



Skills Funding  
Agency

February 2014

## Further Education College Capital Investment Fund (CCIF) 2013-15: Detailed Application Form

College Contact Information	
College Name:	Chichester College
College Address:	Chichester Campus Westgate Fields Chichester West Sussex PO19 1SB
College Contact Name and Job Title:	Julie Sleeman, Chief Operating Officer
Contact Telephone:	01243 812228
Contact Email:	Julie.sleeman@chichester.ac.uk
UPIN:	107513

<b>Section 1: Project Details</b>	
Title of Project:	B Block Refurbishment including the Hospitality Real Work Environment (RWE) Refurbishment
Project Summary:	<p>a <span style="float: right;"><i>maximum 100 words</i></span></p> <p>This project is the refurbishment and modernisation of the College accommodation within B Block with the main focus being the Hospitality &amp; Catering facilities. The objectives are to remodel and refurbish the current catering facilities to provide a modern Real Work Environment (RWE) and update the building infrastructure.</p> <p>The current Hospitality and Catering facilities are located on the Chichester campus on the ground and first floor of B Block. B Block has not had any significant capital investment in the last 20 years. In a recent building survey, this block was rated as 'red' and described as 'beyond useful repair or at a low standard that no longer reflects good quality'</p>
Total Project Cost:	£2,801,487.60
Grant Requested:	<p>£1,961,041.3 <span style="float: right;">Percentage 70% of total project costs</span></p> <p>Confirm if this includes the Project Development Fund allocation (if eligible) <b>No</b></p>
Location of Project:	<p>b</p> <p>Chichester</p>
Name of LEP/City Region/Enterprise Zone (if applicable):	<p>c</p> <p>Coast to Capital</p>
Changes in project since Expression of Interest submission	


Inoperable/Category D Building Condition:	<p>g <span style="float: right;"><i>maximum 100 words</i></span>  There are no Category D buildings within the College estate</p>
Project Costs:	<p>Complete the cost breakdown pro forma.  Justify/explain any variances from the Agency's cost model.</p> <p style="text-align: right;"><i>maximum 400 words</i></p>
BREEAM:	<p>h <span style="float: right;"><i>maximum 100 words</i></span>  Through the pre-assessment work undertaken, the project currently scores 57.15%, which equates to a Very Good rating.</p>

Sustainability:	
Acquisition details (if applicable, freehold/ long leasehold only):	

## Section 3: Benefits to Learners, Employers, Local Community and Supporting Economic Growth - how the project meets the key criteria set out in Annex A of the FE College Capital Investment Strategy

### 2. Impact on Growth

**Note: In the responses to the questions in this section, it is important to make reference to the learner number table and to include quantifiable targets and measures, as appropriate, to assist with an objective assessment of the application.**

#### Learner Numbers:

Complete the table below to show the number of learners that will benefit from the project.

14 – 16	18	28	10
16-19 EFA	90	120	30
Adult Skills Classroom-Based	222	266	44
16-18 Apprenticeships	12	32	20
Adult (19+) Apprenticeships	22	40	18
Adult Skills Workplace	0	0	0
<b>Total</b>	<b>364</b>	<b>474</b>	<b>122</b>

#### Curriculum Areas:

Which curriculum areas will be affected by the project including learner numbers? (Note: we will not assess this but it will help us to understand the proposal)

Hospitality and Catering, supporting a wide selection of learners as illustrated in the table above, is the primary curriculum area to benefit from the project. Other curriculum areas and learners positively impacted by the project include:-

#### 14-16

These students have the opportunity to choose catering as an option, in line with their GCSEs.

#### Foundation Programmes (SLDD)

These students use the restaurant facility to practice and be assessed for their food service skills.

#### NEET

There is a large provision for NEETs within college (referred to as “e-

	<p>routes” within College) and catering is a pathway often taken up.</p> <p><u>Apprentices</u> Apprentices at Level 2 and 3 attend one day per week whilst also working within local industry, they work towards a full framework in Professional Cookery.</p> <p><u>International</u> The College has a large intake of international students and they attend sessions to support their language classes. Catering is also an option as part of the summer school programme.</p> <p><u>Tourism</u> Students work within the RWE to develop their customer service skills.</p> <p><u>A Levels</u> Our A level students are offered cooking for university as an enrichment opportunity on a Wednesday afternoon.</p> <p style="text-align: right;"><i>maximum 200 words</i></p>
<p>Responding to current and future skills needs:</p>	<p>Explain how the project will enable a positive and measurable impact on responding to skills needs, including:</p> <ul style="list-style-type: none"> <li>• meets current and future skills needs and supporting growth industries and sectors</li> <li>•</li> <li>• aligns with local stakeholder plans and identified needs, including Local Enterprise Partnership (LEP), City Region Strategies and Enterprise Zones</li> <li>• makes measurable contributions to specific local priorities, issues and challenges.</li> </ul> <p style="text-align: right;"><i>maximum 750 words</i></p>
<p>Tackling NEETs and unemployment:</p>	<p>Explain how the project will have a positive and measurable impact to tackle:</p> <ul style="list-style-type: none"> <li>• 16-24 unemployment</li> <li>• adult unemployment</li> <li>•</li> <li>• NEETs</li> <li>• skills shortages.</li> </ul>

	<i>maximum 750 words</i>
Expanding and growing Apprenticeships and employer engagement:	<p>Explain how the project will support the expansion and growth of Apprenticeships and employer engagement, with particular reference to:</p> <ul style="list-style-type: none"> <li>• how the project will have a positive and measurable impact on increasing and expanding 16-18, 19-24 and 25+ Apprenticeships and also Traineeships</li> <li>• how the project will support the provision of enhanced progression routes to higher-level training, including higher-level Apprenticeships</li> <li>• how the project will engage with and support the business and skills requirements of employers, particularly small- and medium-sized enterprises (SMEs).</li> </ul> <p style="text-align: right;"><i>maximum 750 words</i></p>

<p>Providing benefits to classroom-based learners:</p>	<p>Explain how the project will provide benefits to classroom-based learners, including:</p> <ul style="list-style-type: none"> <li>• a positive and measurable impact on 16-18 learners</li> <li>• a positive and measurable impact on adult learners</li> <li>• a flexible resource base and industry-standard equipment and environments for vocational learning.</li> </ul> <p style="text-align: right;"><i>maximum 750 words</i></p>
<p>Improving the quality of teaching and learner success:</p>	<p>Explain how the project will support measurable improvements in:</p> <ul style="list-style-type: none"> <li>• the quality of teaching and learning</li> <li>• learner success.</li> </ul> <p>Are any of the curriculum areas concerned inadequate and, if so, how will the project address these?</p> <p style="text-align: right;"><i>maximum 750 words</i></p>



Other Growth Measures:	<p>Explain how the project will contribute to other growth measures, including:</p> <ul style="list-style-type: none"><li>• more opportunities for learners with learning difficulties and disabilities</li><li>• more flexible routes and opportunities to higher education</li><li>• impact on areas of high deprivation.</li></ul> <p style="text-align: right;"><i>maximum 500 words</i></p>
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## Section 4: Financial Value for Money and Affordability

Investment Appraisal and Running Costs:

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Complete the table below to show the cost and Net Present Value (NPV) of each option:

Option	Cost (£000)	NPV (£000)
Proposed project	£2,801,489	£1,676,544
Base case	-	(£1,021,184)

The investment appraisals should include estimates of any premises costs and operating savings arising from the project over a 20-year period.

Complete the table below to show the estimated premises costs and savings over a 20 year-period for the proposed project:

	Proposed Project	Base Case
	Savings/Cost (£000)	Savings/Cost (£000)
A. Premises costs	£456,536	£1,128,378
B. Premises savings	£620,000	-
Difference (A-B)	(£163,464)	£1,128,378

If the costs exceed the savings by more than 5 per cent of the total project cost then explain how the project will enable the college to reduce its overall premises costs per square metre over the investment period; or in exceptional cases, for example where the college proposes to build additional space to accommodate new provision, why the project is unable to contribute to lower premises costs (£/m<sup>2</sup>). (max 100 words).

Project Funding/ Finance:

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Complete the table below to show how the project is to be funded/ financed.

Project funding/financing	Capital cost (£000)
Requested Agency funding	0
College contribution (cash reserves)	0
Loan finance	0
Disposal proceeds	0
Other public sector grants	£1.982m
Other	
<b>Total</b>	£1.982m

Confirm whether the college would proceed with the project if Skills Funding Agency (the Agency) funding were less than that requested:

NO

Additional comments (maximum 200 words): (for example, if disposal proceeds are to be used, please explain current status of disposal).

The College is at maximum gearing and minimum cash balances to remain within existing bank loan covenants. Therefore further borrowings or calls on College cash in addition to those outlined in this proposal are not possible.

	Through delivering the Capital Strategy, the College has invested over £16m in new buildings across the two College campuses in the last five years. This investment has been funded entirely through new borrowing and College reserves.
Expenditure Profile:	Complete the detailed monthly expenditure template - for successful applications this will be used to determine grant payment profiles. This should be consistent with the updated expenditure profile information supplied in October 2013.  Supplied
Post-Project Reviews:	Confirm that a Post-Occupancy Review (POR) will be submitted in the Agency's agreed format within 12 months of the completion of the project, (YES/NO – delete as appropriate).  Yes  Confirm that post-project review(s) has/have been submitted in accordance with previous capital grant allocations, (YES/NO – delete as appropriate).  Yes
Governing Body Minutes	Provide appropriate minutes to confirm approval of project details, expenditure and loan requirements. If not yet available, state when the governing body meeting will be held and when the relevant minute(s) will be available. If successful, no grant offer will be confirmed until we receive these minute(s).

<b>Section 5: Programme</b>	
Programme for Completion:	<p>m <span style="float: right;"><i>maximum 100 words</i></span></p> <p>January 2015 - Appoint key consultants and commence project team meetings including finalisation of programme, contractor requirements and designs.</p> <p>July – August 2015 – Pre main contractor work on ground floor. Refurbishments commence on floors 1, 2 and 3.</p> <p>September 2015 – March 2016 - Contractor tender process and appointment for the ground floor works. Continuing with other refurbishment activity when not affecting students.</p> <p>April – August 2016 –contractor works and client fit-out</p> <p>September 2016 – operational for the academic year.</p>
Project Team Appointments:	<p>Confirm, where known, consultants appointed to manage this project:</p> <p>Project Manager: to be appointed at the start of the project</p> <p>Architect: the main architectural work has been completed but if needs be an architect will be appointed. This is likely to include a design consultant.</p> <p>Quantity Surveyor/Cost Consultant: to be appointed at the start of the project</p> <p>Planning Supervisor: unlikely to be needed</p> <p>Structural Engineer: will be appointed if required</p> <p>Electrical Engineer: will be appointed after initial main appointments made</p> <p>Mechanical Engineer: will be appointed after initial main appointments made</p>
Planning Consents:	<p>Confirm current planning status, including constraints and potential issues (for example, s106, s278 agreements, listed buildings)</p> <p>There are currently no planning requirements for this project/</p> <p style="text-align: right;"><i>maximum 200 words</i></p>

<b>Section 6: Risk</b>													
Risk and Mitigation:	<p>n <span style="float: right;"><i>maximum 200 words</i></span></p> <table border="1"> <thead> <tr> <th>Risk</th> <th>Mitigation</th> </tr> </thead> <tbody> <tr> <td>There are gaps or overlaps in the Project organisation structure</td> <td>Regular project group meetings organised by the project manager and regular attendance by all parties</td> </tr> <tr> <td>Lines of communication become ineffective</td> <td>Regular design team meetings organised by the project manager</td> </tr> <tr> <td>CC fail to complete preliminary works</td> <td>Programme plan and weekly meetings organised by the project manager</td> </tr> <tr> <td>Inadequate information on existing site/building information</td> <td>Additional surveys commissioned as necessary</td> </tr> <tr> <td>Unknown services encountered</td> <td>Additional surveys commissioned as</td> </tr> </tbody> </table>	Risk	Mitigation	There are gaps or overlaps in the Project organisation structure	Regular project group meetings organised by the project manager and regular attendance by all parties	Lines of communication become ineffective	Regular design team meetings organised by the project manager	CC fail to complete preliminary works	Programme plan and weekly meetings organised by the project manager	Inadequate information on existing site/building information	Additional surveys commissioned as necessary	Unknown services encountered	Additional surveys commissioned as
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	during preliminary works and / or demolition works	necessary
	Asbestos / other deleterious materials encountered	Asbestos survey already carried out. Plans in place to remove during refurbishment.
	Non-compliance with health and safety requirements	Appointment of CDM if required and/or regular monitoring of health and safety by College health and safety team.
	Liquidation of supply chain due to market conditions	Reasonable financial checks on supply chain prior to appointment
	Unforeseen / excessive increase in building cost inflation	Regular cost reports from QS and regular item on design team meeting agenda
	Changes to the design and/or other requirements	Close monitoring by design team. COO only approval for changes.
	Project does not meet end users' expectations	Scope to be developed with end users. Regular communication by Head of Learning with end users.
	Equipment to be re-used is unclear	New and existing equipment to be identified during initial design team meetings

### Section 7: Past return on Investment

Lessons learned and past return on investment	<p>Has the college completed a capital project in excess of £2 million (whether self-funded or LSC/Agency-funded) in the last five years?</p> <p>YES</p> <p>If yes:</p> <ul style="list-style-type: none"> <li>provide a brief description of the project including outturn cost</li> </ul> <p style="text-align: right;"><i>maximum 100 words</i></p> <ul style="list-style-type: none"> <li>comment on the return on investment achieved and the extent to which the project delivered on the intended outcomes.</li> </ul> <p style="text-align: right;"><i>maximum 500 words</i></p> <ul style="list-style-type: none"> <li>identify lessons learned from the previous project and explain how these lessons will be applied to the proposed CCIF project.</li> </ul> <p style="text-align: right;"><i>maximum 100 words</i></p>
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### Section 8: Measurable Project Objectives

Measurable Project Outputs	Provide a minimum of three specific, measurable, achievable, realistic and time framed (SMART) objectives/outputs for the proposed capital project
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maximum 300 words

**Section 9: Declaration**

Declaration:	<p><b>I certify that the information provided in this Detailed Application is complete and correct.</b></p> <p>Please delete as appropriate: <del><b>This project has not been the subject of a successful Enhance Renewal Grant (ERG) 3 funding application to the Agency.</b></del></p> <p><b>or</b></p> <p><del><b>The project has been the subject of a successful ERG3 funding application. and I agree that the Chief Executive of Skills Funding will withdraw the offer of a grant under ERG3 for the project.</b></del> <b>The Chief Executive of Skills Funding has already withdrawn the offer of a grant under ERG3 for the project.</b></p>
<b>Signature (College Principal):</b>	
<b>Print Name:</b>	Shelagh Legrave
<b>Date:</b>	17 November 2014