**Help at Home Delivery Partner Application Form**

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| **Name of organisation (if a consortium please enter details for the lead body)** |  |
| **Contact name** |  |
| **Contact telephone number** |  |
| **Contact email address** |  |

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| **1. Provide details of your experience in providing basic skills training (max 250 words)** |
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| **2. Provide details of your experience in supporting people with disabilities, including what accessible IT you’re aware of and have access to (max 250 words)** |
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| **3. Specify the region or regions where you would provide training** |
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| **4. Specify how many tutors or volunteers you have in each region and how you will assure the quality of the training they provide** |
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| **5. State procedures you have in place for safeguarding the welfare of vulnerable adults you will be working with** |
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| **6. Specify how many individuals you will support with training and the profile of these over the three years. Please state your estimated split of individual sessions versus group sessions** |
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| **7. Please outline your delivery model, including training for tutors and volunteers and how you intend to engage learners (max 250 words)** |
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| **8. Specify the costs you will require to deliver the training and a breakdown of these costs. Please note that we are unable to support capital costs.** This is a contract for services and as such subject to VAT if your organisation is VAT registered. Please specify the net amount of the contract and any VAT you will be charging on that amount. |
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| **9.Specify how you intend to manage learner delivery to ensure an average of four sessions, including the length of these sessions (max 200 words)** |
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| **10. Specify the training materials you will use to provide basic online skills training** |
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| **11. Specify how you will ensure that at least 40% of learners complete a course or assessment** |
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| **12. Specify how you will help ensure that learners progress to further learning** |
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| **13. Provide evidence of how, if at all, you would seek to sustain these services beyond the limitation of the 3 year funding available through this project** |
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| **14. Detail how you will manage and report on the project and describe the systems you already have in place for monitoring and reporting** |
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| **15. If you are applying on behalf of a consortium, please list the other consortium partners and describe the arrangements for managing this consortium** |
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