

## Careers Fund – FAQ's

### March 2021

#### **How much can we claim?**

The initial funding offer was a flat rate of £10,000 that was allocated academic year 2018/2019.

The new funding offer for academic year 2019/ 2020 is bespoke to your establishment and has been devised adopting a formulaic approach based on student numbers with additional uplifts for SEND cohorts and Pupil Referral Units. We have also introduced a cap amount for larger establishments.

If you have not used your 2018/ 2019 allocation this can be combined for maximum effectiveness with your new allocation for 2019/ 2020. The funds however **must be spent by 31 July 2022.**

#### **What can we spend the money on?**

The funding must be spent on improving careers education provision by supporting related careers activities that meet the needs of the education establishment and students. Spend must be focused on supporting your establishment with the achievement of the [8 Gatsby Benchmarks](#).

Funding can be used for:

- Careers Education resources (lesson plans/ posters)
- Careers Education Software and Software licenses
- Transport costs to career events/ activities
- Costs to support experiences of the work place/ provider events
- Staffing costs related to back filling posts to free up staff time for career activities
- Careers Education kite mark accreditation awards
- Careers Education qualifications such as Information Advice & Guidance
- External Information Advice & Guidance services.

#### **What can the funding not be spent on?**

The request for funding must be related to the improvement of your careers education provision (See above).

Funding cannot be spent on anything that should be funded through your DfE or ESFA monies such as: IT equipment.

The Combined Authority Careers Coordinators can advise if you have specific requests that are unclear.

**Can I re-allocate funding/ change activities funding has been approved for?**

Yes

Due to the impact of the pandemic we do have flexibilities to re-allocate funding/ change approved activities. Please notify your Careers Coordinator as there is a change request process that your Careers Coordinator will guide you through.

**What are the minimum and maximum amounts I can submit a funding application for?**

Minimum amount is £1,000.

Maximum amount is your total funding allocation. Your TVCA Careers Coordinator will support you with this.

**What if my school is part of a MAT or dual site? Will we each get the funding separately?**

Yes.

**Can education establishments that are part of a MAT redistribute funding between different schools?**

Yes. The funding can be pooled together to support MAT wide careers activity.

**Can education establishments pool funding together to support collaborative careers activity?**

Yes. Your TVCA Careers Coordinator can advise you further on this.

**Does the SLT member responsible for careers need to sign the form?**

A member of your Senior Leadership Team needs to sign the form, ideally this must be your Principal. Your Careers Link Governor must also be made aware of your funding request and that the establishment is receiving funding from the Combined Authority.

**Can the Careers Lead sign on behalf of the SLT?**

If the Careers Lead is a member of SLT they can sign off the funding request, otherwise it must be signed by a member of the SLT team. We recommend sign off is from the Principal.

**Why does the Local Authority need to be involved with the funding request?**

As with all public spending there needs to be a process which ensures transparency and due diligence which involves the key stakeholders which are Tees Valley Combined Authority; of which the Local Authorities are a constituent part.

This will also address any potential duplication of support and potential for double funding.

**Is there a list of providers we can access when looking to spend the funding?**

We can discuss preferred providers as part of the meeting with your Careers Coordinator. We would look to utilise local providers where possible and encourage schools and colleges to use the find my provider tool on the CEC website:

<https://www.careersandenterprise.co.uk/find-activity-provider>

**What is the process and how will TVCA support me with my request?**

See the attached process flow diagram and guidance which gives you the procedure for claiming the funds. Contact us [join@teesvalleycareers.com](mailto:join@teesvalleycareers.com) and your Careers Coordinator will be in touch to arrange a meeting to discuss how the funding can be best used taking into account your Compass results.

**How soon will I receive the funding once my request is submitted?**

Full payment is authorised and paid directly into your bank account within 10 working days of the Claims & Monitoring team receiving the fully approved funding request, providing you have submitted the new supplier form with your bank account details during the approval process. (See process flow chart).