

## **DELIVERY OF *nextstep* SERVICE IN TYNE AND WEAR**

### **APPLICATION FORM**

If you need help completing this form, or have any queries contact the *nextstep* team on 0191 245 3467.

#### 1.CONTACT DETAILS

NAME OF ORGANISATION

ADDRESS

CONTACT NAME

POSITION

ADDITIONAL CONTACT  
(for invoicing where appropriate)

TELEPHONE

FAX

E-MAIL

## 2. ORGANISATION

TYPE OF ORGANISATION  
(e.g. Charitable trust, Further  
Education College, Local  
Authority, Private Training  
Provider)

LEGAL STATUS

CHARITABLE NUMBER  
(if applicable)



#### 4. DELIVERY OF *nextstep* SERVICE

NB Organisations delivering the *nextstep* service must be able to show “additionality”. The easiest way to assess this is to check whether other similar activities already happening will be adversely affected or cease if *nextstep* goes ahead. Any activity in receipt of public funding must be able to show that it hasn’t duplicated activities, which are already happening and so cause the earlier activity to reduce in scale or stop completely.

**PLEASE DESCRIBE HOW YOU WILL DELIVER THE *nextstep* SERVICE.** (e.g. group work, one to one sessions. Core advice services may include: interpreting information and taking into account personal circumstances, helping users to use decision making tools, helping service users to link their personal interests and/or skills to their desired job/career requirements, identifying basic skills needs and referring those clients to sources of help, meaningful interpretation of Labour Market Information and Intelligence, advice on financial and or other support to adult learners, such as Level 2 Entitlement and the Adult learning Grant, advice on job-search techniques. Enhanced services may include intensive one-to-one work, coaching, psychometric testing, career management programmes e.g. Windmills, Real Times, Real Life.)

PLEASE DESCRIBE YOUR PROPOSED TARGET GROUP. (e.g. The priority group for *nextstep* is those without a full NVQ 2 or equivalent. Please also specify the age-groups of the people that you intend to work with, post-code areas and other characteristics e.g. ex-offenders, people needing literacy/numeracy support, people in employment, people with caring responsibilities, with your targets for these groups. Please include targets for the percentage of people without a level 2 qualification with disabilities and the percentage of people without a level 2 qualification aged 50 and above.)

PLEASE DESCRIBE ANY CURRENT IAG PROVISION. (funded through source other than *nextstep*.)

PLEASE DESCRIBE HOW *nextstep* FUNDING WILL ENHANCE OR BUILD ON YOUR CURRENT IAG SERVICES. (e.g. At present we deliver to College students and nextstep will enable us to offer advice to Jobcentre plus customers.)

PLEASE GIVE DETAILS OF ALL DELIVERY SITES AND OUTREACH VENUES TO BE USED, INCLUDING POSTCODES AND OPENING TIMES.

PLEASE DESCRIBE YOUR PLANS TO PROMOTE *nextstep*. (Include the number of leaflets/posters required and your proposed method/date of distribution)

PLEASE DESCRIBE YOUR ARRANGEMENT FOR;

a) FOLLOWING UP CLIENTS' PROGRESS

and

b) OBTAINING FEEDBACK FROM THEM

(The LSC requires that 20% of people receiving advice and 100% of people receiving enhanced services be followed up after one month and then a further five months. The result of the follow-up and evaluation activity must be fed back to New Pathways on a monthly basis, one month in arrears, for reporting to the LSC.)

PLEASE USE THE ABOVE INFORMATION TO COMPLETE YOUR INTENDED WORK PROFILE FOR THE YEAR. (Please be as realistic as possible, using information from previous years' delivery if applicable.)

**ADVICE      AUGUST 2005 – MARCH 2006**

Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
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**ENHANCED SERVICES      AUGUST 2005 – MARCH 2006**

Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
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**ADVICE      APRIL 2006 – AUGUST 2006**

April	May	June	July
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**ENHANCED SERVICES      APRIL 2006 – AUGUST 2006**

April	May	June	July
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WHAT MANAGEMENT SYSTEMS AND PROCEDURES DO YOU HAVE IN PLACE TO ENSURE THE QUALITY OF YOUR INFORMATION, ADVICE AND GUIDANCE DELIVERY? (Please include information about appraisal and supervision processes, staff recruitment and development, CQI Strategy, observation procedures for delivery staff, systems to obtain feedback from service users, staff and partners.)

HAVE YOU ACHIEVED THE MATRIX STANDARD? **YES/NO**

ACCREDITATION DATE:

ARE YOU ACCREDITED TO ANY OTHER QUALITY MARKS/Frameworks? (Please list them)

IS YOUR ORGANISATION SUBJECT TO ALI INSPECTION?

YES/NO?

HOW WILL YOU ENSURE EQUALITY OF OPPORTUNITY IN THE DELIVERY OF THE *nextstep* SERVICE?

## **DECLARATION**

I am authorised to make the application on behalf of the named organisation.

I certify that the information contained in this application is correct.

If the information in the application changes in any way I will inform Connexions Tyne and Wear (New Pathways).

I hereby give permission for Connexions Tyne and Wear (New Pathways) to record the information in this form electronically and to contact my organisation by telephone, mail or e-mail with information about its activities.

The sharing of personal information is subject to the provision of the Data Protection Act 1998. Connexions Tyne and Wear (New Pathways) undertakes with partners organisations to share information about clients lawfully and fairly. Under the terms of this contract I agree to abide by the provisions stated in the Connexions Tyne and Wear Information Sharing Protocol and Agreement 2003.

Signed

Date

## CHECK LIST

- Please enclose the following with your application:
- Staff Development and Recruitment Policy.
- Appraisal/supervision procedures.
- Training Policy.
- Continuous quality improvement (CQI) policy/strategy.
- Feedback procedures – service user, partner and staff.
- Equality and Diversity Policy.
- Health and Safety Policy.
- Risk Assessments for delivery sites.

Please return this form to:

Sue Reeve  
*nextstep* Delivery Network Co-ordinator  
New Pathways  
C/o Connexions Tyne and Wear  
Amber Court  
William Armstrong Drive  
Newcastle Business Park  
Newcastle upon Tyne  
NE4 7YA