

## Skills Capital Fund 2015-16: Detailed Application Form

This form is to be completed by all organisations who have successfully completed the First Stage Application process.

Applicants must complete all sections of the application relevant to their project and provide supporting documentation as outlined in the Detailed Application Guidance document.

Applicants should submit the Detailed Application in both electronic and hard copy as set out below:

The deadline for submitting the signed electronic copy is by **midday on 25 February 2015**, and the signed hard copy by **midday on 27 February 2015**.

Please return **one** signed hard copy of the completed application form and required supporting information to:

**Ron Crank (Chief Executive)**  
**Arun House**  
**Hurst Road**  
**Horsham**  
**West Sussex**  
**Rh12 2DN**

Hard copy applications should be submitted in A4 format (ring-binder/lever-arch). Any supplementary information should be submitted in the same format apart from drawings which can be A3 format.

Electronic applications must be submitted to Ron Crank, Chief Executive at [skillscapitalfund@coast2capital.org.uk](mailto:skillscapitalfund@coast2capital.org.uk) Electronic applications and supporting information should be an exact copy of the hard copy submission.

Without exception, Coast to Capital will not consider as eligible for the Skills Capital Fund any applicants that fail to submit both an electronic copy and hard copy of the signed and completed Application form, together with the supplementary information in accordance with above submission requirements. To be eligible for the SCF applicants must submit Applications and supplementary property and financial information using the correct forms and templates provided by Coast to Capital.

If you do not hear back from Coast to Capital within one full working day acknowledging receipt of your application, please contact us on 01403 333840

<b>Section 1: Applicant Contact Information</b>	
Applicant Name:	North East Surrey College of Technology (NESCOT)
Applicant Address:	Reigate Rd, Epsom, Surrey, KT17 3DS
Applicant Contact Name and Job Title:	Carol Martin, Deputy Principal
Contact Telephone:	020 8394 3002
Contact Email:	<a href="mailto:cmartin@nescot.ac.uk">cmartin@nescot.ac.uk</a>
UPIN:	108505

<b>Section 2: Project Details</b>	
Title of Project:	College Vocational Skills Refurbishment Project: Automotive Engineering Skills Apprenticeship Centre and Hospitality and Catering Training Facilities
Project Summary:	<p>This project will establish: -</p> <ol style="list-style-type: none"> <li>1. a fully-equipped workshop for the provision training for full time 16-18 students, apprentices and trainees;</li> <li>2. a commercial-standard training restaurant with adjoining kitchen and service area and separate training kitchen equipped to industry standards.</li> </ol> <p>It will achieve this by: -</p> <ul style="list-style-type: none"> <li>• Refurbishing parts of the College Estate that is in <b>poor condition</b> and <b>under-utilised</b></li> </ul> <p style="text-align: right;"><i>maximum 100 words</i></p>
Total Project Cost:	£2,494,750
Grant Requested:	£1247375 ( 50% of total project costs)
Location of Project:	Nescot Main Campus

Changes in project since First Stage application	<p><b>At First Stage Application:</b>  Total Project cost: £2,494,750  Grant requested: £1247375  Percentage [ ] of total project costs</p> <p>The project HAS/<del>HAS NOT</del> been subject to any material changes since submission of the First Stage Application – <b>LEP has advised that 50% grant is available</b></p> <p>Confirm Project Reference of Approved First Stage Application:</p>
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Section 3: Estate Need																					
Estate Need:	e <span style="float: right;"><i>maximum 750 words</i></span>																				
College Gross Internal Area (GIA) m <sup>2</sup> :	<p>Complete table 1 below. Allow for subsequent changes in estate and exclude farm and residential buildings.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center;">Table 1: GIA Affected by Project</th> </tr> <tr> <th style="width: 15%;">GIA (m2) before project*</th> <th colspan="2" style="width: 45%;">GIA (m2) affected by project</th> <th style="width: 35%;">GIA (m2) after project</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">26441</td> <td style="width: 15%;">New build/ acquired GIA:</td> <td style="width: 15%;"></td> <td style="text-align: center;">26441</td> </tr> <tr> <td></td> <td>GIA to be refurbished:</td> <td style="text-align: center;">750</td> <td></td> </tr> <tr> <td></td> <td>Vacated/ demolished GIA:</td> <td></td> <td></td> </tr> </tbody> </table> <p>Please explain and justify all variations in the current and historically reported areas and associated condition categories. Any significant changes should be supported by surveys undertaken by independent qualified surveyors (the LEP may request a copy of any survey reports).</p>	Table 1: GIA Affected by Project				GIA (m2) before project*	GIA (m2) affected by project		GIA (m2) after project	26441	New build/ acquired GIA:		26441		GIA to be refurbished:	750			Vacated/ demolished GIA:		
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<p>Floor Area Improved/Rationalised by Project:</p>	<p>f</p> <p>Complete the table below to show the area of estate in condition A, B, C and D before and after the project</p> <table border="1" data-bbox="478 235 1476 869"> <thead> <tr> <th colspan="6">Table 3: Impact of proposed project on areas and condition</th> </tr> <tr> <th>GIA (m2) and percentage of estate in condition category A, B, C and D (before project) [1]</th> <th>%</th> <th>GIA (m2) and percentage of estate in condition category A, B, C and D (after project) n2]</th> <th>%</th> <th>Change in condition of GIA (m2) and percentage of estate as a result of the project = [2-1]</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>A:</td> <td>66</td> <td>A:</td> <td>68.8</td> <td></td> <td>+2.8</td> </tr> <tr> <td></td> <td>21</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>B:</td> <td></td> <td>B:</td> <td>21</td> <td></td> <td>0</td> </tr> <tr> <td></td> <td>13</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>C:</td> <td></td> <td>C:</td> <td>10.2</td> <td></td> <td></td> </tr> <tr> <td></td> <td>0</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>D:</td> <td></td> <td>D:</td> <td>0</td> <td></td> <td>-2.8</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total:</td> <td>100</td> <td>Total:</td> <td>100</td> <td>Total:</td> <td>0</td> </tr> </tbody> </table>	Table 3: Impact of proposed project on areas and condition						GIA (m2) and percentage of estate in condition category A, B, C and D (before project) [1]	%	GIA (m2) and percentage of estate in condition category A, B, C and D (after project) n2]	%	Change in condition of GIA (m2) and percentage of estate as a result of the project = [2-1]	%	A:	66	A:	68.8		+2.8		21					B:		B:	21		0		13					C:		C:	10.2				0					D:		D:	0		-2.8							Total:	100	Total:	100	Total:	0
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<p>Inoperable/Category D Building Condition:</p>	<p>9 <i>maximum 100 words</i></p>																																																																		
<p>Project Costs:</p>	<p>Complete the cost breakdown pro forma. Justify/explain any variances from the Skills Funding Agency's 2014 cost model. The project has been costed in accordance with the Skills Funding Agency's 2014 cost model</p> <p><i>maximum 400 words</i></p>																																																																		
<p>BREEAM:</p>	<p>The College has had prepared a BREEAM pre-assessment report which examines the whole Campus Masterplan.</p> <p>The report shows that all new buildings will achieve BREEAM Excellent, which is also a local authority planning requirement, and where achievable refurbishment projects will achieve Very Good.</p> <p><i>maximum 100 words</i></p>																																																																		
<p>Sustainability:</p>	<p>The College has prepared an Engineering and Environmental Services Report dated which contains detailed considerations and proposals for the following:</p> <ul style="list-style-type: none"> <li>- Energy and Sustainable Development considerations for the Masterplan.</li> <li>- Statutory requirements regarding Energy and the Environment.</li> <li>- Managing Sustainability within the proposed design.</li> <li>- Energy conservation and efficiency measures.</li> <li>- Renewables and low carbon Technologies Study.</li> <li>- Strategies for conserving other resources.</li> </ul> <p>This document details proposed measures being taken in respect of both Campus wide Strategies and individual specific buildings. The content confirms the inclusion of certain technologies and states where additional investigation and RIBA Stage E Detailed Design is required to further confirm specific</p>																																																																		

	<p>technologies and solutions.</p> <p>In terms of confirmation of these Strategies by a wider accreditation system, the College's approach is as follows:</p> <ul style="list-style-type: none"> <li>- <b>Eco – Campus Accreditation:</b> The College is in the process of enrolling with Eco – Campus to commit to their three year programme and the associated £12,000 + VAT per annum fee (total commitment £36,000 + VAT). This commitment to substantial fee expenditure was possible because of the receipt of substantial CCIF funding for works on the wider Masterplan. Initial discussions with the Team at Eco – Campus have taken place and the assistance and advice given as part of the three year programme aligns with the College's needs and aspirations in respect of sustainability.</li> <li>- <b>Compliance with ISO 14001:</b> ISO 14001: 2004 is applicable to any organization that wishes to establish, implement, maintain and improve an environmental management system to assure itself of conformity with its stated environmental policy and to demonstrate conformity with ISO 14001:2004 by, in respect of Nescot, seeking certification / registration of its environmental management system by an external organization (i.e. Eco – Campus).</li> <li>- <b>Engagement with the Carbon Trust:</b> Nescot has had discussions with the Carbon Trust to establish the advice and assistance that their expertise could bring to the Masterplan. Nescot accepts that at present it has a significant carbon footprint, sizeable associated energy bills which are getting bigger every year and most importantly its ability to extend their influence beyond their own estate and operations throughout the wider community. The services to be provided by the Carbon Trust will focus on: <ul style="list-style-type: none"> <li>- <b>Technical Support:</b></li> <li>- <b>Organisational engagement support</b></li> <li>- <b>Software and tools</b></li> <li>- <b>Decentralised energy support:</b></li> </ul> </li> </ul> <p style="text-align: right;"><i>maximum 400 words</i></p>
Acquisition details (if applicable, freehold/ long leasehold only):	<p>The project requires no land acquisition</p> <p style="text-align: right;"><i>maximum 200 words</i></p>

**Section 3: Benefits to Learners, Employers, Local Community and Supporting Economic Growth - how the project meets the regional priorities set out in the Coast to Capital Strategic Economic Plan.**

**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.**

<b>Learner Numbers:</b>	<p>Complete the table below to show the number of learners that will benefit from the project.</p> <table border="1" data-bbox="459 203 1430 987"> <thead> <tr> <th></th> <th>Learner numbers before project [1]</th> <th>Learner numbers after project [2]</th> <th>Change in learner numbers = [2-1]</th> </tr> </thead> <tbody> <tr> <td>14 – 16</td> <td>-</td> <td></td> <td></td> </tr> <tr> <td>16-19 EFA</td> <td>1684</td> <td>2184</td> <td>500</td> </tr> <tr> <td>Adult Skills Classroom-Based</td> <td>3443</td> <td>3100</td> <td>-348</td> </tr> <tr> <td>16-18 Apprenticeships</td> <td>292</td> <td>392</td> <td>100</td> </tr> <tr> <td>Adult (19+) Apprenticeships</td> <td>942</td> <td>1142</td> <td>200</td> </tr> <tr> <td>Adult Skills Workplace</td> <td>48</td> <td>70</td> <td>22</td> </tr> <tr> <td><b>Total</b></td> <td><b>6407</b></td> <td><b>6888</b></td> <td><b>474</b></td> </tr> </tbody> </table>		Learner numbers before project [1]	Learner numbers after project [2]	Change in learner numbers = [2-1]	14 – 16	-			16-19 EFA	1684	2184	500	Adult Skills Classroom-Based	3443	3100	-348	16-18 Apprenticeships	292	392	100	Adult (19+) Apprenticeships	942	1142	200	Adult Skills Workplace	48	70	22	<b>Total</b>	<b>6407</b>	<b>6888</b>	<b>474</b>
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<b>Curriculum Areas:</b>	<p>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)</p> <p>Motor Vehicle Engineering</p> <p>Hospitality and Catering</p> <p style="text-align: right;"><i>maximum 200 words</i></p>																																
<b>Responding to current and future skills needs:</b>	<p>The project aligns to four priorities in Coast to Capital's Strategic Economic Plan and Skills Strategy:</p> <ul style="list-style-type: none"> <li>• Food Manufacturing</li> <li>• Tourism</li> <li>• Advanced Engineering</li> <li>• Environmental Technologies</li> </ul> <p>All of the above areas are identified as areas of strength and growth in the regional economy. The project is <b>high value, low cost</b> and returns a positive NPV. The project has the support of <b>Surrey County Council</b>. This project aligns with local strategic priorities for supporting the transition of NEET students into appropriate and attractive education and training opportunities. It complements and augments the College's £30m Campus Master Plan that has been supported by capital grants from the EFA, SFA and the local authority.</p>																																

The NESCOL Campus Master Plan will be completed by September 2016

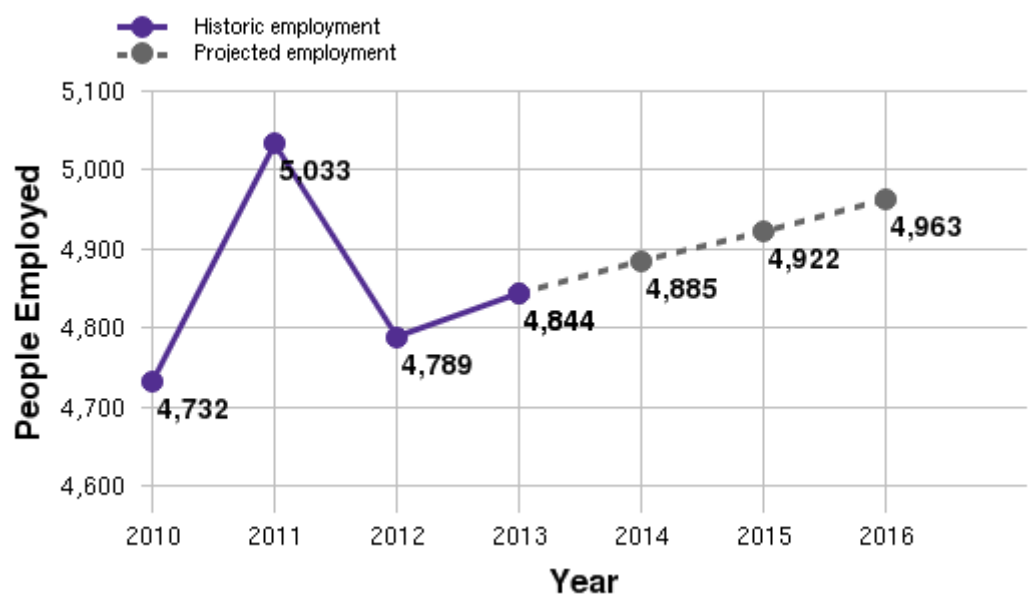
### Catering and Hospitality Facilities

The catering and hospitality project will establish a **major new curriculum area** at the College. It will provide a **commercial training restaurant and kitchens** that will be part of the new Le Raj Academy commercial training outlet at the College. The partnership with Le Raj and the establishment of the new training facilities will deliver the following objectives: -

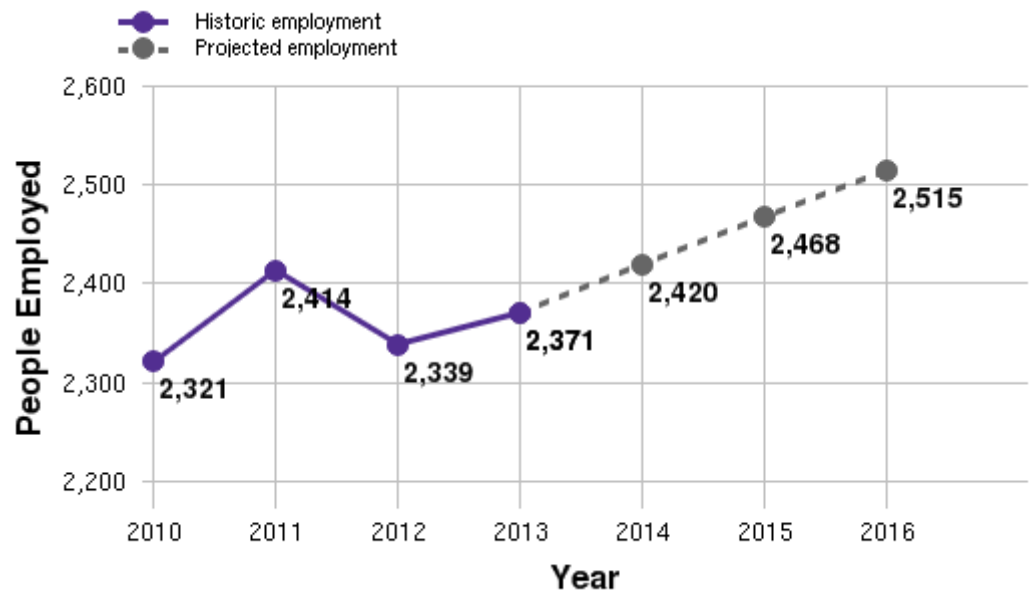
- Provide **high-quality vocational education and training** in hospitality and catering in partnership with a **prestigious local employer**
- Create **apprenticeship and traineeship opportunities** in a new curriculum area that are attractive to young people
- Support **growth** in priority economic sectors that Coast to Capital have identified as having the potential to support high quality skilled employment
- **Refurbish** College facilities that no longer meet industry standards
- Strengthen the College's engagement with local SMEs and support the education/SME interface

The following charts demonstrate the increasing **local demand** for food production professionals, managers and entrepreneurs in the Surrey area.

### Food Production Labour Market Demand in Surrey (Source: EMSI)



### **Restaurant/Catering Establish Manager and Owners Labour Market Demand in Surrey (Source: EMSI)**



### **Automotive Engineering Skills Apprenticeship Centre**

NESCOT has a major new partnership with a local employer – Shelly Motors Group – to increase the number of young people entering **apprenticeships** in the motor skills and automotive engineering sector. Shelly Motors have recently opened a **multi-million pound motor vehicles maintenance and repair** workshop in the Longmead Estate which is 1.2 miles from the College campus.

The sector is changing fast in response to technological change in automotive engineering and production and young people entering the industry are required to have **higher level skills** particularly in the areas of **computer-aided diagnostics, automotive maintenance systems** including those related to the latest **low carbon technologies**. The sector offers excellent opportunities for employment and also business start-ups.

The project will deliver the following objectives: -

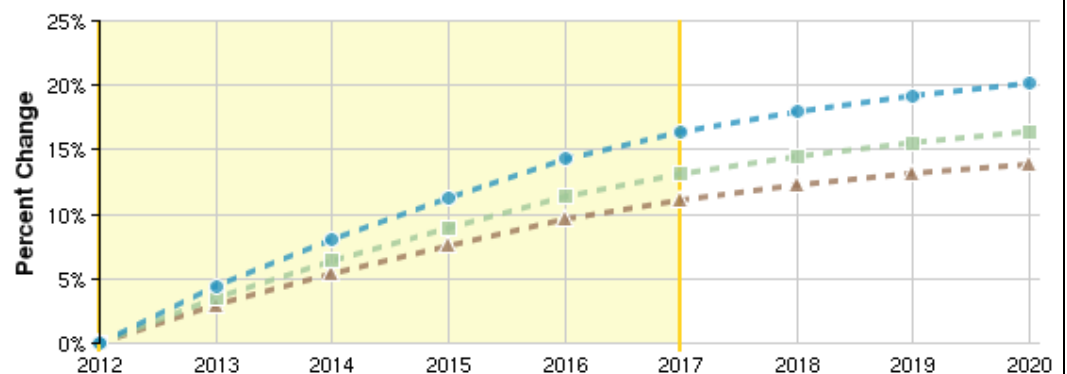
- Create a **modern skills centre** for the training of young people and **apprentices** in the sector in the local area
- Re-model and refurbish ageing and redundant brickwork course training facilities. The College is constrained from expanding provision because of a lack of modern technology-supported automotive engineering facilities at its campus.
- Increase the **pipeline of highly skilled engineers** who will raise standards in the traditional motor vehicle engineering sector



- Deliver skills development and employment growth in a Coast to Capital priority sector that can deliver high quality, skilled jobs for local people
- Respond to **demonstrable local demand** from young people to enter an increasingly technologically-based industry. 25 students are currently undertaking apprenticeships in automotive skills engineering. The College has 30 additional applications for courses in this area from young people in the NEScot catchment area
- Provide opportunities that will be attractive to **NEET students**
- Invest in the maintenance infrastructure to support **low carbon technologies** used in the automotive engineering sector
- Ensure that people working in the industry have training that meets the latest **regulatory standards** e.g. Mobile Air Conditioning (MAC) technicians must have achieved, as a minimum requirement, a refrigerant handling qualification which meets EC Regulation 307-2008
- Support the **growth of SMEs** and new **business start-ups**

The following chart and tables show growing labour market demand in the motor vehicles and automotive engineering repair and maintenance sector in the South East and Surrey area.

**Regional Labour Market Trends – Motor Vehicles/Automotive Engineering Repair and Maintenance in the South East (Source: EMSI)**



Region	2012 Jobs	2017 Jobs	% Change
Surrey	6,124	7,128	16.4%
South East	43,472	49,183	13.1%
Country	191,147	212,366	11.1%

- outcomes and priorities set out within these plans and priorities;

Tackling NEETs and unemployment:

This project aligns with local strategic priorities for supporting the transition of NEET students into appropriate and attractive education and training opportunities.  
The project will enable 50 NEET students to be supported into high quality vocational areas of education and training in the LEP identified priority areas of Food Manufacturing, Tourism and Advanced Engineering.

Surrey is relatively prosperous with low levels of crime and unemployment, yet over 11,500 people (1.6% working population) are still unemployed..

- 20% of JSA claimants were claiming for more than 12 months in March '13, compared to 17% in March '12.
- The total number of 24 and under JSA claimants is increasing; young people account for 22% of all claimants. There are also increases in numbers of young people claiming for over 6 and 12 months.

Whilst these figures are not as severe as in other are, the scale and extent of challenge to individuals should not be underestimated.

- REED (Nescot's Employment and Apprenticeship Partnership) hold regular Job Fairs to match employers with 'hard to fill' vacancies, with Nescot students and the unemployed
- Nescot regularly reviews its Curriculum Plan to respond to emerging needs and skills shortages. By taking account of growth industries in jobs, together with information about skill shortages, Nescot will deliver a flexible curriculum to ensure it meets local and national need, continuing the '*good practice and flexibility in making changes in provision to suit students*' (Ofsted).

**Top 10 Growth Industries in Surrey by Volume of Jobs - EMSI**

Description	2012 Jobs	2020 Jobs	Change	% Change
Retail trade, except motor vehicles	28,712	30,289	1,577	5
Construction	9,020	10,557	1,537	17
Sports and recreation activities	15,663	19,268	3,605	23
Food and beverage service activities	30,328	33,704	3,376	11
Head offices; management consultancy	16,565	18,385	1,820	11
Architectural and engineering activities;	16,518	18,176	1,658	10
Auxiliary to financial/business services	9,351	10,962	1,611	17
Legal and accounting activities	9,613	11,198	1,585	16
Real estate activities	7,626	9,105	1,479	19
Waste collection, treatment and disposal activities; materials recovery	5,075	6,425	1,350	27

Although Surrey performs well in terms of young people not in employment education or training (NEET), with one of the lowest levels in the South East (4% compared to the national average 6%), this still means Epsom and Ewell has some 38 NEETs at any one time - and as seen the Nescot travel to learn/catchment area extends well beyond the borough into other areas of Surrey and South London.

	<ul style="list-style-type: none"> <li>• Court Ward (Nescot's catchment area) stands out as an area of particular need, with high numbers of young people who are NEET, or in employment without training (EWT), or whose activity is unknown.</li> <li>• The NEET group is a non-homogenous cohort. Whilst over half of NEETs in Surrey last year were identified with a significant level of learning difficulty and disability (LDD); many are capable, though disengaged.</li> <li>• Problems clouding early education of young people who become NEET include bullying, poor teacher relationships, suspension or expulsion, financial difficulties, drug taking, changing family circumstances, homelessness, unexpected pregnancies and/or mental health difficulties. Individuals often face several difficulties at once. Older peoples' experiences also include negative experiences of schooling; redundancy; unemployment due to ill health, or they may be volunteering and/or looking for work.</li> </ul> <p>Ofsted praised Nescot's ' <i>thorough understanding of the wider aspects of protecting students and vulnerable adults</i>' and ' <i>the successful, well-regarded community provision, including courses to support young people who are not in education, employment or training (NEET)</i>'.</p> <p style="text-align: right;"><i>maximum 750 words</i></p>
<p>Expanding and growing Apprenticeships and employer engagement:</p>	<p>The project is intended to deliver</p> <ul style="list-style-type: none"> <li>• 300 new apprenticeships starts over a 5 year period providing high quality,high skill value jobs in the local area.</li> <li>• 100 new trainee starts</li> </ul> <p>Nescot enjoys a high reputation with employers (Framework for Excellence score Working with Employers 8.8 and 9.2 for Recommending College to another employer, including Apprenticeships). Currently though, Nescot does not have the level of high quality accommodation in catering and motor vehicle engineering needed to attract certain new employers, many of whom deliver large contracts internationally and/or significant to the local economy.</p> <p>By creating up to date facilities and industry standard resources, Nescot will show that it places employability at the top of the agenda; critical in gaining credibility with employers and in training students in relevant skills.</p> <p>This Project will enable:</p> <ul style="list-style-type: none"> <li>• The provision of facilities which will replicate those in the workplace.</li> <li>• The use of commercial activities and partnerships to stimulate and engage students and promote entrepreneurial and employability skills (Coast to Capital LEP priority). This will include working with REED (strategic response to the problem of unemployment, reflecting Nescot's commitment to the community).</li> <li>• Improved progression of students into apprenticeships, the REED Centre for Employment and Apprenticeships will work with students, delivering training on behaviours for success in the changing global economy that requires transferable skills and adaptability.</li> <li>• Expansion of Apprenticeships in Catering and Motor Vehicle Engineering ( as a direct result of investment in real working environments.</li> </ul>

	<p>The Surrey economy is particularly dependent upon SMEs; 88% businesses employ fewer than 10 employees; 81% fewer than 5 staff. In East Surrey where Nescot is located, the number of businesses/10,000 head of population is 44% greater than the national average.</p> <p>The focus for employer engagement at Nescot is to increase apprenticeship provision and full cost technology-based courses, particularly with SMEs. Nescot research strongly indicates that flexible patterns of delivery (judged <i>good</i> by Ofsted) including blended and e-learning, are important.</p> <p>The provision of new vocational facilities will support widening of the curriculum offer and offer better progression onto Level 3 Apprenticeships.</p> <p>In a rapidly changing business and employment environment some things remain unchanged; not least the importance of leadership and management, helping small firms access support to help themselves, nurturing the next generation of entrepreneurs, real and perceived burdens of bureaucracy and difficulties of accessing finance.</p> <p>Employability and enterprise programmes will include elements of:</p> <ul style="list-style-type: none"> <li>• Business basics - planning, marketing, accounting/financial management</li> <li>• Networking activities, particularly on-site with other like-minded organisations</li> <li>• Signposting to bank loans, angel investors, venture capital</li> <li>• Links to higher education resources</li> <li>• Links to strategic partners,</li> <li>• Comprehensive business training programmes</li> <li>• Advisory boards and mentors</li> <li>• Help with business etiquette</li> <li>• Technology commercialisation assistance</li> <li>• Help with regulatory compliance</li> <li>• Intellectual property management.</li> </ul> <p style="text-align: right;"><i>maximum 750 words</i></p>
<p>Providing benefits to classroom-based learners:</p>	<p>Ofsted (2010) judged Nescot is '<i>a good college that has made very good progress</i>'. Curriculum areas inspected (Construction, Hair and Beauty, Health, Care and Early Years, Literacy and Numeracy) were all judged good (grade 2).</p> <p>Nevertheless, even in 2010, some accommodation and facilities were identified in the text of the report, as requiring improvement, including the '<i>simulated work environments ....and improvement to the classroom environments to support English and Maths</i>'. Both are even more important with the Government and Ofsted emphasis on employability.</p> <p>With the help of SFA funding via ERG and CCIF grants the College is updating all of its current facilities to create a series of stimulating learning environments. which relate closely to the work environment of the vocational areas. However changes in employer needs and students preferences have highlighted the need for the College to move into areas of education and training not previously provided. The main focus of this project is to provide vocationally based facilities</p>

	<p>for catering and motor vehicle engineering although the classroom based aspects of the proposed provision in catering and motor vehicle engineering will however benefit from the upgrading of classroom facilities already or in progress.</p> <p><i>maximum 750 words</i></p>
<p>Improving the quality of teaching and learner success:</p>	<p>Nescot has a robust processes in place to ensure the quality of its teaching.</p> <ul style="list-style-type: none"> <li>• As part of the recruitment process for new staff candidates have to present a lesson to a group of students which is observed. To progress to the interview stage candidates must achieve at least a Grade 2.</li> <li>• At the Curriculum and Quality Meeting of the Governing Body on 9<sup>th</sup> March 2015 it was reported that following the latest round of observations 88% of lessons had been assessed as good or better compared with 76% at the same point in the previous academic year.</li> <li>• The robust nature of the recruitment process was exemplified by the fact the report to the Curriculum and Quality meeting indicated that 93% of probation observations were graded as good or better.</li> </ul> <p>New provision in catering and motor vehicle engineering will require the recruitment of new specialist staff who will be subject to the recruitment procedures which have resulted in the improvements to the quality of teaching outlined above.</p> <p>The new specialist facilities will also compliment the improvements being put in place by the capital build programme supported by SFA ERG and CCIF funding.</p> <p>The further development of customer facing facilities through the creation of realistic working environments, serving real customers, will enhance students' understanding and knowledge of the skills required to work at a commercial level.</p> <p>This in turn will drive up standards and improve teaching and learning by enabling students to utilise the skills learnt in the classroom through outward facing commercial outlets; both stimulating teaching and learning grades and in turn leading to higher success rates (87% overall success rate in 2013/14)</p> <p>The new facilities will strengthen inclusion, equality and citizenship through enhanced access and provide integration of students from all areas of the curriculum..</p> <p>No areas are below Minimum Levels of Performance (MLP); however there are smallpockets of underperformance i.e. Construction and English and Maths). Student, staff surveys and course reviews highlight outdated facilities as a significant weakness.</p> <p>For Nescot to reach outstanding levels of performance, it needs to ensure teaching, learning and assessment is outstanding. The Project will enhance the facilities which are already being improved as part of thre current new build and refurbishment programme to industry specific real working environments allowing teachers to explore innovative assessment methods and greatly</p>

	<p>enhancing the teaching and learning experience.</p> <p>Improving teaching and learning will improve success rates and the reputation of the College to attract 10% more students overall.</p> <p style="text-align: right;"><i>maximum 750 words</i></p>
<p>Other Growth Measures:</p>	<p>Nescot supports a wide range of Entry level vocational provision, in addition to specific learning difficulties and/or disabilities (LDD) programmes. It is an active member of the Surrey Partnership and with Surrey County Council and others, it supports the transition of 'at risk' students from schools into further education. This work was highlighted as 'best practice' (TES - August 2012).</p> <ul style="list-style-type: none"> <li>• The focus of all of Nescot's LDD programmes is preparing students for work or further study. The vocational nature of the areas of curriculum which this project will support will widen and further improve progression opportunities for LDD students and transition from schools and out of area specialist facilities, into Nescot mainstream provision.</li> <li>• Full use will be made of state-of-the-art learning technologies to exploit inclusion for all. Classroom and workshop space will incorporate LDD facilities to further improve a more accessible estate for LDD students which will support planned growth in LDD numbers; an area of strategic joint working with Surrey County Council.</li> </ul> <p>Surrey has relatively high levels of employment and level skills; it is the fifth least deprived county in England, although there remain pockets of deprivation in the East Surrey area where deprivation falls into the most deprived quintile.</p> <p>The Surrey Local Economic Assessment identifies the following as key strategic economic drivers for the area:</p> <ul style="list-style-type: none"> <li>• The need to up-skill resident population: improve the employability skills of existing and potential workforce to reduce the number of inbound workers, and ensure higher skilled workforce can meet the needs of knowledge-based businesses.</li> <li>• The need to reduce inbound workers, e.g. by increasing employability of existing and potential Surrey workforce, to fill local jobs; and reduce reliance on jobs outside the county. The need to encourage new local businesses and more flexible working/ working from home. The new facilities will enable more employable staff and contribute to reduction of inbound workers.</li> </ul> <p style="text-align: right;"><i>maximum 500 words</i></p>

**Section 4: Financial Value for Money and Affordability**

<p>Investment Appraisal and Running Costs:</p>	<p><sup>k</sup></p> <p>Complete the table below to show the cost and Net Present Value (NPV) of each option:</p> <table border="1" data-bbox="454 235 1364 347"> <thead> <tr> <th>Option</th> <th>Cost (£000)</th> <th>NPV (£000)</th> </tr> </thead> <tbody> <tr> <td>Proposed project</td> <td>2495</td> <td>1477</td> </tr> <tr> <td>Base case</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>The investment appraisals should include estimates of any premises costs and operating savings arising from the project over a 20-year period.</p> <p>Complete the table below to show the estimated premises costs and savings over a 20 year-period for the proposed project:</p> <table border="1" data-bbox="454 571 1380 795"> <thead> <tr> <th></th> <th>Proposed Project Savings/Cost (£000)</th> <th>Base Case Savings/Cost (£000)</th> </tr> </thead> <tbody> <tr> <td>A. Premises costs</td> <td>0</td> <td>0</td> </tr> <tr> <td>B. Premises savings</td> <td>150</td> <td>0</td> </tr> <tr> <td>Difference (A-B)</td> <td>(150)</td> <td>0</td> </tr> </tbody> </table> <p>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 applicant to reduce its overall premises costs per square metre over the investment period; or in exceptional cases, for example where the applicant 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).</p>	Option	Cost (£000)	NPV (£000)	Proposed project	2495	1477	Base case	0	0		Proposed Project Savings/Cost (£000)	Base Case Savings/Cost (£000)	A. Premises costs	0	0	B. Premises savings	150	0	Difference (A-B)	(150)	0
Option	Cost (£000)	NPV (£000)																				
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B. Premises savings	150	0																				
Difference (A-B)	(150)	0																				
<p>Project Funding/ Finance:</p>	<p>Complete the table below to show how the project is to be funded/ financed.</p> <table border="1" data-bbox="454 1187 1460 1478"> <thead> <tr> <th>Project funding/financing</th> <th>Capital cost (£000)</th> </tr> </thead> <tbody> <tr> <td>Requested LEP funding</td> <td>£1247375</td> </tr> <tr> <td>Applicant contribution (cash reserves)</td> <td>£1247375</td> </tr> <tr> <td>Loan finance</td> <td></td> </tr> <tr> <td>Disposal proceeds</td> <td></td> </tr> <tr> <td>Other public sector grants</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>£2,494,750</b></td> </tr> </tbody> </table> <p>Confirm whether the applicant would proceed with the project if Skills Capital funding were less than that requested:</p> <p style="text-align: center;">NO</p> <p>Additional comments (maximum 200 words): (for example, if disposal proceeds are to be used, please explain current status of disposal).</p>	Project funding/financing	Capital cost (£000)	Requested LEP funding	£1247375	Applicant contribution (cash reserves)	£1247375	Loan finance		Disposal proceeds		Other public sector grants		Other		<b>Total</b>	<b>£2,494,750</b>					
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<p>Expenditure Profile:</p>	<p>Attached</p>																					

<p>Post-Project Reviews:</p>	<p>Confirm that a Post-Occupancy Review (POR) will be submitted in Coast to Capital's agreed format (to be advised) within 12 months of the completion of the project, (YES/<del>NO</del> – delete as appropriate).</p> <p>Confirm that post-project review(s) has/have been submitted to the Skills Funding Agency in accordance with previous capital grant allocations, (YES/<del>NO</del> – delete as appropriate).</p>
<p>Governing Body/Board Minutes</p>	<p>Attached</p>




<b>Section 5: Programme</b>	
Programme for Completion:	m <span style="float: right;"><i>maximum 100 words</i></span>
Project Team Appointments:	<p>Confirm, where known, consultants appointed to manage this project:</p> <p>Project Manager: Deloitte</p> <p>Architect: Day Architects</p> <p>Quantity Surveyor/Cost Consultant:</p> <p>Planning Supervisor: Scott Brownrigg</p> <p>Structural Engineer: Capita Symonds</p> <p>Electrical Engineer: Capita Symonds</p> <p>Mechanical Engineer: Capita Symonds</p>
Planning Consents:	<p>Confirm current planning status, including constraints and potential issues (for example, s106, s278 agreements, listed buildings)</p> <p style="text-align: right;"><i>maximum 200 words</i></p>

<b>Section 6: Risk</b>	
Risk and Mitigation:	<p>See attached <span style="float: right;"><i>maximum 200 words</i></span></p>

<b>Section 7: Past return on Investment</b>	
Lessons learned and past return on investment	<p>Has the applicant completed a capital project in excess of £1 million (whether self-funded or LSC/SFA-funded) in the last five years? YES/NO – delete as appropriate</p> <p>The College is undertaking a campus wide updating of its facilities supported by ERG and CCIF grant funding from the SFA. The nature of this work is as follows</p> <ul style="list-style-type: none"> <li>• Cladding, Windows and Render to West and Central Wings</li> <li>• Internal Refurbishment to West Wing and the Central Wing</li> <li>• Replacement curtain walling and new wheelchair friendly ramps to link between West and Central Wings</li> <li>• New floors to performing arts studios</li> <li>• Conversion of part of first floor to the Learning Resources Centre to provide new classrooms for GCSE Maths and English Teaching</li> <li>• Renewal of onsite HV and LV electrical infrastructure and upgrading of gas and sewage infrastructure</li> <li>• New Build Skills Park/Main Entrance</li> <li>• New Construction Building</li> <li>• South Wing Internal refurbishment</li> <li>• Highways Works - creation of a roundabout at the current exit</li> <li>• Landscape works</li> <li>• External façade works and new windows to North and East Wings</li> </ul>

	<ul style="list-style-type: none"> <li>• Creation of Adult Skills Centre in the Learning Resources Centre</li> </ul> <p>Work on this major updating of the campus is continuing and a full post project appraisal will take place in accordance with SFA guidelines when the works have been completed.</p>
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Section 8: Measurable Project Objectives	
Measurable Project Outputs	<p>Provide a minimum of three specific, measurable, achievable, realistic and time framed (SMART) objectives/outputs for the proposed capital project</p> <ol style="list-style-type: none"> <li>1. 300 new apprenticeship starts over a five year period</li> <li>2. 50 NEET students will be supported into high quality vocational education and training</li> <li>3. 500 students will participate in new curriculum provision at Level 1-3</li> </ol> <p style="text-align: right;"><i>maximum 300 words</i></p>

Section 9: Declaration	
Declaration:	<b>I certify that the information provided in this Detailed Application is complete and correct.</b>
Signature (College Principal/Chief Executive):	
Print Name:	Cliff Hall
Date:	17.4.15

<p><b>Before submitting your detailed application ensure you have all the required supporting documentation:</b></p> <ul style="list-style-type: none"> <li>▪ one hard copy of the application form, signed and dated</li> <li>▪ one electronic copy of the application form, signed and dated</li> <li>▪ minutes confirming governing body/board approval for the Skills Capital Fund project</li> <li>▪ Investment Appraisal for proposed project (latest version in Excel format)</li> </ul>
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- **Investment Appraisal for base case (latest version in Excel format)**
- **Completed building cost breakdown analysis form**
- **Planned expenditure profile using the template provided (please complete in April to March financial years)**
- **Sketch plans and elevations (to the equivalent of at least RIBA Stage C)**
- **A detailed flow chart (for example a Gantt chart) setting out the project programme**
- **A risk-management plan (for projects in excess of £10 million in value or financial health Inadequate)**
- **College financial plan and commentary (latest version of financial plan in Excel format)**
- **Supporting evidence for any third-party project funding.**

## **EXPLANATORY NOTES**

- <sup>a</sup> **Project Summary** – Summarise the applicant’s proposed project, including the scope and nature of development and/or refurbishment works (please note that the LEP/ Skills Funding Agency/BIS may publish this).
- <sup>b</sup> **Location of Project** – Provide the address of the proposed project, including post code.
- <sup>d</sup> **Changes in project since Expression of Interest submission** – Since submission of the Expression of Interest, state the change (if any) in total project costs and total amount of grant requested. Confirm that the project has not been subject to any material changes since submission of the Expression of Interest (section 3 of the guidance document on the [Capital Funding Page](#) refers to this).
- <sup>e</sup> **Estate Need** – Explain how the project relates to the applicant’s estate strategy and strategic objectives. Outline what the applicant intends to achieve, including the key drivers for the project. Ensure that the scope and

nature of development and/or refurbishment works are clearly defined. Make it clear the extent to which the proposed project will meet estate need and how it links to the case for benefits to learners and economic growth (see section 3).

- f **Floor Area Improved/rationalised by Project m<sup>2</sup>** –Exclude farm and residential buildings. Quote both area (m<sup>2</sup>) and percentage.
- g **Inoperable/Category D Building Condition** – Where an applicant has accommodation in Category D (inoperable) that this project does **not** improve, explain why this is the case and set out the plans to deal with this space in the future.
- h **BREEAM** – Confirm targeted Building Research Establishment Environmental Assessment Method (BREEAM) rating for project. The expectation is that new-builds will achieve ‘Very Good’ and refurbishments will achieve ‘Good’. Confirm what work has been done to establish that the appropriate standard will be achieved.
- i **Sustainability** – Explain how is the applicant addressing the sustainability agenda in relation to its estate. Make specific reference to work it may be involved in such as achievement or, or work towards recognised Environmental Management Systems, carbon/energy reduction and so on. Explain how the proposed project links to/is aligned to the applicant’s sustainability strategy.
- j **Acquisition Details (if applicable, freehold/ long leasehold only)** – Site/building to be acquired including areas (hectares and GIA in m<sup>2</sup>). Provide copy of heads of terms and details of professional advice and valuation obtained and any potential issues.

k **Investment Appraisal and Running Costs** – Applicants must accompany their application with an investment appraisal (in Excel format) for at least their preferred option **and a base case (do the minimum) option**, in accordance with the HM Treasury document ‘The Green Book: Appraisal and Evaluation in Central Government’. Applicants are required to use the simplified investment appraisal model available, link provided by Coast to Capital, including supporting guidance notes. Applicants are required to complete this investment appraisal model for each option (base case and preferred option) as part of an application, including assumptions.

The investment appraisal for the project proposal is not required to show a positive net present value (NPV). However, it should provide a more favourable result than the base case option (that is, if both provide a negative NPV the proposed project should generate a smaller negative NPV than the base case).

l **Project Funding/Finance** – Applicants will need to demonstrate they will be financially viable after taking account of their contribution to the project, including any associated borrowings. Applicants will be required to provide a risk management plan where either the project cost exceeds £10 million or 25 per cent of turnover, or the applicant’s financial health calculated or Skills Funding Agency assessed grade is ‘Inadequate’ at the application date.

The applicant will be required to submit a financial plan (in Excel format) as part of its application using the latest financial plan spreadsheet model available on the SFA capital support for LEP website. The financial plan should be for at least two years after project completion. Colleges should submit the full plan, private applicants should submit the simplified financial plan and should provide supporting evidence for any third-party project funding, including loan finance, disposal proceeds and other public sector grants.

- m **Programme for Completion** – Outline the current position of project development. Provide a detailed project programme in the form of a Gantt chart. Show key milestones and timings relating to key aspects of the project (planning, procurement, contract award, project completion, and acquisition/disposal).