

NTP Tuition Partners - Application form and guidance notes



The National Tutoring Programme (NTP) aims to support schools in providing a sustained response to the coronavirus pandemic and to provide a longer-term contribution to closing the attainment gap.

Through the NTP Tuition Partners pillar, state-funded primary and secondary schools in England will be able to access high-quality subsidised tutoring from an approved list of tutoring providers. Tuition Partners will be selected based on the quality of their model, evidence of impact, and potential to scale to support large numbers of pupils.

The focus of NTP Tuition Partners is on supporting disadvantaged pupils, including those eligible for Pupil Premium funding. A range of tutoring models will be funded, including those that are suitable for pupils with SEND and in Alternative Provision.

Tuition Partners will offer a range of approaches, including online, face-to-face and blended models, and small-group and one-to-one tuition. Participating schools will be able to decide which Tuition Partner in their area to work with and which of their pupils will benefit the most from additional support.

The programme has been designed and developed by a collaboration of five charities – the Education Endowment Foundation, Sutton Trust, Impetus, Nesta and Teach First – working in partnership with the Department for Education. Additional support has been generously provided by KPMG Foundation, Bain & Company and Freshfields Bruckhaus Deringer LLP.

Who can apply?

We accept applications from legally constituted organisations, and not from individuals. We expect Tuition Partners to be organisations who can deliver a tutoring programme (consisting of training for tutors, delivery of tutoring sessions, central monitoring of quality and systems to communicate with schools) rather than organisations who only work to match tutors with pupils.

Tuition Partners might be existing tutoring providers that have experience of working with schools or other organisations, such as charities, local authorities or universities who are able to design a new programme to meet the NTP Tuition Partners standards. This funding is intended for organisations to deliver additional external support to schools. For schools interested in providing tutoring in house we suggest looking at the Academic Mentors pillar of the NTP.

We welcome applications from partnerships, made up of organisations with differing, but relevant experience. However, we would expect a 'lead' organisation to be put forward for the purpose of contracts. If an organisation wishes to collaborate with another organisation, this arrangement will need to be explained in the application. The NTP Tuition Partners will hold one agreement with a single provider for accountability and monitoring purposes. We may also conduct due diligence assessments on any partner organisations. Please be aware that this may delay your approval as an NTP Tuition Partner while we conduct these additional checks, but this should not discourage the formation of partnerships.

What type of proposals are we looking for?

In order to be eligible for NTP Tuition Partners funding, organisations will need to meet the eligibility criteria outlined below:

- Proposals should be for tuition for 5-16 year olds – post 16 tuition is not eligible for NTP funding. Further information about catch-up funding, including for early years settings and post-16 providers, is provided on the [Department for Education website](#).
- All NTP tutors will be DBS checked (enhanced DBS plus Barred List Check), or in the case of international tutors best available equivalents, and receive safeguarding training from your organisation. This eligibility criteria is designed to set a **minimum standard for completing a full application**. However, safeguarding will be fully assessed as part of the application, including detailed due diligence checks carried out for potential Tuition Partners ahead of agreements being entered into, and ongoing monitoring throughout the lifetime of the grant. The assessment carried out as part of the application will focus on five broad areas: Safeguarding Policy and Procedures, Safeguarding Training and Development, Organisational Structure and Governance, Safe Recruitment Policies and Procedures, and Specific Practices for Online Tuition.
- All tutors will receive training on how to deliver tutoring from your organisation. Organisations using untrained tutors will be unable to apply for NTP Tuition Partners funding. This is because the evidence indicates that tuition is most effective when tutors are provided with training. Peer-to-peer tutoring (school-age pupils tutoring other school-age pupils) is not eligible for funding through NTP Tuition Partners.
- The organisation has experience of working with schools. NTP Tuition Partners tuition will be delivered through schools, and organisations that have not previously worked with schools will not be eligible to receive NTP Tuition Partner funding.
- The proposal must commit to reaching at least 500 pupils over the year of delivery.
- The organisation is willing to participate in the NTP Tuition Partners evaluation and will work with the independent evaluator and the EEF to provide high-quality and timely data using pre-specified templates and processes.

Organisations will then be assessed on the extent to which they meet the following NTP Tuition Partner Quality Criteria:

- **Experience of working with schools.** Organisations will have relevant experience of working with schools and students. These criteria will consider both the relevance of the experience and the number and type of schools that the organisations have worked with. A track record of working with a larger number of schools in a way that aligns with the delivery that will be undertaken as part of NTP Tuition Partners would score most highly in this category.
- **Tutor recruitment and qualifications.** Organisations will have clear eligibility criteria for participating tutors and a recruitment strategy which results in the recruitment of tutors with the necessary skills.
- **Tutor training.** Tutors go through a well-defined and manualised training programme.
- **The systems and processes for school and pupil communication.** There will be clear systems and staff in place for communicating with schools to ensure that: the needs of the pupils are appropriately assessed and the content of sessions align with pupil needs and classroom teaching; information is fed back to teachers as required; pupils are provided with clear information on how they are progressing and areas for improvement.
- **Experience of working with disadvantaged pupils.** Organisations will have experience of working with the most disadvantaged pupils. They will understand how to engage disadvantaged pupils and overcome common barriers to accessing tutoring and attendance.
- **Monitoring delivery.** Central monitoring systems are in place, which allow organisations to monitor session delivery by tutors and session attendance by pupils, including managing any tutor and pupil absences and managing any issues that arise over the course of delivery. .

- **Quality assurance and tracking progress.** Strong quality assurance systems are in place to monitor the quality of tutoring sessions, with clear processes for identifying any issues and making adjustments where necessary. Pupil progress is tracked and used to inform delivery to ensure pupils are getting the most from sessions.
- **Evidence of impact.** We are interested in evidence that your tuition has had an impact on pupil academic attainment. Organisations with the strongest evidence may have positive impacts from randomised controlled trials or quasi-experimental evaluations, while others will have tracking data showing the positive progress that pupils make. If you don't have specific evidence about your programme, we are also interested in how your tutoring model aligns with the wider evidence on tutoring and with other similar programmes that have been rigorously evaluated.

We will also judge proposals on **reach and value for money**. The NTP Tuition Partners aims to reach a large number of pupils in all regions of England, so we will take into consideration: the areas you are proposing to work in, and the number of pupils you are able to reach, whilst maintaining quality. We will also consider the overall value for money of the proposal, including the cost per 15-hour block of tutoring, cost per pupil and proposed set up costs.

Following the initial assessment process, we will select organisations as preferred providers. We will then undertake a detailed assessment of their safeguarding practices, their financial management and controls, data protection practices and conduct other checks prior to confirming an organisation as an approved Tuition Partner.

What funding is available?

Tuition Partners will be able to apply for funding to:

- Deliver subsidised tutoring to schools during the 20/21 academic year. Organisations will bid to provide sustained blocks of tutoring (15 hours) to pupils, rather than individual sessions. This funding will cover 75% of the per session cost, with schools paying for the remaining 25%. We would expect central ongoing costs to be included in the session rate. We expect the majority of this tutoring to be delivered in small groups (with one tutor and three pupils) to ensure that as many pupils as possible can benefit from Tuition Partners. However, we are keen to allow flexibility for schools to choose one-to-one and one-to-two tutoring for specific pupils, particularly including pupils with SEND and pupils attending Alternative Provision, as well as other pupils who may have more specific needs. This tutoring would be for pupils aged 5 – 16, with a focus on particular subjects (more details below).
- Cover costs associated with the NTP Tuition Partners set up and participation. Costs covered under this would include:
 - funding to increase reach, which could include funding to recruit and train new tutors and set up the necessary central systems to manage an increased workforce. A proposal made to increase reach would need to clearly justify how quality would be maintained.
 - NTP Tuition Partners specific costs such as costs associated with providing monitoring information and data to the EEF and evaluators (there is more detail on this below).
 - Additional costs associated with recruiting schools to participate in NTP Tuition Partners, over-and-above normal recruitment costs.
 - Funding for the refinement of the tutoring model to meet the Tuition Partners Quality Criteria, or to deliver a small group tutoring model.

There is no limit on the number of pupils an organisation can bid to support, but we will consider the ability to maintain quality at scale, taking into account what is realistic based on the applicant's scale

of delivery to date. We would recommend that organisations do not bid for higher numbers at the expense of quality. More guidance on what funding is available can be found in section 5 of the application.

Tuition models

NTP Tuition Partners funding will cover a range of different tuition models, including online and face-to-face, as well as 1:1, 1:2 and 1:3 ratios. However, in order to reach as many disadvantaged pupils as possible with the available funding, we are interested in funding a high proportion of tutoring in small groups (1:3). Small group models are likely to represent better value for money, whilst the evidence suggests that groups of this size still maintain high impact. We are open to funding some 1:1 and 1:2 models, most likely for pupils with SEND and pupils attending Alternative Provision, as well as other pupils who may have specific needs. We will however consider 1:1 proposals where 1:3 is not possible for the organisation to deliver due to their existing model of delivery. Such proposals would need to demonstrate strong value for money.

Sessions should be offered in blocks of around 15 hours, but the breakdown of this can vary, for example one 1-hour session a week for 15 weeks, two 1-hour sessions a week for 7-8 weeks, or two 30-minute sessions for 15 weeks.

School liaison will be a critical part of any tutoring model, with Tuition Partners needing to foster positive relationships with pupils and teachers. Pupil relationships are critical to ensure motivation to attend sessions, and organisations will need to work with teachers to ensure attendance at sessions is high. Organisations will also need to liaise with schools about: the timing of tutoring, which could be before or after-school or within the school day, to ensure it has minimal disruption to the learning of pupils; the selection of pupils, to ensure a focus on the most disadvantaged pupils and those who will benefit the most from tutoring; and to coordinate the grouping of pupils into groupings that will support the learning process.

Organisations can apply with a blended approach (using both online and face-to-face tuition) or can focus solely on online or face-face tutoring. Given the ongoing potential for school closures and local lockdowns, approved Tuition Partners will be expected to have contingency plans in place if face-to-face tutoring is disrupted. This could include moving tuition online (where organisations already have online systems up and running) or pausing tuition until delivery becomes feasible again and changing the onward pattern of delivery. Any contingency planning will need to be done in close consultation with schools and EEF.

Subjects

We are open to applications across a number of academic subjects and are aiming to align the funding of tutoring with the demand from schools. Most funding is likely to be allocated to maths, English and science tuition. We will provide tuition funding under six main areas:

- English
- Humanities
- Maths
- Modern foreign languages
- Science
- Primary (reading, writing, maths and science)

School and pupil eligibility criteria

Schools are eligible for the Tuition Partners subsidy if they are state-maintained primary or secondary schools in England. Tuition will be funded for any year-group in primary or secondary schools, and in the six specified subject areas. However, organisations should bear in mind that schools are likely to want a focus on Y6/7 and Y10/11 and may have a preference for the core subjects of maths, English and science.

Schools will be asked to select the pupils they would like to put forward for tuition and will be asked to focus on disadvantaged pupils, including pupils eligible for Pupil Premium funding), pupils In Care or those identified by schools as having an equivalent need for support).

NTP Tuition Partners will be available in all regions of England and an approved list of regional providers will be available on the NTP website at the end of October. Tuition Partners will be responsible for recruiting schools.

What other support will be available for Approved Partners?

Organisations that receive NTP Tuition Partners funding will also be expected to take part in non-financial, capacity building support delivered by NTP Tuition Partners partner organisations. This is to help support quality delivery this year, and to build quality tutoring capacity in the sector beyond the lifetime of NTP Tuition Partners funding.

As part of the Tuition Partners pillar, there will be a programme of non-financial support in place to support tuition providers. This will include a mixture of workshops, masterclasses and 1:1 support from the start of the programme to Summer 2021. The level of support available may vary by provider, based on need. The content of this support will also depend on the needs of providers, but some examples of likely topics include: implementation planning, impact management, programme refinement, tutor & school recruitment, platform development and tech support (for online providers). More information will be provided when applications for funding have been received.

Evaluation

The Education Endowment Foundation will commission several evaluations of NTP Tuition Partners to learn about the impact of the programme on pupil attainment, as well as the key drivers and obstacles to its implementation.

We anticipate that the evaluation will have at least two components.

Overarching evaluation of NTP Tuition Partners

The evaluation will aim to quantify the overall impact of the programme on pupil attainment and how this varies by different tutoring models, pupil- and school characteristics. The evaluation will also look into the experiences of schools, tutors and pupils with a view to improve the delivery of similar programmes in the future.

More detail on the evaluation approach will be published shortly including a privacy notice describing how pupil and tutor data will be safely processed.

Tuition Partners will be asked to provide information on aspects of their delivery, including the number of sessions delivered and attendance, as well as information on the tutors, schools and pupils they are working with, using standard templates. Schools will be asked to provide details of their pupils receiving tutoring so the impact of the programme can be analysed using the National Pupil Database. The intention is that this will be a streamlined process that places minimal burden on schools.

Evaluation of local initiatives aiming to boost pupils' engagement

Unfortunately, some groups of pupils are particularly hard to reach. The aim of TP is to ensure that no one is left behind. This strand of the evaluation will aim to generate evidence on the most effective

strategies for boosting pupils' understanding of the benefits of tutoring, as well as their attendance at sessions.

Tutoring organisations will be invited to volunteer for a series of small-scale, nimble experiments aiming to find out what works to boost reach and engagement. The EEF will commission an independent evaluator to collect data and provide useful and rapid feedback to participating organisations.

How to Apply

To submit an application to become an approved Tuition Partner, you will need to complete an online application form, available on the NTP website from 28th August.

Timeline

Grants round opens	28 th August 2020
Grants round closes	5pm 18 th September 2020
List of approved Tuition Partners announced	31 st October 2020
Subsidised tutoring can begin in schools	November 2020

We intend to announce as many approved Tuition Partners as possible by 31st October 2020, however this will be dependent on all the necessary checks being carried out, so for some organisations with multiple partners on the proposal, approval may take slightly longer.

From November 2020, schools will be able to access subsidised, high-quality tuition from approved Tuition Partners for the rest of the academic year.

For schools already working with an approved Tuition Partner, all future sessions are eligible for an NTP Tuition Partners subsidy, pending the school signing an MOU for participation in NTP Tuition Partners and receiving suitable documentation (e.g., privacy notices).

Approved Tuition Partners will be able to sign up new schools from this point as well and work with new pupils under the NTP Tuition Partners subsidy. A list of approved Tuition Partners, broken down regionally, will be available on the NTP Tuition Partners website for schools to view.

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Questions are in bold

Red text indicates how the question will be answered, e.g. tick box, free text

* denotes mandatory questions

Guidance notes are in italics

Section 1 – Eligibility criteria

Please confirm the following to check your eligibility for NTP Tuition Partners Funding:

1a. All tutors delivering NTP Tuition Partners tuition will hold an enhanced DBS check with Barred List Check, or in the case of international tutors, best available equivalents *

Tick

1b. All tutors delivering NTP Tuition Partners will receive safeguarding training*

Tick

We will expect all NTP Partner organisations to commit to carrying out enhanced DBS checks with barred list check (if you do not already do so) on tutors who will be working on this programme, or in the case of tutors not based in the UK, best available equivalents. Safeguarding practice, including details on your current DBS checks and safeguarding training, will be further assessed in section 6. All Tuition Partners will need to pass a full safeguarding assessment.

2. Our proposal does not include peer tuition*

Tick

Peer-to-peer tutoring is ineligible for NTP Tuition Partners funding. The NTP Tuition Partners is focused on providing external support to schools from trained adult tutors.

3. All tutors delivering NTP Tuition Partners will receive training from our organisation*

Tick

Organisations using untrained volunteers will be unable to apply for NTP Tuition Partners funding. This is because the available evidence indicates that tuition is most effective when tutors are provided with training.

4. Our organisation currently directly works with schools*

Tick

This could be working with schools in a range of capacities, which could be tutoring or other educational programmes with schools. Organisations that have not previously worked with schools will be unable to apply for NTP Tuition Partners funding. Tuition is most likely to be effective in mitigating a widening of the attainment gap if it is delivered in partnership with schools, and we are therefore looking to fund organisations with previous experience of working directly with schools.

5. Our proposal is to deliver tuition to a minimum of 500 pupils*

Tick

We are not able to fund tutoring at a very small-scale through NTP Tuition Partners, so would expect organisations bidding to be able to reach at least 500 pupils over the year of delivery.

6. Our organisation is willing to participate in the NTP Tuition Partners evaluation and will work with the independent evaluator and EEF to provide the necessary data*

Tick

An independent evaluation of the NTP Tuition Partners will be commissioned. This will look at the overall impact of the programme on pupil attainment and how this varies by different tutoring models, as well as the characteristics of the pupils and schools involved. The evaluation will also aim to understand the barriers and facilitators to implementation, including how best to maximise take-up and engagement. It will also look at the long-term impact of the programme on the tutoring market. More detail on the intended evaluation approach will be provided including a privacy notice describing how pupil and tutor data will be safely processed. Schools will be expected to provide details of their pupils receiving tutoring in order that the overall impact of the programme can be analysed using the National Pupil Database. The intention is that this will be a streamlined process that places minimal burden on schools. Tuition Partners will be expected to provide information on aspects of their delivery, including the number of sessions delivered and attendance, as well as information on the tutors, schools and pupils they are working with, using standard templates.

7. Our proposal does not include tuition to post-16 pupils*

Tick

NTP Tuition Partners funding is only available for tuition for 5-16 year olds. Further information about catch-up funding, including for early years settings and post-16 providers, is provided on the [Department for Education website](#).

Section 2 Organisation details

1. Please fill out the details of the lead organisation applying to become an Approved Tuition Partner.

Organisation name (company legal name) *	Free text
If different, please specify your trading name:	Free text
Organisation address*	Free text
Organisation type*	Drop down: charity, for profit, academic institution, other (please specify)
Charity Number (if applicable)	Free text
Company registration number (if applicable)	Free text
Lead applicant contact name*	Free text
Lead applicant email address*	Free text
Lead applicant contact number*	Free text
Lead applicant role/position*	Free text
Charity/company Director/CEO name*	Free text
Charity/company Director/CEO email address*	Free text
Finance Manager name (for invoicing) *	Free text
Finance Manager email address*	Free text

2. Will any partner organisations contribute to this proposal? If yes, please provide some information about them, including: company name (and trading name if different), company/charity number, address, description of their organisation, and a full description of your partnership and respective roles. *

Yes/No with Free text to explain if yes (500 words)

Please note that we will require a lead organisation to have overall contractual responsibility. Please detail here the nature of the partner relationship and how it will be legally enforced. Any partner organisation will need to adhere to all the quality commitments set out in this application. Where subcontract partner(s) are planned to be used, the EEF reserves the right to carry out some due diligence on the subcontract partner(s), but to no greater extent than that being carried out on the lead contractor.

3. Does your organisation currently offer tutoring in schools? * Yes No

We are open to working with organisations that currently deliver tutoring in schools, and organisations who work with schools in other capacities (e.g. delivering other educational programmes), so this is just for our information.

Section 3 - Tuition Partners Quality Criteria

1. Please provide an overview here of the work that your organisation does in schools, including the number of schools and pupils you have worked with. *

Free text (450 words)

We are interested in the experience your organisation has with schools. If your organisation currently offers tutoring in schools, we are interested in the type of tutoring you deliver (face-to-face, online, both), the format (we are particularly interested in the session ratios you deliver in terms of 1:1, 1:2, 1:3 or other), the subjects and year groups you offer tutoring in, the types of schools you work with, and the number of schools and pupils you have worked with.

For organisations that currently work with schools in other ways, for example delivering other educational programmes, we are interested in the most relevant experience your organisation has of working with pupils, teachers and schools, the types of schools and age groups of pupils you work with, any subject specialism.

2. Please describe the proposed recruitment process for your tutors, including any eligibility criteria set for your tutors. Please justify using examples of the past and current experience(s) of the organisation(s) involved in this proposal. *

Free text (450 words)

We would like to know about the types of tutor you will recruit (e.g. undergraduates, qualified teachers), any other eligibility criteria you will require tutors to meet and the proposed assessment process for selection of tutors. If you are using tutors you already recruited, please describe the eligibility criteria and recruitment processes for those tutors.

3. Please describe the proposed training process for your tutors. Please justify using examples of the past and current experience(s) of the organisation(s) involved in this proposal. *

Free text (450 words)

We are interested here in the duration and frequency of tutor training, as well as exactly what is covered. If you are using tutors you already recruited, please describe the training process they completed and any additional or top-up training that you have planned.

4. How will your organisation ensure good two-way communication with schools, and that your tutoring support is informed by teachers? Please justify using examples of the past and current experience(s) of the organisation(s) involved in this proposal. *

Free text (450 words)

We are interested in the quality of communication between your organisation and schools and processes that you will put in place to maintain and enhance this communication. Please cover here if and how your tutoring content will be informed by the school and class teacher, and if and how information is then fed back to the school and teacher. Please justify how the proposed processes are adequate given your proposed scale of delivery. The EEF central team for the NTP Tuition Partners includes dedicated School and Tutoring Liaison roles to provide ongoing expertise across the programme.

5. Please outline your plans for how you will support the most disadvantaged pupils to engage in tutoring. Please justify using examples of the past and current experience(s) of the organisation(s) involved in this proposal. *

Free text (450 words)

We are interested in how you will engage disadvantaged pupils and overcome common barriers to accessing tutoring.

6. Please explain how you would monitor session delivery by tutors and session attendance by pupils, including tutor and pupil absences. Please justify using examples of the past and current experience(s) of the organisation(s) involved in this proposal. *

Free text (450 words)

We are interested in what central monitoring systems will be in place, which allow organisations to monitor session delivery, including any tutor and pupil absences, to ensure high-levels of session completion. This should include processes to deal with any issues that arise over the course of delivery. Please justify how the proposed processes are adequate given your proposed scale of delivery.

7. Please describe how your organisation would assure the quality of tutoring sessions and track pupil progress. Please justify using examples of the past and current experience(s) of the organisation(s) involved in this proposal. *

Free text (450 words)

We are interested in the processes and systems you would put in place to monitor tutoring session quality. This should include how you would manage quality assurance centrally, including monitoring the suitability of session content and the work of individual tutors. We are also interested in how you will track the progress of pupils, identify any issues with progress or particular areas that pupils are struggling with, and respond to this information to ensure pupils are getting the most from sessions. Please justify how the proposed processes are adequate given your proposed scale of delivery.

8. Please provide evidence of your organisation's impact on attainment. If you have not provided tutoring services before and/or if prior attainment evidence is not available, please outline how your tutoring model aligns with the wider evidence. *

Free text (600 words)

We are interested here in what evidence you have about your impact on attainment. Organisations with the strongest evidence may have positive impacts from randomised controlled trials or quasi-experimental evaluations, while others will have tracking data showing the positive progress that pupils make. Wherever possible, please show evidence that children who participate in the proposed programme improve relative to a comparison group of similar pupils who do not participate.

If you have not provided tutoring services before, we are interested in how your proposed model is supported by the wider evidence. See the EEF's Teaching and Learning toolkit sections on [small group](#) and [one to one](#) tuition. You may also describe here evidence from evaluations of very similar approaches. If quoting wider literature, please make clear reference to the characteristics your programme shares with the programmes referenced.

Section 4 - Proposal outline

1a. Please select the types of tutoring you are proposing to deliver*

Select all that apply: 1:1 in person tutoring, 1:2 in person tutoring, 1:3 in person tutoring, 1:1 online tutoring, 1:2 online tutoring, 1:3 online tutoring

1b. If you are proposing 1:1 tuition, please explain why you are proposing this and explain which pupils 1:1 sessions will support.

Free text (300 words)

Please outline here how you would use 1:1 tuition sessions. We expect the majority of NTP Tuition Partners funding to be allocated for delivery in small groups (with one tutor and three pupils) to ensure that as many pupils as possible can benefit from Tuition Partners. We are open to funding some 1:1 and 1:2 models, most likely for pupils with SEND and pupils attending Alternative Provision, as well as other pupils who may have specific needs. We will however consider 1:1 proposals where 1:3 is not possible for the organisation to deliver due to their existing model of delivery. Such proposals would need to demonstrate strong value for money.

2. Please select the areas you are able to deliver in*

Drop down of all regions, then when select regions can see sub regions, with the option to select 'all' in that region

3a. Please select the subjects and key stages where you propose to offer tuition*

Tick all that apply: Maths KS1, Maths KS2, Maths KS3, Maths KS4, Reading KS1, Reading KS2, Writing KS1, Writing KS2, English KS3, English KS4, science KS1, science KS2, science KS3, science KS4, Humanities KS3, Humanities KS4, Modern Foreign Languages KS3, Modern Foreign Languages KS4

3b. Please select which year groups you intend to offer tuition to*

Tick all that apply: Y1; Y2; Y3; Y4; Y5; Y6; Y7; Y8; Y9; Y10; Y11

4) Approximately how many schools and pupils do you expect to work with to deliver your proposal? Of the approximate total of schools, please estimate how many of these you expect will be *new* schools that you are not already delivering tutoring in: *

Number of schools:

Number of *new* schools:

Number of pupils:

If this represents a scale-up in terms of delivery for your organisation, please explain how you will maintain quality while increasing reach.

Free text (400 words)

5) How do you expect to recruit any new schools?

Free text (600 words)

Please outline your recruitment strategy and any existing networks you have which you would expect to recruit through.

6a) Please select the types of schools you plan to work with: *

Select all that apply: Primary mainstream schools, Secondary mainstream schools, Alternative Provision settings, Special schools

6b) If you are planning to work in Special Schools and/or Alternative Provision settings, please indicate roughly how many of the pupils you plan to work with will be from:

Alternative Provision settings: free text

Special schools: free text

6c) If you are planning to work in Special Schools and/or Alternative Provision settings, please outline your prior experience of working in these settings, and the particular expertise that your tutors have for working with this particular pupil population.

Free text (450 words)

7a. How many tutors will you need to deliver your proposal? *

Free text

7b. Please outline why you require this number, including how many pupils each tutor is likely to tutor over the year. *

Free text (300 words)

8a. How many new tutors do you expect you need to recruit to deliver your proposal? (if any)

Free text

8b. Please outline your tutor recruitment strategy and any existing networks you have which you would expect to recruit through.

Free text (300 words)

9. Do you have plans in place to enable you to keep delivering tuition in the event of COVID-19 related measures, for example limitations on external visitors to schools or local lockdowns resulting in full/partial school closures? If so, please outline these. *

Free text (300 words)

We are interested in any contingency plans you have in the event of COVID-19 related measures. This could include moving tuition online (where organisations already have online systems up and running) or pausing tuition until delivery becomes feasible again and changing the onward pattern of delivery. Any implementation of contingency planning will need to be done in close consultation with schools and the EEF.

10. If you were successful and announced as an Approved Tuition Partner at the end of October 2020, please indicate approximately when you: *

a) could start delivering NTP Tuition Partners tutoring in schools you are already working in date

b) could start the recruitment and training of any new tutors date

c) could start to receive queries from new schools date

d) could start delivering NTP Tuition Partners tutoring in new schools date

We understand that some providers will take longer to get up and running than others, so we are keen to understand your estimated timelines. All NTP Tuition Partners funded tuition needs to take place in the academic year 2020/2021, and we have a preference for delivery starting as soon as possible, so

that we can ensure children can receive 15 hours of tutoring before the end of the 20/21 academic year.

11. As described in the introduction, non-financial support will be provided to NTP Tuition Partners organisations. To help inform the design of this support, please describe the biggest barriers you expect to experience in delivering quality tuition as described in your proposal.

Free text (300 words)

Please note that this question is designed to inform the non-financial support offer to approved NTP Tuition Partners organisations and won't be assessed as part of your proposal. As part of the Tuition Partners pillar, there will be a programme of non-financial support in place to support tuition providers. This will include a mixture of workshops, masterclasses and 1:1 support from the start of the programme to Summer 2021. The level of support available may vary by provider, based on need. The content of this support will also depend on the needs of providers, but some examples of likely topics include: implementation planning, impact management, programme refinement, tutor & school recruitment, platform development and tech support (for online providers).

We are also interested in proposals from organisations looking to move into online provision or expand their digital offer, and there will be funding available to support organisations to test and develop online models. For example, this could be from organisations with an established face-to-face offer who have not previously offered online tutoring or have worked with a small number of students online, who now wish to expand this remote delivery. More information regarding the specific funding and support available for online transition or development will be provided later in the process.

Section 5 Proposal budget

1. Please fill out the below table to show the level of delivery you are proposing and associated overall cost. Please include the total (100%) cost of the tutoring, and then 75% of that will be calculated as requested NTP Tuition Partners funding. *

Please include in your per session rate all central and ongoing costs. Specific NTP Tuition Partners set up and participation costs will be budgeted separately so please do not include those in the calculations below. We are expecting providers to bid for 15 hours of tuition delivery per pupil. We are only able to provide funding for NTP Tuition Partners sessions delivered from November onwards, by approved NTP Tuition Partners. We are not able to provide backdated funding for sessions already delivered for example in September. If you are midway through a course of tutoring with some pupils, future sessions with those pupils, once your proposal has been approved, will be eligible for the NTP Tuition Partners subsidy. This would require the participating school to sign-up to the NTP Tuition Partners programme, and fulfil their necessary commitments, including returning a signed MOU for their participation. You should still bid for complete 15-hour blocks for those pupils, but we will adjust payments based on actual number of sessions delivered.

Please include your costs here without VAT. *Tuition Partners will receive 75% subsidy from the EEF and 25% payment from the school(s). Where an organisation is considered to be making taxable supplies (not an eligible body for the education VAT exemption), and is VAT registered, we would expect it to account for VAT on the full value of the supply made to the school, not just the 25% payment it expects to receive. Schools should be in a position to recover in full the VAT charged pursuant to s.33 of the VAT Act 1994 for Local Authority schools, or s.33B of the VAT Act 1944 for Academy schools, as a cost directly attributable to their non-business activity of the free supply of education to pupils. Therefore, VAT should not fall as an additional irrecoverable cost for schools. Please note that it will be up to the individual organisations to ensure their own VAT position is considered in isolation, and appropriate professional advice taken.*

Tuition delivery	yes/no	Length of each session (minutes)	No. of sessions (this should make up a 15-hour block)	Per session cost (£)	Per Pupil per session cost (£)	Per 15-hour block cost (£)	No of 15-hour blocks planned	No of pupils supported	Total cost (£)
1-1 in person tutoring									
1-2 in person tutoring									
1-3 in person tutoring									
1-1 online tutoring									
1-2 online tutoring									
1-3 online tutoring									
							Total	Total	£

75% requested from NTP Tuition Partners: £

2. Please outline the breakdown of costs making up your per session rates, including how much your tutors are paid (if they are paid). *

Free text (450 words)

Please include all costs covered in your per session rate for each session rate stated above. This should include how much is paid to the tutor and all other central and ongoing costs (e.g. central functions, tutor management, data/IT systems, session scheduling and set-up, pre-session data tracking, session delivery, impact tracking and evaluation and invoicing).

3. Please fill out the below table to show your NTP Tuition Partners set up and participation costs.

Please include costs associated with the NTP Tuition Partners set-up and participation. This could include:

- Funding to increase reach, which could include finance to recruit and train new tutors (including any necessary safeguarding checks) and set up the necessary central systems to manage an increased workforce and delivery.*
- NTP Tuition Partners specific costs such as costs associated with providing monitoring information and data to the EEF and evaluators, and developing NTP Tuition Partners-specific policies and processes.*
- Additional costs associated with recruiting schools to participate in NTP Tuition Partners, over-and-above normal recruitment costs.*
- Funding for the refinement of the tutoring model to meet the Tuition Partners Quality Criteria, or to deliver a small group tutoring model.*

We are able to cover costs of tutors recruited and trained in the 2020/2021 academic year (from 7th September onwards) for approved Tuition Partners, where these tutors will be used to solely provide sessions as part of the NTP Tuition Partners programme from November 2020 onwards and over the 20/21 academic year.

NTP Tuition Partners set-up and participation category	£	Detail (free text)
Total	£	

Total funding required £

4. Please outline the staff who will be working on this project, in what capacity, and what proportion of their time will be spent on the project. *

Free text (450 words)

5. Please use this optional box for any additional explanation you want to add to your budget, including if you are intending on providing funding or other resources from other sources (e.g. corporate sponsorship or additional funding from Trusts/Foundations) that reduces the total requested from NTP Tuition Partners or from schools.

Free text (450 words)

Section 6 - Safeguarding information

All organisations will have their safeguarding practices and procedures assessed before becoming an NTP Tuition Partner. Assessments will be made in 5 broad areas:

Safeguarding Policy and Procedures. We expect all NTP Partners to have robust safeguarding policies and procedures which are updated regularly and in line with legislation and statutory guidance. These should set out the procedures to be followed by all staff and tutors if they have a safeguarding concern regarding a child or receive a disclosure from a child. A Code of Conduct should provide practical and clear guidance as to which behaviours constitute safe practice and which behaviours should be avoided. There should be a clear and robust Whistleblowing policy and procedures.

Safeguarding Training and Development. We expect all NTP Tuition Partners to ensure their staff and tutors receive appropriate safeguarding and child protection training which is regularly updated. In addition, staff and tutors should receive safeguarding and child protection updates to provide them with relevant skills and knowledge to safeguard children effectively.

Organisational Structure and Governance. The organisation should ensure an appropriate senior member of staff is appointed to the role of Designated Safeguarding Officer/Lead, and Deputy Safeguarding Lead(s) are designated. The Designated Safeguarding Officer/Lead should take lead responsibility for safeguarding and child protection and have had an appropriate level of training.

Safe recruitment policies and procedures. We expect all NTP Tuition Partners to follow safer recruitment practices for staff and tutors including a range of pre-employment checks such as identity and qualifications, right to work in the UK and references. We will expect all NTP Tuition Partner organisations to commit to carrying out enhanced DBS checks with barred list check (if you do not already do so) on tutors who will be working on this programme, or in the case of tutors not based in the UK, best available equivalents.

Specific safer practices for online tuition. For organisations providing online tutoring, policies, procedures and codes of conduct should be adapted for such contexts. We expect the organisation's safeguarding policy and procedures to show how tutors, children and young people are safe and responsible online and creating a safe online learning experience. This could include use of videos and digital platforms, platform security, privacy controls, and recording, storage and monitoring of sessions.

Applicants should also be aware that the EEF will work in partnership with appropriately authorised agencies and will conduct screening checks for any national security risks.

If successful, NTP Tuition Partners will be subject to ongoing monitoring of compliance to their safeguarding practices throughout the grant. The answers provided below, alongside your safeguarding policies and procedures, will be made available to an appointed third party organisation.

1a. Does your organisation have a Safeguarding Children and Young People Policy and Procedures?

*

Yes/No

Please upload your safeguarding policy and procedures here

1b. What date did you last update and approve your Safeguarding Children and Young People Policy and Procedures and when is it due to be reviewed?

Date last updated and approved **Select date**

Date of next planned review **Select date**

1c. Does your organisation have a Whistleblowing and Complaints policy alongside/in addition to your Safeguarding Policies and Procedures? *

Yes/No

Please upload this policy here

1d. Does your organisation have a clear Code of Conduct that sets out the behaviours and expectations for all staff and tutors? *

Yes/No

If no, please explain why (free text) (250 words)

Please upload this here if not included in your safeguarding policy and procedures

1e. Please outline how you will ensure your Safeguarding Policy and Procedures will align with the school's procedures that you are working in and that your staff and tutors will know how to report a safeguarding concern? *

Free text (250 words)

2a. Do all staff and tutors complete appropriate safeguarding and child protection training? *

Yes/no

2b. Please outline when they last received/attended this training, details of the training delivery method (e.g. face to face training, online live training, eLearning modules) and duration.

Free text (250 words)

2c. Please provide the learning outcomes for the most recent safeguarding and child protection training delivered to your staff and tutors.

Free text (250 words)

2d. In addition to training that is regularly updated, how else do you provide safeguarding and child protection updates for your staff and tutors (for example, via email, e-bulletins and staff meetings) and how often?

Free text (250 words)

3a. Does your organisation have a Designated Safeguarding Lead? *

Yes/no

3b. Who is your organisation's Designated Safeguarding Officer/Lead?

Name Free text

Job title Free text

Email Free text

Work contact number Free text

3c. Does your organisation have a Deputy Designated Safeguarding Lead(s)? *

Yes/no

3d. Who are your organisation's Deputy Designated Safeguarding Officer(s)/Lead(s)?

Name Free text

Job title Free text

Email Free text

Work contact number Free text

3e. What specific training has your Designated Safeguarding Officer/Lead and Deputy/Deputies completed to enable them to fulfil their role and responsibilities and when was this? Please include the delivery course title, date, delivery method and duration.

Free text (250 words)

4a. Does your organisation have a Safer recruitment Policy and Procedures? *

Yes/No.

Please upload your safer recruitment policy and procedures here

4b. Which of the following pre-employment checks are standard practice for tutors in accordance with your Safer Recruitment Policy and Procedures? *

	Yes	No
Two written references		
Proof of identity of candidate		
Qualifications		
Right to Work in UK		
Enhanced DBS Check		
Barred List Check		
Candidate has lived or worked outside of UK		
Health Questionnaire		
Others – please state (Free Text)		

4c. Please explain your current processes around conducting DBS and Barred List checks for tutors*

Free text (250 words)

We expect that for all new tutors recruited to work on NTP Tuition Partners, that an enhanced DBS check with Barred List Check is carried out before that tutor begins delivery.

For tutors already working at your organisation who will work on NTP Tuition Partners, please explain which types of DBS you currently conduct as standard (e.g. basic or enhanced) and if you conduct a Barred List check, explaining the rationale for this, including if your tutoring model is supervised.

Please note that we will require all NTP Tuition Partners to ensure their existing tutors have an enhanced DBS check with Barred List Check to work on NTP Tuition Partners.

Please also give a brief overview of the organisation's internal policies regarding the length of time for renewal or requesting updates. If you use tutors who are based outside of the UK, please provide the details here of the alternative or equivalent checks that you undertake.

5a. If you deliver online tuition, does your organisation have guidelines, processes or procedures in place for staff and tutors delivering online tutoring? This could include use of videos and digital platforms, platform security, privacy controls, and recording, storage and monitoring of sessions.

Yes/No

Please upload any relevant documents covering your guidelines, processes or procedures for online tuition here

5b. If you answered No to Q5a please explain what actions you are taking to implement safer practices for online tuition, including any detail you have on what safer online practices you are in the process of implementing.

Free text (250 words)

6. Will any partner organisations involved in this proposal directly deliver tutoring to pupils? *

Yes/No

If any subcontracted partner organisation(s) will deliver tutoring directly to pupils, their safeguarding policies and procedures will also be assessed as part of the selection process and we will be in contact to collect the relevant information from them.

Section 7 - Information on finance, data protection and employment practices

Finance

All organisations will be assessed in regard to financial health, management and governance. Organisations should have appropriate internal governance structures, financial management systems and controls. If successful, organisations will be subject to ongoing monitoring of compliance in this area throughout the grant. The answers provided below will be made available to an appointed third party organisation who will make an assessment of your financial management and governance.

1a. Have any Directors / Trustees ever been subject to sanction / censure under the Companies Act or related legislation? *

Yes/No

1b. Please outline the overall governance of the organisation, including details of the Board structure and any compliance procedures. *

Free text (250 words)

1c. Please confirm you are happy for Money Laundering checks to be completed on individual Directors. *

Yes/No

1d. Please confirm you are happy for credit checks to be carried out on your organisation. *

Yes/No

2a. Please provide a summary of the finance team and financial reporting systems in place at the organisation, including frequency & timeliness of reporting. *

Free text (250 words)

2b. What financial controls, monitoring and reporting processes do you have in place to ensure the effective financial management for specific projects such as this? *

Free text (250 words)

2c. Have you previously had to report against restricted funds? If yes, please provide further details. *

Yes/No

Free text (250 words)

2d. Please outline the approval process for the most recent budget. Is performance monitored to budget and has any reforecast been required? *

Free text (250 words)

3a. Please provide a summary of the key financial impacts of COVID-19 on the organisation (e.g. reduction in revenues, cost cutting exercises, redundancies) and management's actions to address

any issues arising. Note any creditor arrears or time to pay tax arrangements and when these are planned to be regularised / paid. *

Free text (250 words)

3b. Have any Government schemes / measures been introduced since the pandemic began (e.g. Furlough scheme, CBILS, VAT deferment) at the organisation to date? If yes, please provide details including commentary on your ability to repay to terms where required. *

Yes/No

Free text (250 words)

4a. Have there been any covenant or facility breaches under any financing arrangement over the Historical period? If so, how was this resolved? *

Yes/No

Free text (250 words)

4b. Are there any significant seasonal cash flow requirements that require careful management over the next 12 months, and if so, how will these be addressed? *

Yes/No

Free text (250 words)

4c. How would you ensure funds are ring fenced and appropriately managed under the NTP Tuition Partners project if requested? *

Free text (250 words)

5a. Please can you confirm that your Corporation tax, VAT and Employment Tax returns / filings are up to date? *

Yes/No

5b. Can you confirm there are no ongoing tax investigations or outstanding liabilities from any recent investigations that are yet to be finalised? *

Yes/No

Supporting documentation. Please upload:

- Full audited statutory accounts for the organisation for the last three financial years, including detailed profit and loss accounts.
- Monthly management accounts for the period January to July 2020, including profit and loss, balance sheet, cash flow (if available) and KPI / budget variance information.
- Your current year budget and any latest re-forecast.
- Bank and loan statements for end July 2020.

6. Will any partner organisations involved in this proposal represent more than either £100,000 or 20% of the overall budget for the programme? *

Yes/No

Where subcontract partner(s) are planned to be used, EEF reserves the right to carry out some due diligence on the subcontract partner(s), but to no greater extent than that being carried out on the lead contractor.

Data protection

Tuition Partners will be required to collect pupil data from schools to support evaluation of the National Tutoring Programme. To protect this data, it is essential that **all Tuition Partners have a strong understanding of the Data Protection Act 2018 and the GDPR.**

All organisations will be assessed in regard to data protection governance, policies, controls, training and security. If successful, organisations will be subject to ongoing monitoring of compliance in this area throughout the grant. The answers provided below will be made available to an appointed third party organisation who will make an assessment of your data protection management and governance.

Tuition Partners will have the role of **data processors**. This means that they will not be able to use the personal data for their own purposes or hold the data after the completion of the programme.

Due to Tuition Partners holding a large amount of children's data, they will need:

- To appoint or have appointed an internal or external **Data Protection Officer (DPO)** with expert knowledge of data protection law (as per GDPR Article 37).
- To sign up to a **data processing agreement** that incorporates the requirements of EEF's joint data controller agreement with DfE.
- To provide adequate **information letters for schools and parents**, linking to the Tuition Partners **privacy notice**, based on templates provided by the EEF.
- To complete a **Data Protection Impact Assessment (DPIA)** for the collection and use of pupil data. This will be used to identify and assess data protection risks along with the measures to reduce those risks. For example, the Tuition Partner would document their security procedures, standards or certificates as measures to reduce the risk of a data security breach.

An independent evaluation of the NTP Tuition Partners will be commissioned. To facilitate this evaluation, Tuition Partners will be required to collect pupil-level information from schools to pass onto the independent evaluator.

In addition to pupil data, Tuition Partners will be expected to provide information on aspects of their delivery, including the number of sessions delivered and attendance, as well as information on the tutors and schools they are working with, using standard templates. More detail on the intended evaluation approach will be provided to successful applicants.

1a. Does your organisation have a Data Protection Officer (DPO)? *

Yes/No

If no, how do you ensure that you have assigned the tasks of a DPO and have sufficient staff and resources to discharge your GDPR obligations?

Free text (250 words)

1b. Do you have a Senior Information Risk Owner (SIRO)? *

Yes/No

Free text (250 words)

1c. If a DPO is in place, how are they independent from the main processing operations to avoid a conflict of interest e.g. a DPO also being responsible for decisions and management of the core data?

Free text (250 words)

1d. Has your organisation, or any associated Group Company, had to report a data breach to the Information Commissioner's Office (ICO)? If so, please provide details. *

Yes/No

Free text (250 words)

1e. Does your organisation hold any formal certifications or accreditations in respect of IT and data security? If so, please state which. *

Yes/No

Free text (250 words)

2a. Does your organisation have an up-to-date data map, or has an information asset register been established for personal data? *

Yes/No

2b. Is a data classification policy in place? (e.g. information assets are tagged as Confidential, Sensitive, Not Sensitive, etc.) *

Yes/No

2c. Do third parties that hold or process organisation data sign a Non-Disclosure Agreement (NDA)? *

Yes/No

2d. Are there procedures to perform regular data protection audits e.g. an Information Commissioner's Office (ICO) or internal audit? If so, please indicate the result of the latest audit. *

Yes/No

Free text (250 words)

2e. What data protection training has your DPO received? *

Free text (250 words)

2f. Is there a data protection and security awareness and training plan for staff? *

Yes/No

2g. Please briefly describe the content of your data protection and security training, how regular it is, the training delivery method (e.g. face to face training, online live training, eLearning modules) and duration.

Free text (250 words)

3a. How is data passing between your organisation and third parties protected? For example do you use secure portals for sending data? *

Free text

3b. Are access controls in place over all key systems and devices? *

Yes/No

3c. Is anti-virus software installed on every device (laptops, PCs and servers)? *

Yes/No

3d. Are all patches (security, operating systems and application) up to date and installed? *

Yes/No

3e. Are all mobile devices (mobile phones, laptops, tablets) by used by the organisation encrypted? *

Yes/No

3f. Has an independent and appropriately skilled third party conducted a penetration test in the last year? *

Yes/No

3g. If so, have all the critical and high priority actions from the penetration test been remedied? *

Yes/No

Free text

3h. Is all organisational data backed-up regularly and stored securely? *

Yes/No

Please upload all the relevant documents related to data governance and security, which could include:

- IT security policy
- approved Privacy policy
- data management and archiving policy
- breach and incident management procedure
- procedure for dealing with data information and subject access requests
- procedures for safe disposal of information assets and of hardware that has been used to store sensitive data.

Employment conduct

If you are acting as either an Employment Agency or Employment Business, you will need to ensure that you comply with the provisions of the **Employment Agencies Act 1973** (the Act) and the supporting **Conduct of Employment Agencies and Employment Businesses Regulations 2003** (the **Conduct Regulations**), both as amended. This legislation is enforced by the Employment Agency Standards (EAS) Inspectorate, part of the Department for Business, Energy and Industrial Strategy (BEIS).

The EEF reserves the right to disqualify you from the selection process should any information be received by us that indicates non-compliance with statutory obligations.

1. Please confirm that as part of the selection process you give consent for EEF to engage with EAS and to make enquiries with them to ascertain if they hold any information about you which indicates non-compliance with the Act and/or Conduct Regulations. *

Tick

2. Please confirm that you give consent for EAS to disclose any such information to EEF so that EEF may take the information into account in its decision making on whether to select you as an approved partner. *

Tick

- 3a. Will you employ any agency workers or personal services companies to work on NTP?

Yes/no

- 3b. In accordance with regulation [13A of the Conduct Regulations](#) which came into force April 2020, please confirm that any agency workers or personal service companies you employ will be provided with a 'key information document'?

Tick