

GRANT VARIATION FOR Careers Information, Advice and Guidance (CIAG) Support for Schools and Colleges: 9264

The variation order to our Grant Funding Agreement to take effect from 1 October 2024 is as follows:-

Variation to the Grant Funding Agreement with: The Careers & Enterprise Company (CEC)

Dated 25th April 2024

Variation Number: 03

1. The Grant Funding Letter, section “How much Funding is available and for how long?”, is amended as follows:
2. The funding will be split across the 24-25 Financial year and the 25-26 Financial year as follows:
 - Cost FY 2024-25 - £31.991m
 - Cost FY 2025-26 - £15.791m (up to September 2025)

The funding amount for 2025-26 is indicative and is dependent on successful delivery of agreed objectives. There is always the possibility of the Department’s overall funding being decreased or constrained in the next Spending Review period. Under such circumstances, and in accordance with the provisions detailed in the Grant Terms and Conditions, the Department may need to make adjustments to the above FY 2025-26 allocation in order to manage within its budget. Should this occur, we would notify you at the earliest opportunity and agree any necessary amendments to the agreed objectives

3. The following paragraph is added to the Grant Funding Letter, section “How much Funding is available and for how long?”

The funding includes up to £108k of grant funding that can be used during the period 01/08/2024 until 30/09/25 to ensure that Amazing Apprenticeships work focusing on the promotion of Higher Technical Qualifications (HTQ) is paid for in accordance with the contracted payment schedule for successful delivery of their service obligations under the HTQ contracts.

4. Updated Annex E is attached to reflect increased budget allocation for Work Experience (£700k in FY24-25) and HTQ activity (£83k in FY24-25 and £25k in FY25-26).
5. Addendum Annex F is attached which includes descriptions of additional

activities relating related to Objectives 1 and 2. The activities described in Annex F are agreed between the department and CEC and reflect the additional activities designed to improve work experience provision and activities relating to CEC's contract management of the HTQ awareness project.

6. Updated Annex H is attached to reflect increased budget.
7. Addendum Annex J Qualitative Report is attached which contains new KPI's relating to additional activities designed to improve work experience provision and CEC's management of the HTQ awareness project.

We agree that all other terms and conditions of the Grant Funding Agreement remain unaltered and that no other liabilities, financial or otherwise, shall accrue to the Department because of the above amendment. We confirm acceptance of the variation on the terms specified above.

**Authorised to sign for and on behalf of
the Secretary of State for Education**

Signature *Ceri D'Mello*
Ceri D'Mello (Oct 4, 2024 16:26 GMT+1)

Date Oct 4, 2024

Name in Capitals CERI D'MELLO

Address in full

Department for Education
Piccadilly Gate
Store Street
Manchester
M1 2WD

**Authorised to sign for and on behalf of
the Careers and Enterprise Company**

Signature *Oli de Botton*
Oli de Botton (Oct 4, 2024 10:12 GMT+1)

Date Oct 4, 2024

Name in Capitals OLI DE BOTTON

Address in full

Annex E – Details of Grant Resource Budget Allocation

Commercial Reference number: 9264
Grant Identity (GID) number: GID-000904

Ensure Annex C or D claims align to items listed below.

Table 1 - Overview of Estimated Budget (per high-level Objective)

Version: 2.5

Last Update: 2/12/19

Activity	Cost (FY24-25)	Cost (FY25-26)	Total Cost
1: A unified careers system			
System Investment	15,510,000	7,380,000	22,890,000
National Oversight and support	5,600,000	2,920,000	8,520,000
Contracted payment to ASK contractors	2,221,000	1,291,000	3,512,000
2: Skills, training and work experience			
System Investment	1,880,000	810,000	2,690,000
National Oversight and support	4,040,000	2,000,000	6,040,000
Central Support Costs			
Governance and operational support	2,740,000	1,390,000	4,130,000
Total Cost	31,991,000	15,791,000	47,782,000

The above table is supported by a pricing schedule that is included as appendix to this annex.

This is an indicative budget profile which will be formally reviewed and reforecast quarterly and will be kept under review monthly.

The Department will pay this Grant to The Careers & Enterprise Company in accordance with a payment schedule agreed with The Company, subject to the Company meeting the requirements of this Grant Funding Agreement.

GFA Variation ANNEX F – List of objectives for which the grant is being paid The Careers & Enterprise Company (CEC), Commercial Reference Number 9264

Agreement summary:

This variation agreement funds The CEC to work with partners to pilot key elements of the delivery of two weeks' worth of meaningful work experience for young people across England. The activity will test how a multi-experience model – with a focus on those who are most disadvantaged - can facilitate all types of schools and business to engage, including small and medium-sized enterprises (SMEs) and growth sectors. This delivery will take place primarily through Careers Hubs, hosted by Combined and Local Authorities.

The work is shaped by the ['equalex'](#) quality framework for work experience, which

Version: 2.5

Last Update: 2/12/19

supports three main outcomes:

1. **Quality:** A multi-experience model that uses learning objectives to join activity together during a young person’s time at school.
2. **Equity:** A minimum of 50 hours (two weeks’ worth) of work experience - tailored days, blocked periods etc. - tracked at the learner and school level.
3. **Flexibility:** Structured to support all types of school and business, including smaller employers.

Goals:	Key Activities and Performance Indicators:
<p>Phase 1 of delivering 2 weeks’ worth of high-quality work experience for every young person</p> <ul style="list-style-type: none"> ○ National support ○ Regional support 	<p><u>National support</u></p> <p>By end of March 2025 (unless otherwise stated):</p> <p>Employer offer:</p> <ul style="list-style-type: none"> • Develop an engagement pack to be used by Careers Hubs to encourage SMEs to offer high-quality experiences, in line with the equalex framework. Available to all Hubs and sector partners and rolled out in depth with an evaluation across 2 Hubs. • Design a set of easy-to-use templates for SMEs to help develop experiences, including details of how to successfully deliver virtually and in person. • Activation of Cornerstone Employers/large employers from high-growth sectors to trial working with SMEs to deliver work experience. • Pilot a sector-based model of engaging SMEs in meaningful work experience including the activation of Cornerstone Employers/Large employers from high growth sectors to trial working with SMEs to deliver progressive workplace experiences. • Procure a Delivery Partner by November 2024. • Develop all resources by December 2024. • All resources launched to SME community and partners by January 2025. <p>Data and Digital Development:</p> <ul style="list-style-type: none"> • Scope and deliver a Careers Leader measurement tool in Compass+ to establish baseline and record system progress (pre-Gatsby Benchmark revision). • Pilot development of a Learner Profile in The Greater

	<p>Manchester Combined Authority through the MBacc pilot and test the potential relationship with other Hub pilots.</p> <ul style="list-style-type: none"> • Scope and plan implementation of a centralised support offer to reduce traditional work experience burden. • Discovery and development of digital tools between November 2024 and February 2025. • Test digital tools between March 2025 and August 2025. <p>Virtual Work Experience:</p> <ul style="list-style-type: none"> • Develop and test, with partners, a virtual work experience platform to connect with Hubs: • Launch the procurement process for supplier(s), to be completed by end of October 2024. • Virtual work experience supplier(s) to be secured by end of November 2024. • Development of virtual work experience platform(s) between November 2024 and January 2025. • Platform(s) to be available and accessible by schools and employers from February 2025. <p>Work with Careers Delivery Providers:</p> <ul style="list-style-type: none"> • Strengthen key strategic partnerships with early adopters of equalex. • Develop the early adopter offer. • Run three equalex provider events focused on: <i>What is equalex? & Reimagining work experience</i>. • Develop provider collateral and guidance: working with schools, mapping products and services to equalex framework.
	<p><u>Regional support</u></p> <p>By end of March 2025 (unless stated otherwise):</p> <ul style="list-style-type: none"> • 4 Hubs – in a range of geographies and contexts - testing differentiated work experience models bespoke to regional priorities, including: <ul style="list-style-type: none"> ○ Direct commissioning for brokerage of enhanced work experience for disadvantaged learners (or

	<p>wider).</p> <ul style="list-style-type: none"> ○ Ring-fenced 'disadvantage premium' allocated to pilot schools (e.g. transport costs). ○ Development of provider commissioning model aligned to national support. ○ Coordinated risk assessments and health and safety checks at Hub level. <ul style="list-style-type: none"> • Grant agreements and delivery plans, including disadvantage premium parameters in place by end of October 2024. • Delivery of regional support between October 2024 and August 2025. • Ongoing monitoring and reporting by Hubs between October 2024 and August 2025.
	<p><u>Reporting</u></p> <p>By end of March 2025:</p> <ul style="list-style-type: none"> • Provide DfE with monthly and quarterly insights and progress updates against KPIs and key milestones. Including insights through the lens of employers, educators and Careers Hub modelling.
<p>Contract Management - Higher Technical Qualification (HTQ) Awareness Raising Project</p>	<p>By end of March 2025 (unless stated otherwise):</p> <ul style="list-style-type: none"> • Agree contract variation to deliver HTQ awareness raising. Work schedule and KPIs to be agreed with DfE in advance • Establish and provide effective contract management for the HTQ awareness raising contract by end of October 2024. • Establish appropriate governance arrangements with meetings to discuss contractual performance and budgets by end of October 2024. • Provide DfE with quarterly reports on contract performance and progress against the delivery of KPIs and budget.

Annex H – Proposed Grant payment schedule

Jaggaer Reference number: 9264
Grant Identity (GID) number: GID-000904

This proposed schedule does not replace the requirement to submit claims in line with the payment arrangements for the grant.

The Department intends to pay the Funding to The Careers & Enterprise Company in accordance with the following payment schedule, subject to The Careers & Enterprise Company meeting the requirements of this Grant Funding Agreement and the relevant duly completed claim forms (Annex C or D as appropriate) being received. All payments relating to the FY2024-25 grant activity to be paid by September 2025, with final reconciliation in December 2025.

Table for FY 2024 – 2025

Grant Project Name	Careers Information, Advice and Guidance (CIAG) Support for Schools and Colleges
Commercial Reference Number	9264

Period	Claim submission expected on	Proposed payment date	Proposed Payment Amount
April to June 24	Signature of GFA	April 2024	£3,650,000
July to September 24	11 th June 2024	Friday 28 th June 2024	£7,550,000
October to December 24	10 th September 2024	Friday 27 th September 2024	£7,233,000
January to March 25	3 rd December 2024	Friday 27 th December 2024	£10,373,000
Cash outflows expected April, May and June 2025 relating to FY24-25 grant activity.	11 th March 2025	Friday 28 th March 2025	£3,185,000
Total proposed payments			£31,991,000

Table for FY 2025-2026

Grant Project Name		Careers Information, Advice and Guidance (CIAG) Support for Schools and Colleges	
Commercial Reference Number		9264	
Period	Claim submission	Proposed Payment date	Proposed Payment

	n expected on:		Amount (£)
April – June 2025	11 th March 2025	Friday 28 th March 2025	£7,272,000
July – September 2025	10 th June 2025	Friday 27 th June 2025	£8,519,000
Total proposed payments			£15,791,000

Annex J – Sample Progress and Final reporting form

Objective 2. Building skills, training, and workplace experiences

National Support - Phase 1 of delivering 2 weeks’ worth of high-quality work experience for every young person.

(Please note that all target dates are at the end of the specified month – unless stated)

Employer Offer			
Progress this Quarter:	Plan for next Quarter:		
Provide an overview on progress: <ul style="list-style-type: none"> Progress towards milestones (and narrative explaining any variation against expected progress) Impact of delivery Risks to delivery and mitigations 	Provide any key upcoming milestones and activity: <ul style="list-style-type: none"> Key activity and milestone dates 		
Key Activities/KPIs	Target	R A G	Where amber or red provide a specific update on impact to delivery and mitigating actions.
Develop an engagement pack to be used by Careers Hubs to encourage SMEs to offer high-quality experiences, in line with the equalex framework. Available to all Hubs and sector partners and rolled out in depth with an evaluation across 2 Hubs.	By Mar 25		
Design a set of easy-to-use templates for SMEs to help develop experiences, including details of how to successfully deliver virtually and in person.	By Mar 25		
Activation of Cornerstone Employers /large employers from high-growth sectors to trial working with SMEs to deliver work experience.	By Mar 25		
Pilot a sector-based model of engaging SMEs in meaningful work experience.	By Mar 25		
Key milestones:			

Procure a Delivery Partner	By Nov 24		
Develop all resources	By Dec 24		
All resources launched to SME community and partners by January 2025	By Jan 25		

Data and Digital Development

Progress this Quarter:	Plan for next Quarter:		
Provide an overview on progress: <ul style="list-style-type: none"> Progress towards milestones (and narrative explaining any variation against expected progress) Impact of delivery Risks to delivery and mitigations 	Provide any key upcoming milestones and activity: <ul style="list-style-type: none"> Key activity and milestone dates 		
Key Activities and Performance Indicators	Target	R A G	Where amber or red provide a specific update on impact to delivery and mitigating actions
Scope and deliver a Careers Leader measurement tool in Compass+ to establish baseline and record system progress (pre-Gatsby Benchmark revision).	By Feb 25		
Pilot development of a Learner Profile in The Greater Manchester Combined Authority through the MBacc pilot and test the potential relationship with other Hub pilots.	By Feb 25		
Scope and plan implementation of a centralised support offer to reduce traditional work experience burden	By Feb 25		
Begin user testing	By Mar 25		

Virtual Work Experience

Progress this Quarter:	Plan for next Quarter:		
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Provide an overview on progress. <ul style="list-style-type: none"> Progress towards milestones (and narrative explaining any variation against expected progress) Impact of delivery Risks to delivery and mitigations 	Provide any key upcoming milestones and activity: <ul style="list-style-type: none"> Key activity and milestone dates 		
Key Activities and Performance Indicators	Target	R A G	Where amber or red provide a specific update on impact to delivery and mitigating actions
Develop and test, with partners, a virtual work experience platform to connect with Hubs	By Mar 25		
Key Milestones:			
Launch the procurement process for supplier(s).	By Oct 24		
Secure Virtual work experience supplier(s).	By Nov 24		
Development of virtual work experience platform(s).	By Jan 25		
Platform(s) to be available and accessible by schools and employers.	By Feb 25		

Work with Careers Delivery Providers

Progress this Quarter:	Plan for next Quarter:
Provide an overview on progress: <ul style="list-style-type: none"> Progress towards milestones (and narrative explaining any variation against expected progress) Impact of delivery Risks to delivery and mitigations 	Provide any key upcoming milestones and activity: <ul style="list-style-type: none"> Key activity and milestone dates

Key Activities/KPIs	Target	R A G	Where amber or red provide a specific update on impact to delivery and mitigating actions.
Strengthen key strategic partnerships with early adopters of equalex	By Mar 25		
Develop the early adopter offer.	By Mar 25		
Run three equalex provider events focused on: <i>What is equalex? & Reimagining work experience</i>	By Mar 25		
Develop provider collateral and guidance: working with schools, mapping products and services to equalex framework.	By Mar 25		

Regional Support - Phase 1 of delivering 2 weeks' worth of high-quality work experience for every young person.

Regional Support			
Progress this Quarter:	Plan for next Quarter:		
Provide an overview on progress: <ul style="list-style-type: none"> Progress towards milestones (and narrative explaining any variation against expected progress) Impact of delivery Risks to delivery and mitigations 	Provide any key upcoming milestones and activity: <ul style="list-style-type: none"> Key activity and milestone dates 		
Key Activities and Performance Indicators	Target	R A G	Where amber or red provide a specific update on impact to delivery and mitigating actions
4 Hubs – in a range of geographies and contexts - testing differentiated work experience models bespoke to regional priorities, including: <ul style="list-style-type: none"> Direct commissioning for brokerage of enhanced work experience for disadvantaged learners (or wider). Ring-fenced 'disadvantage premium' allocated to pilot schools (e.g. transport costs). Development of provider commissioning model aligned to national support. 	By Mar 25		

<ul style="list-style-type: none"> Coordinated risk assessments and health and safety checks at Hub level. 			
Key Milestones:			
Grant agreements and delivery plans, including disadvantage premium parameters in place by October 2024.	By Oct 24		
Delivery of regional support	From Oct 24		
Ongoing monitoring and reporting by Hubs.	From Oct 24		

Objective 1. A Unified Careers System built on quality and co-ordination.

Contract Management - Higher Technical Qualification (HTQ) Awareness Raising Project			
Progress this Quarter:	Plan for next Quarter:		
Provide an overview on progress. <ul style="list-style-type: none"> Progress towards milestones (and narrative explaining any variation against expected progress) Impact of delivery Risks to delivery and mitigations 	Provide any key upcoming milestones and activity: <ul style="list-style-type: none"> Key activity and milestone dates 		
Key Activities and Performance Indicators	Target	R A G	Where amber or red provide a specific update on impact to delivery and mitigating actions
Agree contract variation to deliver HTQ awareness raising. Work schedule and KPIs to be agreed with DfE in advance.	By Mar 25		
Establish and provide effective contract management for the HTQ awareness raising contract.	By Oct 24		
Establish appropriate governance arrangements with meetings to discuss contractual performance and budgets.	By Oct 24		
Provide DfE with quarterly reports on contract performance and progress against the delivery of KPIs and budget.	Ongoing		











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Final Audit Report

2024-10-04

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2024-10-04 - 3:26:18 PM GMT
-  Document e-signed by Ceri D'Mello (ceri.dmello@education.gov.uk)
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