02.04.2014

Dear Ms Jayne Ludlam

Grant Offer Letter - Step Up to Social Work Programme 2014/15
Ref: SUSW14-15/12b

This Grant Offer is made between:

(1) The Secretary of State for Education and

(2) Sheffield City Council

This letter confirms that a grant will be awarded for the third cohort of Step Up to Social Work, for the 2014-15 financial year, to the values detailed in Annex H, and such grant is subject to the Department for Education Grant Terms and Conditions. For the purposes of this grant only, the Grant Offer Letter and the payment mechanism, the Portal, fulfil the functions in the following clauses of the Terms and Conditions, and no additional action by the local authority is therefore needed:

- s4 – Amount of grant re subsequent year: this is set out at annex H
- s5.1 – 5.3: payment arrangements: payment will be made via the Portal
- s7.1 – progress reporting: this will be made via the Portal
- s12 – forecast of expenditure: the Portal shows the number of trainees requiring funding
- s21 – Accounts: the Portal provides a statement of account
- s23 – exit plan: the Portal tracks the number of trainees on the programme through monthly certification points, and funding ends when trainees withdraw from or complete the programme.

This Grant Offer Letter, relevant annexes and the attached Grant Terms and
Conditions together make up the Grant Funding Agreement.

Any grant paid by the Secretary of State will be paid pursuant to section 14, subsection 2, of the Education Act 2002 and section 67, subsection 4b, of the Care Standards Act 2000, and will accordingly be paid only in respect of approved expenditure incurred by Sheffield City Council for the purpose of the funded activities. This letter must be read in conjunction with the relevant annexes:

Clause 33 of the Grant Terms and Conditions cover recovery of any grant unused at the end of this financial year. Please be advised that as cohort 3 of Step Up to Social Work ends in March 2015, there can be no carry-over of grant to the following year.

- **Annex A** - Acceptance of Grant Offer and effective date
- **Annex E** - Details of Grant Allocations for cohort three of Step Up to Social Work
- **Annex F** – List of Objectives for which the grant is being paid for cohort three of Step Up to Social Work
- **Annex G** - Annual Certification of Expenditure (external auditor / accountant’s report arrangements)
- **Annex H** - Grant Payment schedule for cohort three of Step Up to Social Work

Standard annexes that do not apply to this grant offer letter have been removed and a note of which annexes they are is in the list below.

- **Annex B** - Bank account details
- **Annex C** - Claiming grant in arrears
- **Annex D** - Claiming grant in advance
- **Annex I** - Sample exit plan
- **Annex J** - Sample progress report

Please note that any funding available through this grant can only be accessed via the Portal, by nominated officers and in accordance with the parameters detailed in the project specific annexes below. The Department reserves the right to review payment methodology over the grant period.

To accept this offer of funding, please sign this Grant Offer Letter (Annex A) and return an electronic copy, in MS Word format, to the Department for Education (DfE) by **17th April**, at: SocialWork.SG@education.gsi.gov.uk

Please ensure that you retain a copy of the signed document for your records.

Yours sincerely

Graham Archer
Deputy Director, Children’s Social Care
Annex A

Acceptance of Grant Offer and effective date - Step Up to Social Work Programme. Ref: SUSW14-15/12b

This Grant Funding Agreement is effective from the date of signing.

Signed by person authorised to sign on behalf of the Secretary of State

<table>
<thead>
<tr>
<th>Date</th>
<th>01.04.2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>[Signature]</td>
</tr>
<tr>
<td>Name (please print)</td>
<td>Graham Archer</td>
</tr>
<tr>
<td>Position in DfE</td>
<td>Deputy Director, Children’s Social Care</td>
</tr>
</tbody>
</table>

As representative of the Yorkshire and Humberside Partnership I have read both the Grant Offer Letter and associated annexes, and the Department for Education Grant Funding Agreement Terms and Conditions as contained in the attached guidance. I agree to comply with the notified conditions of the grant on which the offer is made.

Signed by a person authorised to sign on behalf of the Yorkshire and Humberside Partnership c/o Sheffield City Council

<table>
<thead>
<tr>
<th>Date</th>
<th>11/04/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>[Signature]</td>
</tr>
<tr>
<td>Name (please print)</td>
<td>Deborah Mercer</td>
</tr>
<tr>
<td>Position in organisation</td>
<td>Assistant Director</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Principal contacts</th>
<th>Department for Education</th>
<th>[Yorkshire and Humberside Regional Partnership]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact name</td>
<td>Derek Smale</td>
<td>Dorothy Smith</td>
</tr>
<tr>
<td>Position</td>
<td>Social Work Reform Unit</td>
<td>Senior HR consultant</td>
</tr>
</tbody>
</table>
Annex E

Details of Grant Allocations – Step Up to Social Work. Ref: SUSW14-15/12b

Cohort three

The Department for Education announced the launch of a third cohort of the Step Up to Social Work (SUSW) project on 28 January 2013. The SUSW project has been designed to enable high achieving career changers and graduates to qualify as social workers. The third cohort of SUSW combines training for a Postgraduate Diploma in Social Work alongside intensive work-based experience, and is delivered over a 14 month period.

The project is delivered through regional partnerships of local authorities working with their chosen university, with one local authority acting as the project lead.

DfE provides funding through the lead authority for the partnership to organise and help fund all aspects of training and provide each trainee with a salary or bursary of at least £19,833.00 over the 14 months of their training.

Trainees started the Step Up cohort three programme in January 2014, and will complete the course in March 2015.
Cohort 3: list of objectives for which the grant is being paid for the Step Up to Social Work Programme.

<table>
<thead>
<tr>
<th>Objective/Activity</th>
<th>Date to be completed by/between</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPs confirm the participation of their trainees at monthly intervals via the DfE portal in order to trigger their funding payments</td>
<td>Monthly from April 2014 – March 2015.</td>
</tr>
<tr>
<td>RPs advise DfE of any trainees who withdraw from the course, and provide the reason that the trainee will not continue.</td>
<td>Monthly from January 2014 – March 2015.</td>
</tr>
<tr>
<td>RPs attend any meetings arranged by DfE to discuss the progress of the programme. Notification emails with details will be sent in advance</td>
<td>April 2014 - March 2015</td>
</tr>
<tr>
<td>Successful trainees complete the course and receive Postgraduate Diploma in Social Work from the HEI</td>
<td>March 2015</td>
</tr>
<tr>
<td>RPs agree to participate in any evaluation activity required by DfE.</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

Organisations claiming the grant for Step Up to Social Work do so on the understanding that they may be contacted from time to time by DfE or its agents to assist with any evaluative work being undertaken on the programme.
Dear Ms Jayne Ludlam

**Annual Certification of Expenditure**

Given the number of grants with different recipients administered by the Department, we are unable to enter into individual tailored engagement agreements.

The Department is currently considering changes to its future arrangements, including the possibility of becoming a party to the grant certification engagement letter between the entity and its external auditors/accountants. For the purposes of the current grant arrangement, the Department accepts that the entity's external auditor/accountant would not be liable to the Department in connection with their certification of the grant.

For this year's certification arrangement, we have revised the annual certification of expenditure template, with the support of the Institute of Chartered Accountants for England and Wales (ICAEW). We trust that you will be able to accept the new template (Annex G) as an interim solution while we continue to work with ICAEW to put in place a long term solution.

Graham Archer  
Deputy Director  
Children’s Social Care
Annex G – Annual Certification of Expenditure

Annual Certification of Step Up to Social Work Expenditure for Financial Year [2014-15]

(i) [insert name/address of the body]

Dear Sirs,

Re: Step Up to Social Work Programme.

This certificate is provided to [name of grant recipient] to enable it to comply with the Department for Education (DfE)’s terms and conditions of the Grant Funding Agreement (GFA) and the Grant Offer Letter requirements. We have obtained reasonable assurance that the expenditure, for which grant of [insert £XX] for the year ending 31.03.15 was paid, was applied for the purposes intended by the DfE and the financial transactions conform to the GFA and list of objectives specified. Our work included examination, on a sample basis, of evidence relevant to the regularity and propriety of [insert name of the body]’s income and expenditure.

Yours faithfully,

_____________________________________________________________
[Name of the body] senior officer or equivalent] [Position in organisation] 

__________________________
Date
Step Up to Social Work (SUSW) project. Ref: SUSW14-15/12b

Cohort three

To enable each regional partnership to organise the training across the 14 month programme, we provide:

- Funding of £33,250.00 per trainee, which consists of:
  
  - £19,833 for trainee bursary
  - £1,750 for support and development of supervisors
  - £11,667 for HEI training delivery costs.

The 2014-15 portion of this funding will be paid in monthly installments, to the amounts set out in the table below. Please note that this grant agreement only covers the funding available in 2014/15:

<table>
<thead>
<tr>
<th>Per trainee costs</th>
<th>For full 14 month course</th>
<th>Monthly payments per trainee for April 2014 - March 2015 inclusive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding to deliver a bursary</td>
<td>£19,833.00</td>
<td>£645.03</td>
</tr>
<tr>
<td>Funding to allow the local authorities to procure the course from their chosen HEI</td>
<td>£11,667.00</td>
<td>£384.42</td>
</tr>
<tr>
<td>Funding to cover the supervision and support that hosting authorities provide during the programme</td>
<td>£1,750.00</td>
<td>£61.86</td>
</tr>
<tr>
<td>SUBTOTALS</td>
<td>£33,250.00</td>
<td>£1,091.31</td>
</tr>
</tbody>
</table>

The April 2014 payment will be distributed following the return of the signed and completed Grant Agreement for 2014-15. The remaining installments will be released when lead authorities certify trainees that are still on their courses at the monthly payment points. The final installment will be paid in March 2015. If a trainee withdraws from the course their funding ends.

Lead local authorities engaged with the project will be prompted to confirm the participation of their trainees at monthly intervals via the Portal (or as notified...
if reviewed), to activate their funding payments.

Payments are made into the bank account details previously submitted to the Department for Education by the lead local authorities of each Regional Partnership.

Cohort 3 of SUSW started in January 2014 and will run to March 2015. RPs may continue to support their trainees after this date at the agreement of the local authorities and HEI involved. No additional funding can be provided to cover the costs of trainees who need additional time to complete the programme.

Any funding that has not been spent by the end of March 2015 will need to be paid back to DfE.

Please sign this grant agreement and return it to SocialWork.SG@education.gsi.gov.uk. Please be aware that no funding can be released until the Grant Agreement for 2014/15 has been completed and returned.

For further information regarding the project please visit https://www.gov.uk/government/policies/supporting-social-workers-to-provide-help-and-protection-to-children/supporting-pages/canparent-trial or if this does not answer your question contact a member of the team at SocialWork.SG@education.gsi.gov.uk.