4 August 2015

Dear colleague

Re: Grant Offer Letter ASYE programme 2015-16

This Grant Offer is made between:

(1) The Secretary of State for Education and

(2) [Name of the body] of [address] [with Charity Commission registration number or Companies House Registration number].

This letter confirms that a grant will be awarded for the Assessed and Supported Year in Employment programme for the period ending 31/03/2016 and such grant is subject to the Department for Education Grant Terms and Conditions. For the purposes of this grant only please disregard the following sections in the terms and conditions:

   All of sections 4, 5, 7, 12, and 21.

This Grant Offer Letter, relevant annexes and the 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 [insert the name of the body] for the purpose of the funded activities. This letter must be read in conjunction with the relevant annexes:

   Annex A - Acceptance of Grant Offer and effective date

1 https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions
Annex B - Bank account details
Annex C - This does not apply
Annex D - This does not apply
Annex E – Details of Grant Allocations
Annex F - List of Objectives for which the grant is being paid
Annex G (i) – Annual Certification of Expenditure (external auditor / accountant’s report arrangements)
Annex G (ii) – Statement of Grant Usage (Statement prepared by Local Authority)
Annex H – Exit Plan

To accept this offer of funding, please sign both copies of this Grant Offer Letter (Annex A) and provide bank account details, if you haven't already done so (Annex B) and return a copy to the Department for Education (DfE), Socialworkreform.sq@education.gsi.gov.uk

Yours sincerely,

[Signature]

Almudena Lara
Deputy Director
Social Work Reform and Innovation
This Grant Funding Agreement is effective from the date of signing.

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

Date
Signature
Name (please print)
Position in DfE

As representative of [insert name of the body] I have read both the Grant Offer Letter and associated annexes, and the Department for Education Grant Funding Agreement Terms and Conditions attached. 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 [insert name of the body]

Date
Signature
Name (please print)
Position in organisation

<table>
<thead>
<tr>
<th>Principal contacts</th>
<th>Department</th>
<th>[name of the body]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact name/Postal address</td>
<td>Dorothy Smith</td>
<td>Sheffield City Council Service improvement team, Floor 7, North Wing, Moorfoot, Sheffield, S1 4PL</td>
</tr>
<tr>
<td>Position</td>
<td>Senior HR Consultant</td>
<td></td>
</tr>
<tr>
<td>Telephone no.</td>
<td>0114 2736976</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td><a href="mailto:Dorothy.Smith@sheffield.gov.uk">Dorothy.Smith@sheffield.gov.uk</a></td>
<td></td>
</tr>
</tbody>
</table>
Information required by the Department to make payment of grant for the activities stated in the offer letter.

Contact details for [insert name of the body] to whom payment should be sent

Organisation name: _________________________________________________________

Address: __________________________________________________________________

Post Code: __________________________________________________________________

Telephone no: __________________________________________________________________

Remittance
E-mail address: _______________________________________________________________

Bank account details

Account name: _______________________________________________________________

Bank address: __________________________________________________________________

Account no: __________________________________________________________________

Sort code: _______________ Roll number: _______________

Bank name: _______________________________________________________________

Signed by a person authorised to sign on behalf of [insert name of the body]

Signature: _______________________________________________________________

Name (please print): _______________________________________________________

Position in organisation: __________________________________________________

Date: _______________________________________________________________
To enable employers to deliver the programme we provide £2,000 for each participating social worker. This funding is distributed in two instalments:

- An initial payment of 50% (£1,000) is made to the employer at the point of registering a candidate and confirming that they have undergone an initial assessment against the Knowledge & Skills (previously the PCF) and a clear development plan for the year has been agreed between the employer and the candidate.
- A final 50% (£1,000) payment is made to the employer when the employer confirms that the candidate’s final assessment against the Knowledge & Skills has taken place (regardless of success or failure).

Please note: Whilst funding for cohort four has been agreed by Ministers, funding for the 2016-17 financial year is indicative due to the Government Spending Review, expected to take place in the Autumn. Further details regarding 2016-17 funding will be shared as soon as possible once the information is available.
Annex F – List of objectives for which the grant is being paid - Assessed and Supported Year in Employment (ASYE) Programme. CSDSD41/2013

Cohort three 2014-15

The Department for Education (DfE) continues to fund the delivery of the Children and Families ASYE programme together with Skills for Care (SfC) who support the Adults ASYE programme on behalf of the Department of Health.

The DfE ASYE programme is a one year, employer led induction programme which provides support and assessment to newly qualified social workers (NQSW) working with children and families during their first year of employment.

Employers engaged with the programme should offer individuals support and assessment, including:

- regular supervision;
- a training and development plan;
- opportunities and time off to meet their training and development needs;
- regular reviews of progress leading to a final assessment.

More details of these requirements can be found at: http://tinyurl.com/njpejqg

All grant recipients for cohort three are expected to undertake the activity below as part of the conditions of payment:

- At the point of registering the NQSW on the programme,
  - If the point of registration was before the final publication of the Knowledge and Skills for Child and Family Social Work (K&S), the candidate should have had a learning agreement in place against the PCF ASYE
  - If the point of registration was after the final publication of the K&S the candidate should have been assessed against the K&S.
- At the end of the year, make an assessment of whether all NQSWs have met the K&S, and if not, what further learning is required.
- Be prepared to share with DfE, on request, a DfE chosen sample of beginning and end assessments against the K&S.
- Release a sample of NQSWs to be independently tested on the K&S at the end of their NQSWs first year.
- Maintain reliable, accessible and up to date records with an adequate audit trail for all NQSWs enrolled on the programme.
Portal registration

All ASYE candidates will be registered on the programme by their employer entering their details on the Portal. This is an online tool which holds all candidate data and prompts your nominated programme coordinator to certify their continuation on the programme (please see “Next steps” below).

It is the employer’s responsibility to ensure that the records DfE hold on the portal are accurate, remain up to date and that milestones (Learning Agreement, Mid-Year Review and Final Assessment) are certified promptly.

Cohort three candidates must have in place either a PCF ASYE learning agreement or an initial assessment against the K&S in order to be registered on the Portal. Whilst the payment schedule has been amended and no longer includes a staged payment for a Mid-Year Review, it is still expected that a Mid-Year Review will take place for all candidates. It is expected that candidates will complete the programme within one year, and therefore a final assessment should take place on a date which is a maximum of 12 months after commencement on the programme.

Due payments are made into the bank account details submitted by the employer, via the DfE Resource Management (RM) system.

Complying with Government policies

The grant funding is provided on the strict understanding that none of this funding is to be used for advertising, marketing, communications and consultancy, or for any costs associated with the maintenance, technical development or updating of existing websites or for the development/creation of new websites.

Additional condition(s) - recovery of grant at the DfE’s discretion

The DfE imposes the following conditions:

- The grant recipient must notify the DfE of any NQSW that withdraws from the programme or moves to a different employer part way through the programme and shall furnish to the DfE any information reasonably required by them in connection with such notification.

- In the case of any NQSW where the NQSW moves employer or withdraws from the programme:
  a. Within 1 month of their start date, the grant recipient will be required to repay to the Department £1000
b. between 1 to 3 months of their start date, the grant recipient will be required to repay to the Department £750

c. between 3 and 6 months of their start date the grant recipient will be required to repay the Department £500

- The maximum amount of grant repayable will not exceed £1,000 per candidate.

In the event of a breach of any of the conditions set out above the DfE may demand repayment from the employer of a sum equal to the amount of grant paid or, as the case may be, any instalment of grant paid.

**Cohort four 2015-16**

The Department for Education (DfE) continues to fund the delivery of the Children and Families ASYE programme together, with Skills for Care (SfC) who support the Adults ASYE programme on behalf of the Department of Health.

The DfE ASYE programme is a one year, employer led induction programme which aims to provide support and assessment to newly qualified social workers (NQSW) working with children and families during their first year of employment.

Employers engaged with the programme should offer individuals support and assessment, including:

- regular supervision;
- a training and development plan;
- opportunities and time off to meet their training and development needs;
- regular reviews of progress leading to a final assessment.

More details of these requirements can be found at: [http://tinyurl.com/njpejqq](http://tinyurl.com/njpejqq)

**All grant recipients for cohort four will be expected to undertake the activity below as part of the conditions of payment:**

- At the point of registering the NQSW on the programme the candidate should be assessed against the K&S.
- At the end of the year, make an assessment of whether all NQSWs have met the K&S, and if not, what further learning is required.
- Be prepared to share with DfE, on request, a DfE chosen sample of beginning and end assessments against the K&S.
- Agree with the candidate that they will be put forward for the assessment and accreditation when it is ready.
- Maintain reliable, accessible and up to date records with an adequate audit trail for all NQSWs enrolled on the programme.
Schedule of payments

To enable employers to deliver the programme we provide £2,000 for each participating social worker. This funding is distributed in two instalments:

- An initial payment of 50% (£1,000) is made to the employer at the point of registering a candidate and confirming that they have undergone an initial assessment against the K&S
- A final 50% (£1,000) payment is made to the employer when the employer confirms that the candidate’s final assessment against the K&S has taken place (regardless of success or failure).

Portal registration

All ASYE candidates will be registered on the programme by their employer entering their details on the Portal. This is an online tool which holds all candidate data and prompts your nominated programme coordinator to certify their continuation on the programme (please see “Next steps” below).

It is the employer’s responsibility to ensure that the records DfE hold on the portal are accurate, remain up to date and that milestones (Learning Agreement, Mid-Year Review and Final Assessment) are certified promptly.

Cohort four candidates must have in place an initial assessment against the K&S in order to be registered on the Portal. Whilst the payment schedule has been amended and no longer includes a staged payment for a Mid-Year Review, it is still expected that a Mid-Year Review will take place for all candidates. It is expected that candidates will complete the programme within one year, and therefore a final assessment should take place on a date which is a maximum of 12 months after commencement on the programme.

Due payments are made into the bank account details submitted by the employer, via the DfE Resource Management (RM) system.

Complying with Government policies

The grant funding is provided on the strict understanding that none of this funding is to be used for advertising, marketing, communications and consultancy, or for any costs associated with the maintenance, technical development or updating of existing websites or for the development/creation of new websites.
Additional condition(s) - recovery of grant at the DfE’s discretion

The DfE imposes the following conditions:

• The grant recipient must notify the DfE of any NQSW that withdraws from the programme or moves to a different employer part way through the programme and shall furnish to the DfE any information reasonably required by them in connection with such notification.

• In the case of any NQSW where the NQSW moves employer or withdraws from the programme:
  a. Within 1 month of their start date, the grant recipient will be required to repay to the Department £1,000
  b. between 1 to 3 months of their start date, the grant recipient will be required to repay to the Department £750
  c. between 3 and 6 months of their start date the grant recipient will be required to repay the Department £500

• The maximum amount of grant repayable will not exceed £1000 per candidate.

In the event of a breach of any of the conditions set out above the DfE may demand repayment from the applicant of a sum equal to the amount of grant paid or, as the case may be, any instalment of grant paid.
Next steps

Please nominate an ASYE programme coordinator.

This person will be the lead contact for ASYE in your organisation and will be responsible for registering and certifying continued participation of NQSWs on the ASYE programme.

A member of DfE’s ASYE team will email your nominated coordinator regarding next steps.

Please send the following details for your nominated coordinator to:

socialworkreform.sg@education.gsi.gov.uk by 24 August 2015:

- Name: Dorothy Smith
- Job title: Senior HR Consultant
- Organisation: Sheffield City Council
- Email address: Dorothy.Smith@sheffield.gov.uk
- Telephone number: 0114 2736976
Annex G (i) – Annual Certification of Expenditure

Annual Certification of Assessed and Supported Year in Employment (ASYE) Programme Expenditure for Financial Year 2015-16

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

(ii) [insert name/address of the external auditor/accountant/organisation]

Dear Sirs,

Re: Assessed and Supported Year in Employment (ASYE) Programme, CSDSD41/2013

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 limited assurance that the expenditure, for which grant of [insert £XX] for the year ending 31 March 2016 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.

Nothing has come to our attention that causes us to believe that the accompanying [the schedule] has not been prepared in all material respects in accordance with the grant funded activities.

Yours faithfully,

Signed by an independent external officer authorised to sign

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature</th>
</tr>
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<tbody>
<tr>
<td>Name of external auditor/accountant or equivalent (please print)</td>
<td></td>
</tr>
<tr>
<td>Position in organisation</td>
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Signed by a senior officer authorised to sign on behalf of [insert name of the body]

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<tr>
<td><strong>Signature</strong></td>
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<tr>
<td>------------------</td>
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<tr>
<td><strong>Name (please print)</strong></td>
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<tr>
<td><strong>Position in organisation</strong></td>
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Annex G (ii) – Statement of Grant Usage

* This section is an alternative to Annex G (i) and is to be used where the grant recipient is a Local Authority or maintained school.

Notes for completion:

1. The Grant Recipient shall prepare a Certification of Grant Usage for the Grant Period 1\textsuperscript{st} April 2015 to 31 March 2016.

2. This comprises three parts:
   a) Certificate of Grant Usage.
   b) Statement of Expenditure; and
   c) Report confirming Delivery.

3. The Grant Recipient shall submit the forms to the Department no later than 28 days from the end of the Grant Period.

a) Certificate of Grant Usage

Name of organisation

Insert Name of Grant Recipient

Approved Project title

Assessed and Supported Year in Employment

- The total Grant amount of £insert figure was exclusively used for the purposes set out in the agreement between the Grant Recipient and the Department, dated 20 July 2015.

- A report on the activities funded by the Grant Funding will be submitted to the Department, confirming that the grant outputs have been delivered to a satisfactory standard and the expected benefits that have accrued or will accrue. The report will be provided within 28 days after the completion of the funding of the Assessed and Supported Year in Employment.

- A final financial statement detailing the use of the Grant Funding will be provided in section b – Statement of Expenditure. This is a summary statement of all receipts and expenditures connected with the above Project. The organisation’s financial systems that recorded the income and expenditure of this Grant have provided sufficient internal control for the purposes of this certification.

Signature

Name

Date
<table>
<thead>
<tr>
<th>Position</th>
<th>Organisation address</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initialled by Organisation's Chief Financial Officer/ Auditor</td>
<td></td>
<td></td>
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</table>
b) Statement of Expenditure

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Insert Name of Grant Recipient</th>
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<tr>
<td>Expenditure Type</td>
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</table>

TOTAL EXPENDITURE

<table>
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<th>(£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contribution from DfE</td>
<td></td>
</tr>
<tr>
<td>Matching funding from own partners’ resources</td>
<td></td>
</tr>
<tr>
<td>Other funding</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL

Under spend on Grant (if applicable)

c) Report confirming Delivery (setting out how the funding has been applied detailing all relevant outputs.)
Annex H – Exit plan - Assessed and Supported Year in Employment (ASYE) Programme, CSDSD41/2013

Introduction

1. Although the Department does not seek to exercise detailed control of the activities of registered ASYE employers it must ensure that public money is protected and value for money achieved. To meet this requirement, this Annex describes the duties and responsibilities of registered ASYE employers and the Department, leading up to and covering the expiry or termination of this grant for whatever reason and the transfer of the grant funded activities.

2. This Annex defines the exit plan and how it shall be revised to ensure that it remains workable at any time. The Department and registered ASYE employers acknowledge the importance of keeping the exit plan up to date during the term of the Grant and of reflecting the impact of all relevant changes to the grant funded activities or outputs required. You shall not make any additional charge for any work undertaken in making changes to the exit plan. Where there are principles to be adopted in implementing this plan, the parties to this Grant Funding Agreement shall endeavour to agree the relevant details within such principles.

Objectives

3. The objective of the exit plan is to ensure:
   a. an orderly and smooth transition of the grant funded activities from registered ASYE employers to a successor body or the Department at the expiry or termination of this Grant;
   b. the continuation of grant funded activities;
   c. that there is no undue favour to registered ASYE employers in any future competition for the Grant (in whole or in part); and
   d. that the responsibilities of both parties to the Grant Funding Agreement are clearly defined in the event of expiry or termination.

General

4. Where the Department intends to continue the operation of the grant funded activities in broadly the same way after expiry or termination, either by performing them itself or by means of a successor, you shall endeavour to ensure the smooth and orderly transition of the grant funded activities and shall co-operate with the Department or the successor, as the case may be, in order to achieve such transition.

5. When such endeavours and co-operation are outside the scope of the Grant, you shall provide quotations for reasonable charges associated
with providing such assistance and the Department shall pay such reasonable charges.

6. You shall comply with any reasonable request of the Department for information relating to the performance of the grant funded activities, including the use of other parties. You will be allowed a reasonable period of time in which to respond to the Department.

Exit Planning

7. You shall, in conjunction with the Department, maintain, and as necessary update, the Exit Plan throughout the period of the Grant so that it can be implemented immediately, if required. From time-to-time either the Department or you can instigate a review of the Exit Plan.

8. You shall co-operate with all reasonable requests made by either the Department or a successor body relating to exit transition arrangements for the grant funded activities.

Assistance

9. You shall be responsible for delivering the grant funded activities and achieving the objectives at Annex F until the date of expiry or termination or transfer of the Grant (as appropriate).

10. You shall use all reasonable endeavours to ensure that a transition of responsibility for the delivery of the grant funded activities to the successor body or the Department, as the case may be, minimises any detrimental effect on the delivery of the activities and the Department shall use all reasonable endeavours to co-operate in such transfer.

Assets Register

11. You shall maintain throughout the exit period of this Grant an asset register in accordance with the Terms and Conditions of the Grant Funding Agreement.

12. You shall not change the status of any asset without the prior written consent of the Department where such a change would either be viewed as a major change or would require repayment in accordance with the Terms and Conditions of the Grant Funding Agreement.

Transfer of the Department's Data

In addition to complying with the provisions of the main agreement, you shall, upon reasonable written request by the Department or in

13. any event, within one month of notice of termination, deliver the Department’s data, including the following:
a. an inventory of the Department's data and any other data available for transfer;

b. a data structure definition (where relevant) covering all available Departmental data; and

c. a proposed method for testing the integrity and completeness of the Department's data transferred.

**Documentation and Access**

14. You shall provide the Department on request with information and documentation reasonably necessary to assist with the transfer of the grant funded activities to the Department or to a successor body, including any documentation required to support any bidding process for the provision of the activities. This includes full details of:

a. the work programme, objectives/targets, and other services delivered by you under this funding agreement;

b. any software, including third party software and any hardware used in connection with the delivery of the activities;

c. software and supply agreements used to deliver any services associated with delivery of the activities, including the agreements relating to any third party software identified by name of supplier, term of Grant, and charges payable under the Grant; and

d. any employees used by you to help deliver the grant funded activities who are essential to this delivery; this information shall be provided under conditions of confidentiality reasonably acceptable to you.

15. The Department may make the documentation available to suppliers who wish to bid for the provision of the activities. You shall respond expediently and in full to any reasonable questions by the Department or the suppliers and shall co-operate with any reasonable due diligence activities carried out by suppliers.

**Transfer Support Activities**

16. You shall co-operate with all reasonable requests made by either the Department or a successor relating to the grant funded activities transition arrangements. The Department and you shall discuss the implementation plan for the transition of the activities to either the Department or a Successor body.