay 75% of the purchase price to WSL2011 within 4 weeks of the formal acceptance of their bids being accepted by WSL2011.

WSL2011 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% 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 30th November 2011. Payment of the 25% 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, 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 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 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

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.

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 |
| Burton & South Derbyshire College | East Riding College | Kingston College |
| Bury College | East Surrey 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 |
| Newcastle College | South Birmingham College | Walford & North Shropshire College |
| Newcastle-under-Lyme College | South Cheshire College | Walsall College |

Annex 1 cont'd

FE Colleges Eligible to Apply for the Skills Equipment Fund

| | | |
|---|---|-----------------------------------|
| Newham College of Further Education | South Devon College | Waltham Forest College |
| North East Surrey College of Technology | South Downs College | Warrington Collegiate |
| North East Worcestershire College | South Essex College of Further & Higher Education | Warwickshire College |
| North Hertfordshire College | South Leicestershire College | West Cheshire College |
| North Lindsey College | South Nottingham College | West Herts College |
| North Nottinghamshire College | South Staffordshire College | West Nottinghamshire College |
| North Warwickshire & Hinckley College | South Thames College | West Suffolk College |
| North West Kent College of Technology | South Tynside College | West Thames College |
| Northampton College | South Worcestershire College | Westminster Kingsway College |
| Northbrook College Sussex | Southampton City College | Weston College |
| Northern College of Residential Adult Education | Southgate College | Weymouth College |
| Northumberland College | Southport College | Wigan & Leigh College |
| Norton Radstock College | Southwark College | Wiltshire College |
| Oaklands College | Sparsholt College, Hampshire | Wirral Metropolitan College |
| Orpington College of Further Education | St Helens College | Worcester College of Technology |
| Oldham College | Stafford College | Workers' Educational Association |
| Otley College of Agriculture & Horticulture | Stanmore College | Working Men's College Corporation |
| Oxford & Cherwell Valley College | Stephenson College | Worthing College |
| Peterborough Regional College | Stockport College | Yeovil College |
| PETROC | Stockton Riverside College | York College |
| Plumpton College | Stoke-on-Trent 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

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