

## Summary business case – provision funding only

Employer engagement proposals should include a summary using the template below. We recommend that the summary should be no more than 1,000 words (about two sides of A4).

<b>Institution:</b>									
<b>Contact person for the proposal</b> Title and full name: Post: Address for correspondence: Telephone: e-mail:									
<b>Growth in co-funded provision being sought:</b> <i>Additional numbers to be delivered in each year</i> <table border="1"><thead><tr><th>Year</th><th>Additional FTEs in each year</th><th>Additional headcount each year</th></tr></thead><tbody><tr><td>20XX-XX</td><td></td><td></td></tr><tr><td>20XX-XX</td><td></td><td></td></tr></tbody></table>	Year	Additional FTEs in each year	Additional headcount each year	20XX-XX			20XX-XX		
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20XX-XX									
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Institutions must complete a co-funded template for the first year of provision showing price group, mode, level, and length. This relates to the ‘fixed’ element of provision funding being applied for. For provision after 2008-09, HEFCE will pay 50% of the notional rate of grant per FTE. The remaining 50% should be recovered from the employer (this excludes any fees which institutions should also recover from employers and/or students).									
<b>Summary description of the provision addressing the following key questions:</b> <i>Suggested length: Maximum of one side of A4</i> <ul style="list-style-type: none"><li>• Which employers will the institution be working with and what employee skills needs will be developed?</li><li>• What is the package of provision that best responds to the identified skills needs and that meets the employers’ requirements?</li><li>• How does the institution see its role developing in terms of meeting the workforce development needs of employers?</li></ul>									

**Describe how this project fits with the regional and national skills priorities.** (i.e. the regional economic strategy and the national sector priorities.)

*Suggested length: Maximum of half a side of A4*

**Project risks:** (Describe the significant risks to the project and how they will be managed.)

**Confirmation of approval by the head of the institution:** (If relevant, enclose evidence from other partners or indicate when you expect this to become available.)

**For completion by HEFCE regional team**

**HEFCE regional team assessment**

- Has the institution experienced substantial under-recruitment?
- Are there any regional issues to note?
- How has the institution taken account of previous feedback on the proposal?
- Is there additional information to note?