

**ROTHERHAM MBC
NEIGHBOURHOODS AND ADULT SERVICES**

Rotherham's Wider-Workforce Skills Development Funding Application Scheme

Quality Assurance Monitoring Form 2013-2014

This form is designed to be completed electronically. Please e-mail nigel.mitchell@rotherham.gov.uk if you would like a paper version of this form.

To be completed and submitted by Friday 3rd May 2013.

SECTION 1) APPLICATION SUMMARY

1.1	Name of organisation, group, training provider
1.2	Title of Learning Activity
1.3	<p>Group accessing the learning activity [✓]</p> <ul style="list-style-type: none"> • User-led and carer-led organisations [] • Volunteers [] • Neighbourhoods [] • Circles of support (neighbours, trades, family/relatives) [] • Carers []
1.4	<p>Theme(s) covered by the learning activity [✓]</p> <ul style="list-style-type: none"> • Recruiting, inducting, training and supporting volunteers to add value to services and provide support in local neighbourhoods [] • Producing neighbourhood learning opportunities [] • Develop community skills to enable those undertaking informal support roles in their community to have access to the knowledge, skills and capacity they need []
1.5	<p>Actual start and end dates of the learning activity</p> <p>Start</p> <p>End</p>
1.6	Actual number of learners completing the learning activity
1.7	Total amount of funding approved by the Council (£)

	£
1.8	Total amount of funding spent by the applicant (£) £
1.9	How much money is being claimed by the applicant for reimbursement? £

SECTION 2) ACHIEVEMENTS AND OUTCOMES

2.1	Describe how this learning activity increased the skills and knowledge of the wider-workforce group involved (150 words <u>minimum</u>)
2.2	Overall, describe how this learning activity impacted on and benefited people who use adult social care services (150 words <u>minimum</u>)
2.3	Specifically, detail <u>two</u> practical examples of how learners used their acquired knowledge and/or skills post the learning activity? (75 words <u>minimum</u> per example) Example 1 Example 2

SECTION 3) FINANCIAL INFORMATION

3.1	How much funding was approved by the Council to support this learning activity?
3.2	How much money (£) was actually spent by the applicant on this learning activity?
3.3	How much money is being claimed by the applicant for reimbursement?

3.4	<p>List and total the entire actual costs incurred by the applicant?</p> <p>Total £</p> <p>Trainer cost £</p> <p>Venue costs £</p> <p>Resources costs £</p> <p>Transport costs £</p> <p>Learner support costs £</p> <p>Any other costs not covered above, give details £</p>
3.5	<p>List and by <i>post</i> enclose evidence of copy receipts, invoices with amounts to demonstrate evidence of <u>all</u> costs to be reimbursed (£) - (See 4.3).</p> <p>£</p> <p>£</p> <p>£</p> <p>£</p> <p>£</p> <p>£</p>

SECTION 4) FEEDBACK ON THE FUNDING SCHEME

4.1	<p>Please make up to two suggestions on how the Learning and Development Team might improve the quality of the Funding Application Scheme to better support the unpaid wider-workforce to meet their skill development needs.</p> <p>Suggestion 1</p> <p>Suggestion 2</p>
4.2	<p>Please provide a quotation about the value of the Funding Application Scheme so that it may be reported to Senior Managers as part of the scheme's evaluation.</p>

SECTION 5) DECLARATION

I confirm that all information included herein is accurate.

5.1	Name
5.2	Signed on behalf of applicant
5.3	Position
5.4	Contact e-mail address
5.5	Date of declaration

SECTION 6) COMPLETION AND RETURN OF THIS FORM

The Quality Assurance Monitoring Form may be completed at the end of the period of the learning activity, **or no later than Friday 17th January 2014** and submitted in hard copy with financial evidence (see 4.5 above) to:

**Rotherham MBC
Learning and Development Manager
Neighbourhoods and Adult Services Directorate
Riverside House
Main Street
ROTHERHAM
S60 1AE**

Please also submit by e-mail a copy of the completed Quality Assurance Monitoring Form to directions@rotherham.gov.uk no later than **Friday 17th January 2014**.

Please also submit an invoice to directions@rotherham.gov.uk no later than **Friday 17th January 2014**.

Thank you for completing this form.

[PART B - To be completed by the Wider-workforce Funding Application Scheme Panel](#)

FOR PANEL USE ONLY

FOR COMPLETION BY THE FUNDING APPLICATION SCHEME REVIEW PANEL

Date of panel

Chair of panel

Panel membership

Notes / Comments

Panel decisions

Panel agreed actions