

APPENDIX 3 – Self Managed Learning Centre (SMLC) Report 14/10/13

Brighton and Hove City Council and alternative education

The Key Stage 4 Engagement Programme

BHCC commissions training providers to deliver the various vocational courses offered by the Key Stage 4 Engagement Programme (KS4EP). The KS4EP offers young people on roll at mainstream school in Brighton and Hove the opportunity to follow a vocational programme one day a week to enhance their school curriculum. It is targeted at young people who are disengaged or at risk of disengagement with education with the aim of re-engaging them with learning. Providers are commissioned following a rigorous procurement process supported by the BHCC procurement team.

A requirement of the tender specification is that the provider be prepared to undergo a Health and Safety Assessment by a competent representative of BHCC and be prepared to take any follow up action required.

Providers are required to complete a Single Central Record template for their staff involved in the delivery or administration of KS4EP courses. This is held by the 14-19 Engagement Team and available to schools on request.

There are specific requirements relating to quality assurance. The following steps are taken to monitor quality assurance:

- the 14-19 Engagement Team Manager (BHCC) visits each provider on a termly basis
- providers attend a half-termly provider meeting hosted by the 14-19 Engagement Team Manager
- Representatives of the Behaviour and Attendance Partnership visit each course delivered to moderate the provider's quality assurance processes and to carry out a lesson observation. They will revisit the provider to follow up any resulting actions.

Alternative Education Directory

BHCC has mapped the training providers in the city who are currently offering provision for, or who are looking to develop provision for, young people in KS3 and KS4. This information has been collated in an Alternative Education Directory which is maintained by the 14-19 Engagement Team Manager and held on the BHCC website. Unlike ESCC, BHCC does not approve or recommend this provision. It has simply gathered information about provision in one place and has asked preliminary questions around safeguarding, Health and Safety and insurance. Any school or parent wishing to refer to or commission a provider must carry out their own checks to satisfy their own requirements.

