



Department  
for Education

Oli de Botton  
Chief Executive  
c/o The Careers & Enterprise Company  
120 Aldersgate St,  
London  
EC1A 4JQ

6<sup>th</sup> August 2024

**Grant Variation: Careers Information, Advice and Guidance (CIAG)  
Support for Schools and Colleges: 9264**

This variation relates to the novation of the following five contracts from ESFA to CEC:

- Contract Ref 12027: Supplying Non-digital support for the Apprenticeship Support and Knowledge for Schools and Colleges (ASK)
- Contract Ref GS00494C: Apprenticeship Support and Knowledge programme delivery in the North
- Contract Ref GS00494C: Apprenticeship Support and Knowledge programme delivery in the South
- Contract Ref GS00493C: Apprenticeship Support and Knowledge programme delivery in London
- Contract Ref GS00494C: Apprenticeship Support and Knowledge programme delivery in the Midlands'

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

**Variation to the Grant Funding Agreement with The Careers & Enterprise Company**

**Variation Number: 02**

- 1) The Grant Funding Letter, section "*How much Funding is available and for how long?*", is amended as follows:

The funding will be split across the 24-25 Financial year and the 25-26 Financial year as follows:

- Cost FY 2024-25 - £31.21m
- Cost FY 2025-26 - £15.77m

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.

- 2) The following paragraph is added to the Grant Funding Letter, section "How much Funding is available and for how long?"

The funding for FY 2024-25 includes up to £3.4m of grant funding that can be used during the period 01/08/2024 until 30/09/25 to ensure that ASK contractor invoices are paid in accordance with the contracted payment schedule for successful delivery of their service obligations under the ASK contracts.

- 3) Updated Annex E is attached to reflect increased budget allocation for ASK activity.
- 4) Addendum Annex F which includes descriptions of additional activities and KPI's relating to Objectives 1 and 2 and additional funding for those activities. (The activities described in Annex F are agreed between the department and CEC and reflect how CEC will manage the ASK contracts. The terms and conditions and the current delivery objectives of the ASK contracts remain unchanged and this variation does not constitute a change in the ASK service.<sup>1</sup>)
- 5) Updated Annex H is attached to reflect increased budget.
- 6) Addendum Annex J Qualitative Report which contains new KPI's relating to CEC's management of ASK contracts.

We agree that all other terms and conditions of the Grant Funding Agreement remain unaltered and that no other liabilities, financial or otherwise, shall

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<sup>1</sup> Any changes proposed to the service requirements of the ASK programme would be subject to the change control procedure and the requirements of DfE's governance procedure as well as the Public Contracts Regulations 2015 (PCR)

accrue to the Department because of the above amendment. We confirm acceptance of the variation on the terms specified above.

Should an event occur that may warrant a change to the grant payable in relation to the ASK contracts, the parties will assess the implications of that event, and as agreed, apply a variation to the grant funding agreement in relation to the ASK contracts.

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

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

**Signature** *Ceri D'Mello*  
Ceri D'Mello (Aug 8, 2024 12:59 GMT+1)

**Signature** *Oli de Botton*  
Oli de Botton (Aug 6, 2024 11:33 GMT+1)

**Date** Aug 8, 2024

**Date** Aug 6, 2024

**Name in Capitals** Ceri D'Mello

**Name in Capitals** Oli de Botton

**Address in full**

**Address in full**

8th Floor, Piccadilly Gate, Manchester, M1 2WD

## Annex E – Details of Grant Resource Budget Allocation

Commercial Reference number: 9264

Grant Identity (GID) number: (to be confirmed after agreement signed)

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

Activity	Cost (FY24-25)	Cost (FY25-26)	Total Cost
<b>1: A unified careers system</b>			
System Investment	£15.51m	£7.38m	£22.82m
National oversight and support	£5.60m	£2.92m	£8.52m
Contracted payments to ASK contractors	£2.14m <sup>2</sup>	£1.27m <sup>3</sup>	£3.41m
<b>2: Skills, training and work experience</b>			
System Investment	£1.38m	£0.81m	£2.19m
National oversight and support	£3.84m	£2.00m	£5.84m
<b>Central Support Costs</b>			
Governance and operational support	£2.74m	£1.39m	£4.13m
<b>Total Cost</b>	<b>£31.21m</b>	<b>£15.77m</b>	<b>£46.98m</b>

Overall, the budget profile is indicative: it 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.

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<sup>2</sup> £2.14m is **not the value of the full financial year**, but for 8 months Aug 2024- March 2025

<sup>3</sup> This is not a full financial year, but April 2025 – September 2025

## Annex F – Aims and objectives of the Funding

### Management of the existing Apprenticeship Support and Knowledge (ASK) contracts.

Delivery mechanism: ASK Programme - raising awareness of apprenticeships, traineeships, and T Levels in schools and colleges.

Goals:	Key Activities and Performance Indicators:
<p><b>Manage delivery of the ASK contracts.</b></p>	<p><b>Transition activities to integrate ASK contract management into CEC structures and governance:</b></p> <p>By September 2024:</p> <ul style="list-style-type: none"> <li>- Integrate the Department’s existing ASK Customer Relationship Management system (CRM) into CEC’s systems to ensure continuity of service and measurement of progress against KPIs. This CRM is essential for managing school bookings.</li> <li>- Introduce a governance function that will be responsible for providing effective contract management of the ASK Contracts and the respective Contractors.</li> <li>- Produce a Contract Management Plan inclusive of appropriate contract management controls which include: financial monitoring tools, risk register, issues log, obligations tracker.</li> <li>- Ensure suppliers have exit plans inclusive of asset registers, supplier personnel, and timelines for emergency and ordinary exit.</li> <li>- Establish an appropriate governance framework with meetings to discuss contractual performance and budgets, which as a minimum aligns with the expectations outlined in the ASK contracts.</li> </ul> <p><b>Ongoing management of the delivery of ASK contracts and improved alignment with other GFA funded activities:</b></p> <p>By September 2025:</p> <ul style="list-style-type: none"> <li>- Manage the delivery of the ASK contracts, overseeing Contractor performance against KPIs and taking remedial action if appropriate</li> </ul>

	<p>through levers in the ASK contract, i.e. performance improvement plans.</p> <ul style="list-style-type: none"> <li>- Achieve greater integration and alignment of the ASK programme and Careers Hubs, identifying opportunities for shared governance and mutually supportive approaches.</li> <li>- Through managing delivery of the ASK contracts, develop strategic levers that support the ASK programme contractors to respond to both demand and need.</li> <li>- Identify opportunities for greater impact through partnering on resources and CPD as appropriate, facilitating connections between Hub Leads and the ASK programme where these do not already exist, with knowledge and learnings to be shared with the Department.</li> <li>- Oversee delivery of the ASK Development School Programme to ensure awareness of apprenticeships and T Levels is increased amongst underrepresented cohorts.</li> <li>- Explore combining CEC and ASK data sources and analyse ASK performance data to guide thinking on targeting and improving impact (proposals arising out of this work to be agreed with the DfE prior to implementation).</li> </ul> <p><b>Report to DfE on ASK contract performance and progress on delivery of related GFA key activities and performance indicators:</b></p> <ul style="list-style-type: none"> <li>- Provide monthly and quarterly updates covering ASK contractor progress (against KPIs within the ASK contracts) and delivery of GFA key activities and performance indicators.</li> <li>- Where contractual changes are proposed, bring the case to DfE to consider whether the changes are appropriate.</li> <li>- Complete a consolidated report on ASK end of year performance.</li> </ul>
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## Annex H – Proposed Grant payment schedule

Commercial Reference number: 9264

Grant Identity (GID) number: (to be confirmed after agreement signed)

**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 <sup>th</sup> June 2024	Friday 28 <sup>th</sup> June 2024	£7,550,000
October to December 24	10 <sup>th</sup> September 2024	Friday 27 <sup>th</sup> September 2024	£7,233,000
January to March 25	3 <sup>rd</sup> December 2024	Friday 27 <sup>th</sup> December 2024	£9,590,000
Cash outflows expected April, May and June 2025 relating to FY24-25 grant activity.	11 <sup>th</sup> March 2025	Friday 28 <sup>th</sup> March 2025	£3,185,000
Total proposed payments			£31,208,000

**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 expected on:	Proposed Payment date	Proposed Payment Amount (£)
April – June 2025	11 <sup>th</sup> March 2025	Friday 28 <sup>th</sup> March 2025	£7,247,000
July – September 2025	10 <sup>th</sup> June 2025	Friday 27 <sup>th</sup> June 2025	£8,519,000
Total proposed payments			£15,766,000



## Annex J – Sample Progress and Final reporting form


Commercial Reference number: 9264

Grant Identity (GID) number: (to be confirmed after agreement signed)

Example ASK Quarterly Qual Report

Transition activities to integrate ASK contract management into CEC structures and governance			
Progress this Quarter:		Plan for next Quarter:	
Key Activities and Performance Indicators	Target	R A G	Where amber or red provide a specific update on impact to delivery and mitigating actions
Integrate the ASK Customer Relationship Management system (CRM)	By Sep 24		
Introduce a governance function	By Sep 24		
Produce a Contract Management Plan	By Sep 24		
Ensure suppliers have exit plans	By Sep 24		
Establish appropriate governance framework	By Sep 24		

Ongoing management of the delivery of ASK contracts and improved alignment with other GFA funded activities			
Progress this Quarter:		Plan for next Quarter:	
Key Activities and Performance Indicators	Target	R A G	Where amber or red provide a specific update on impact to delivery and mitigating actions
Manage the delivery of the ASK contracts, overseeing contractor performance against KPIs	By Sep 25		
Achieve greater integration and alignment of the ASK programme and Careers Hubs	By Sep 25		
Develop strategic levers that support the ASK programme contractors to respond to both demand and need	By Sep 25		
Identify opportunities for greater impact through partnering on resources and CPD	By Sep 25		
Oversee delivery of the ASK Development School Programme	By Sep 25		

Explore combining CEC and ASK data sources	By Sep 25		
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# 060824 ASK Novation variation letter\_final

Final Audit Report

2024-08-08

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