



Department  
for Education

2 St Paul's Place  
125 Norfolk Street  
Sheffield  
S1 2FJ

26 June 2015

Dorothy Smith  
Sheffield City Council  
Service Improvement team Children and Families  
Moorfoot, Floor 7, North Wing  
Sheffield  
S1 4PL

**Via Email**

Dear Dorothy

**Grant Offer Letter - Step Up to Social Work Programme 2015-16  
Ref: CSDSD2/2015/YH - Sheffield City Council- Yorkshire and  
Humberside Regional Partnership**

This Grant Offer is made between:

- (1) **The Secretary of State for Education** and
- (2) **Sheffield City Council, acting on behalf of the Yorkshire and  
Humberside Regional Partnership**

This letter confirms that a grant will be awarded for your regional partnership's participation in cohort 4 of the Step Up to Social Work Programme to the values detailed in Annex H and such grant is subject to the Department for Education's Grant Terms and Conditions<sup>1</sup>.

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.

- Section 4 - Amount of grant re subsequent year: this is set out at annex H

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<sup>1</sup> <https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions>

- Section 5.1 - 5.3: payment arrangements: payment will be made via the Portal
- Section 7.1 - progress reporting: this will be made via the Portal
- Section 12 - forecast of expenditure: the Portal shows the number of trainees requiring funding
- Section 21 - Accounts: the Portal provides a statement of account
- Section 23 - exit plan: the Portal tracks the number of trainees on the programme

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:

- Annex A** - Acceptance of Grant Offer and effective date
- Annex B** - Bank account details
- Annex E** - Details of Grant Allocation for Cohort 4 of Step Up to Social Work
- Annex F** - List of Objectives for which the grant is being paid for Cohort 4 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 4 of Step Up to Social Work (2015-16).

Please note that any funding available through this grant can only be accessed 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 2015-16 funding, please sign this Grant Offer Letter (Annex A) and return both an electronic and hard copy, **no later than Friday 17 July 2015** to the Department for Education (DfE), by email to: [socialworkreform.sg@education.gsi.gov.uk](mailto:socialworkreform.sg@education.gsi.gov.uk) and hard copy posted to: Sarah Allen, Department for Education, 5th Floor, 2 St Paul's Place, 125 Norfolk Street, Sheffield S1 2FJ.

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


Yours sincerely




Almudena Lara  
Deputy Director, Children's Social Care Reform and Innovation

**Acceptance of Grant Offer and effective date - Step Up to Social Work Programme 2015-16 - CSDSD2/2015/YH - Sheffield City Council - Yorkshire and Humberside Regional Partnership**

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

<b>Signed by person authorised to sign on behalf of the Secretary of State</b>	
Date	26 June 2015
Signature	
Name (please print)	<b>Almudena Lara</b>
Position in DfE	<b>Deputy Director, Children's Social Care Reform and Innovation</b>

As representative of Sheffield City Council acting on behalf of the Yorkshire and Humberside Regional 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.

<b>Signed by a person authorised to sign on behalf of Sheffield City Council/Yorkshire and Humberside Regional Partnership</b>	
Date	26/6/15
Signature	
Name (please print)	DEBORAH MERCER
Position in organisation	ASSISTANT DIRECTOR

<b>Principal contacts</b>	<b>Department for Education</b>	<b>Sheffield City Council/Yorkshire and Humberside Regional Partnership</b>
Contact name	John Hall	
Position	HEO (Contract Manager)	
Email address	John5.hall@education.gsi.gov.uk	

**Bank account details**

**Information required by the Department to make payment of grant for the activities stated in the offer letter.**

**Contact details for Sheffield City Council to whom payment should be sent**

Organisation name:

Address:

Post Code:

Telephone no:

Remittance  
E-mail address:

**Bank account details**

Account name:

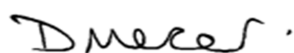
Bank address:

Account no:

Sort code:

Bank name:

**Signed by a person authorised to sign on behalf of Sheffield City Council/Yorkshire and Humberside Regional Partnership**



Signature

Name (please print): DEBORAH MERCER

Position in organisation: ASSISTANT DIRECTOR CHILDREN AND FAMILIES

Date: 26/6/15

**Details of Grant Allocations - Step Up to Social Work Programme 2015-16 - Ref: CSDSD2/2015/YH- Sheffield City Council - Yorkshire and Humberside Regional Partnership**

**Cohort four**

On 10 June 2014, The Department for Education confirmed its intention to run a fourth cohort of the Step Up to Social Work programme. The recruitment process commenced on Monday 16 March 2015 and will run through to mid-November 2015 concluding with the offer by regional partnerships and acceptance from successful candidates of places on the course. Candidate training on the programme commences January 2016.

The programme provides an accelerated entry route into social work for high-achieving graduates and career changers. SUSW is delivered through the development of a bespoke work-based 14 month postgraduate diploma programme, led by groups of local authorities working in regional partnerships and contracting with HEIs. Award of the diploma enables candidates to apply to the Health and Care Professions Council to register as a qualified social worker. The scheme will continue to target high calibre individuals who already have experience of working with children and young people, and who want to train as social workers. Evaluation of previous cohorts shows an average 80% conversion rate to social worker posts on completion of the programme and very positive views about the quality of the training.

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 bursary of at least £19,833.00 over the 14 months of their training.

**Cohort 4: list of objectives for which the grant is being paid for the Step Up to Social Work Programme.**

Objective/Activity	Date to be completed by/between
Successful applications available to be accessed/requested by RPs for pre-assessment centre stage (electronic/ paper format)	23 March – June 2015
Assessment centres	22 June - 17 July 2015
Successful applicants invited to confirm place on course	July 2015
RPs perform necessary checks on successful applicants	From late July 2015
To supply an outline programme for Step Up to Social Work which outlines how and where the Knowledge and Skills have been embedded into the academic and practice curricula and how the regional partnership intends to monitor that this is working successfully.	31 October 2015
Contractor manages the reserve pool of candidates to fill as many places as possible	July-November 2015
Partnerships confirm HCPC approval for programme	By November 2015 latest
To provide a description of the placements offered to Step Up to Social Work Programme trainees and the host organisations and a confirmation of at least one and preferably two fulfil the requirements of a statutory placement*	By end of November 2015
<i>Step Up to Social Work</i> programme starts	January 2016

*\*We define statutory placements as those that:*

- *take place in a local authority setting;and*
- *involve work on S17 and S47 cases (under the Children Act 1989);and*
- *require case records to be updated by the student, under appropriate supervision.*

## Annex G - 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 **[Insert start and end dates]**.
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, twenty eight days from the end of the Grant Period.**

## a) Certificate of Grant Usage

Name of organisation

**Insert Name of Grant Recipient**

Approved Project title

**Insert Project name**

- 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 **insert date of our letter**.
- 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 **insert project name**.
- 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

Position

Organisation  
address

Postcode

Initialed by Organisation's Chief Financial Officer/  
Auditor



**Grant Payment Schedule: Step Up to Social Work Programme. Ref: CSDSD2/2015/YH - Sheffield City Council - Yorkshire and Humberside Regional Partnership**

**Financial year 2015-16**

**Cohort four**

*Step Up to Social Work* will run as part of the Programme Grant Agreement between DfE and local authorities. DfE funding will be allocated through the lead local authority of each regional partnership.

- Funding to each regional partnership for establishing and administering the regional partnership of local authorities and their selected HEI provide :
  - £35,000 (2015 – 16 only)
- Funding made to each regional partnership for making delivery arrangements with an HEI provider.
  - £10,000 (2015 – 16 only)
- This will be paid in a single instalment upon return of the following:
  - A signed copy of the 2015-16 grant agreement
  - A copy of the signed agreement between local authorities in your partnership for cohort 4 (E.g. inter-LA contract or memorandum of understanding)
  - A copy of the signed contract between the regional partnership and the HEI(s) for cohort 4
- Funding of £33,250.00 per candidate, which consists of:
  - £19,833 for trainee bursary
  - £1,750 for support and development of supervisors
  - £11,667 for HEI training delivery costs.

The funding below will be made in monthly instalments upon commencement of the January 2016 cohort, to the amounts set out in the table below .

**Please note that this grant agreement only covers funding available in 2015-16. Subject to the availability of funding, a formal grant variation will be issued in due course to cover financial year 2016-17:**

<b>Per candidate costs</b>	<b>For full 14 month course</b>	<b>15 Monthly payments per candidate for January 16 - March 2017 inclusive</b>
Funding to deliver a bursary of £17k pa	£19,833.00	£1322.20
Funding of £11,667 per trainee to allow the local authorities to procure the course from their chosen HEI	£11,667.00	£777.80
Funding of £1,750 per trainee to cover the supervision and support that hosting authorities provide during the programme	£1,750.00	£116.67
<b>SUBTOTALS</b>	<b>£33,250.00</b>	<b>£2,216.67</b>

The first payment will be distributed following the registration of candidates on the portal (or as notified if reviewed), in January 2016. The remaining instalments will be released when lead authorities certify candidates that are still on their courses at the monthly payment points. The final instalment will be paid in March 2017. If a candidate withdraws from the course their funding ends.

Lead local authorities engaged with the project will be prompted to confirm the participation of their candidates at monthly intervals from January 2016, via the portal (or as notified if reviewed), to activate their funding payments.

Cohort 4 of Step Up to Social Work will start in January 2016 and run to March 2017.

Funding will also be reliant on Regional Partnerships providing quarterly reports in an agreed template, including the following points:

- Names of candidates withdrawn from the programme and the reason why
- Details regarding placement positions for all candidates
- Modules completed by candidates
- Any issues of concern

At the end of the cohort 4 programme, regional partnerships are required to provide the Department for Education (when prompted) details of graduates who have completed the programme and if known, the number of Step Up graduates who are employed within Child and Family Social Work.

Regional Partnerships are required to inform the Department for Education of any changes to the leadership structure within partnerships.

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.

Payments are made into the bank account details submitted as part of **Annex B** to the Department for Education by the lead local authorities of each Regional Partnership.

Please sign this grant agreement for 2015-16 and return it to [socialworkreform.sg@education.gsi.gov.uk](mailto:socialworkreform.sg@education.gsi.gov.uk) **no later than Friday 17 July 2015**.

For further information regarding the project please visit <https://www.gov.uk/step-up-to-social-work-information-for-applicants>

or if this does not answer your question contact a member of the team at [socialworkreform.sg@education.gsi.gov.uk](mailto:socialworkreform.sg@education.gsi.gov.uk)

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