



A Guide to Funding Proposals for Foundation Degrees

Progress South Central is the Lifelong Learning Network for Berkshire, Buckinghamshire, Oxfordshire and Surrey. Progress South Central seeks to support institutions in the region to design and deliver provision which meets the needs of both learners and employers and to address barriers to progression for vocational learners into and within higher education.

It is important for Progress South Central to have some consistency across the funding allocation for Foundation Degree development and for the LLN to be seen to be open and fair by all its partner institutions. It is also important to ensure that funding is used to effectively support the development of Foundation Degrees which have a chance of being successful and which will make a significant contribution to the sectors, network and the partners involved.

All proposals for funding Foundation Degrees will be considered on a case by case basis. This paper is designed to be used by Partner Institutions as a guide to applying for funding to support the development of Foundation Degrees.

Key Areas of Funding

- **Support to develop employer engagement**
E.g. setting up an employer forum, researching employer need. This is an important part of Foundation Degree development across the LLN because there is a large proportion of work based learning involved in Foundation Degrees. Having good employer engagement contributes to ensuring currency of curriculum and the employability of graduates. Funding for consultant or staff time will be considered and Progress South Central may be able to suggest suitable consultants to carry out research if needed.
- **Publicity and Marketing**
E.g. targeting previous L3 cohorts regarding a potential return to study, developing targeted information days for employers or students. The LLN will consider funding publicity activities which are specifically aimed at our target group of students (i.e. vocational learners and adults in work) and that focus on progression into and through HE, rather than supporting general publicity/marketing activities. It is important that the publicity and marketing which Progress South Central supports is targeted appropriately to deliver the greatest impact.
- **Staff Development**
E.g. assessment or curriculum design away days, staff development for those interviewing HE students for the first time, training for staff providing study support or training for delivery staff working in partnership with employers for the first time. Some of the staff involved with Foundation Degrees will only have had experience teaching at level 2 and 3 and may not be adequately prepared for the transition to teaching HE, therefore appropriate training and development will be considered for funding across the LLN.

Other areas that may be considered for funding

- **Preparation for accreditation with professional body**
This will be considered where appropriate. As submission for accreditation is normally made by the validating HEI, it may not be necessary for FE partners to be funded in this way. The LLN may be able to support partners in preparing for accreditation by introducing and funding specialist input if appropriate.
- **Support for the preparation of validation documents for new Foundation Degrees**
Funding for preparation of validation documents will be considered on a case by case basis. Priority will be given to institutions or departments submitting their first validation – institutions with a strong history of validation are less likely to need assistance.
- **Course Materials.**
Funding for course materials should be considered on the same basis as preparation of validation documents. Progress South Central would normally expect course materials to be funded out of core costs, but may consider supporting particularly resource intensive developments where appropriate.

Costing Breakdown

A detailed breakdown of costing should be supplied as part of each project proposal.

For example:

1. Development of a Foundation Degree in Construction Management

External consultant visit;
£ 640-00 (1 day + travel expenses)
External visits to employers and existing course providers;
£ 160-00
Meetings with stakeholders;
£ 100-00
Research into course materials;
£ 150-00
Staff time for development of modules;
£ 150-00 (Should ideally be written in terms of a daily rate)

Total £1200

2. Development of a Foundation Degree in Radio Production

External radio industry professionals, used for course preparation and industry liaison
1 person – 75 hours @ £20 per hour
1 person – 25 hours @ £20 per hour
= £2000
Cover for staff engaged in development
£800
Travel and expenses
£500
Employer survey
£200

Total £3500

Guideline Costs

Progress South Central would normally expect to fund a maximum of

Research into Employer Engagement	£2000
(This may well be higher depending on the sector and if a specialist consultant is engaged)	
Staff Development	£1000
Focused Marketing	£500
Consultation with Partners	£500
Staff Time	Approximately 3-5 Days @ a daily rate of £30 - £60

Not all these cost will be incurred by all institutions. We generally expect to receive funding requests in the region of £2000 - £3000 for the development of a Foundation Degree. Requests for larger amounts of funding will be considered if appropriate evidence is provided.

Contact Details

Partners wishing to develop Foundation Degrees should contact the relevant sector Development Manager at an early stage to discuss their proposal:

Health and Social Care

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For Construction Industries and Land-based Industries and all other enquires, please contact Progress South Central on psc@reading.ac.uk 0118 378 2330.

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