

Lorna Carver  
Dorset LEP  
6th Floor  
Poole House Fern Barrow  
Poole  
Dorset BH12 5BB

8<sup>th</sup> August 2019

Dear Chief Executive

**Grant variation from The Careers & Enterprise Company in respect of the Enterprise Adviser Network (EAN) and the addition of a Wave Two Careers Hub**

In August 2018 we issued a grant letter covering the provision of the Enterprise Adviser Network through to August 2020. You will be aware that subsequently your bid for a Wave Two Careers Hub for the 2019-20 academic year has been successful.

This letter is to confirm a variation to the original grant letter encompassing the provision of the Wave Two Careers Hub. The Terms and Conditions for this grant are not being changed, though you will now need to pay reference to the clauses relating to Careers Hubs if you have not had a Wave One Careers Hub. A copy of the Terms and Conditions are included for your reference.

The variation comes in two main sections, the resourcing for the Careers Hub and remaining Enterprise Adviser Network and the targets that Careers Hubs are being asked to achieve.

Resourcing allocation September 2019 to August 2020.

1. For your area full coverage (based on the figures that we hold) will amount to 56 mainstream schools and colleges. This is the proxy used to allocated Enterprise Coordinator resource. From September there will be:
  - 40 schools and colleges within your Careers Hub, of which
    - 35 are mainstream schools and colleges
  - This leaves 21 mainstream schools and colleges in the core network.

The maximum number of full time equivalent staff we estimate you would need at full capacity is therefore:

Network and Hub Teams:		
ECs and Hub Leads	Funding	Senior EC (optional)
2 (FTE) core Network Enterprise Coordinators (holding twenty matched institutions each) and Opportunity Area Enterprise Co-ordinators.	CEC co-funds salary and on costs for ECs on a 50:50 cash match basis up to £25,000 per annum for each FTE.	From the Enterprise Coordinator team 1 (FTE) could be promoted to a Senior Enterprise Coordinator (holding a reduced caseload of ten institutions each, which is factored into this
2.5 (FTE) Careers Hub	Senior Enterprise Coordinator salary and on costs are co-funded on a 50:50 cash match	

Enterprise Coordinators (holding fifteen matched institutions each)	basis up to £30,000 per annum for each FTE.	maximum resource calculation)*
1 (FTE) Wave 2 Careers Hub Lead (holding five institutions each)	Hub Leads are fully funded at a rate of up to £60,000 per FTE.	
<b>For your LEP this means that a maximum funding of £172500 is available for the coming year from The Careers &amp; Enterprise Company.</b>		
A central Hub fund will also be provided to the value of £60,000 (including £20,000 for employer engagement in Weymouth and Portland).		

\*Where you have engaged multiples of four Enterprise Coordinators, we recommend that one of the four posts be graded to a Senior Enterprise Coordinator, but this is a local decision. We will fund up to an additional £5,000 per annum on a 50:50 cash match basis for a Senior Enterprise Coordinator post.

Opportunity Area Enterprise Coordinators are fully funded at a rate of up to £50,000 per FTE.

## 2. Targets for 2019-2020

Existing targets are not affected by the creation of the Wave Two Careers Hub.

For the schools and colleges in the Wave Two Careers Hub the following additional targets are set:

Measure	Outputs for the Dorset wave two Careers Hub
<b>Hub status</b>	<ul style="list-style-type: none"> <li>• Hub Lead in post by the 2<sup>nd</sup> September. Should a Hub Lead's start be beyond this date agreement must be sought from your Regional Lead.</li> <li>• Hub Enterprise Co-ordinators to be in post by 2<sup>nd</sup> September. Should an Enterprise Coordinator's start be beyond this date agreement must be sought from your Regional Lead.</li> <li>• 40 schools and colleges engaged with the Hub</li> <li>• 100% Hub schools and colleges matched to an EA</li> <li>• All Hub School/Colleges completed Compass termly</li> <li>• All Hub Schools/Colleges with a careers plan in place (as evidenced by Tracker)</li> </ul>
<b>Gatsby Benchmark 5 progress</b>	<ul style="list-style-type: none"> <li>• 75% of Hub institutions fully achieve the benchmark by the end of the 2019-20 academic year</li> </ul>
<b>Gatsby Benchmark 6 progress</b>	<ul style="list-style-type: none"> <li>• 60% of Hub institutions fully achieve the benchmark by the end of the 2019-20 academic year</li> <li>• The remainder of the cohort (up to 40%) are at least partially achieving benchmark 6.</li> </ul>

<b>Future Skills Survey</b>	<ul style="list-style-type: none"><li>• Lead schools/colleges plus four other schools or colleges in the Hub to work with us to pilot and refine Future Skills to create a national baseline</li></ul>
<b>All benchmarks</b>	<ul style="list-style-type: none"><li>• At least an average of 4 benchmarks fully achieved across all Hub schools and colleges by the end of the 2019-20 academic year</li></ul>

This offer is conditional on The Company receiving the Offer Acceptance (Appendix 1) by 23<sup>rd</sup> August 2019.

We look forward to working closely with you in the coming months as the Careers Hub takes shape. Should you have any queries please contact [lepinfo@careersandenterprise.co.uk](mailto:lepinfo@careersandenterprise.co.uk) or call Sarah Gray on 0207 5663400.

Yours sincerely



Joel Featherman  
Director of Finance and Investment

Grant Offer Acceptance form  
Grant Terms & Conditions Pack

Cc Tony Nelson, Dorset LEP Skills Lead



**APPENDIX 1**

**Acceptance of Grant offer - Wave 2 Careers Hub.**

This Funding Agreement is effective from 1st September 2019.

Signed by The Careers & Enterprise Company	
Date	08.08.19
Signature	
Name (please print)	Joel Featherman
Position in The Careers & Enterprise Company	Director of Finance and Investment

I have read the grant offer letter and associated appendices and agree to the targets and conditions of the grant on which the offer is made.

<b>Principal contacts</b>	<b>The Careers &amp; Enterprise Company</b>	<b>Accountable Body/LEP</b>
Contact name:	Joel Featherman	
Postal address:	First Floor, Parchment House, 2-7 Clerkenwell Green, EC1R 0DE	
Position:	Director of Finance and Investment	
Telephone no:	020 7566 3400	
Email address:	jfeatherman@careersandenterprise.co.uk	

**LEP/CA Acceptance**

Recipient agrees that this amendment shall take effect as an agreed written amendment to the Agreement with The Careers & Enterprise Company

Signed: L. Carver Date: 01.10.2019

Print Name LORNA CARVER Job Title MD

Local Enterprise Partnership/Combined Authority

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