



# The Career Colleges approval process

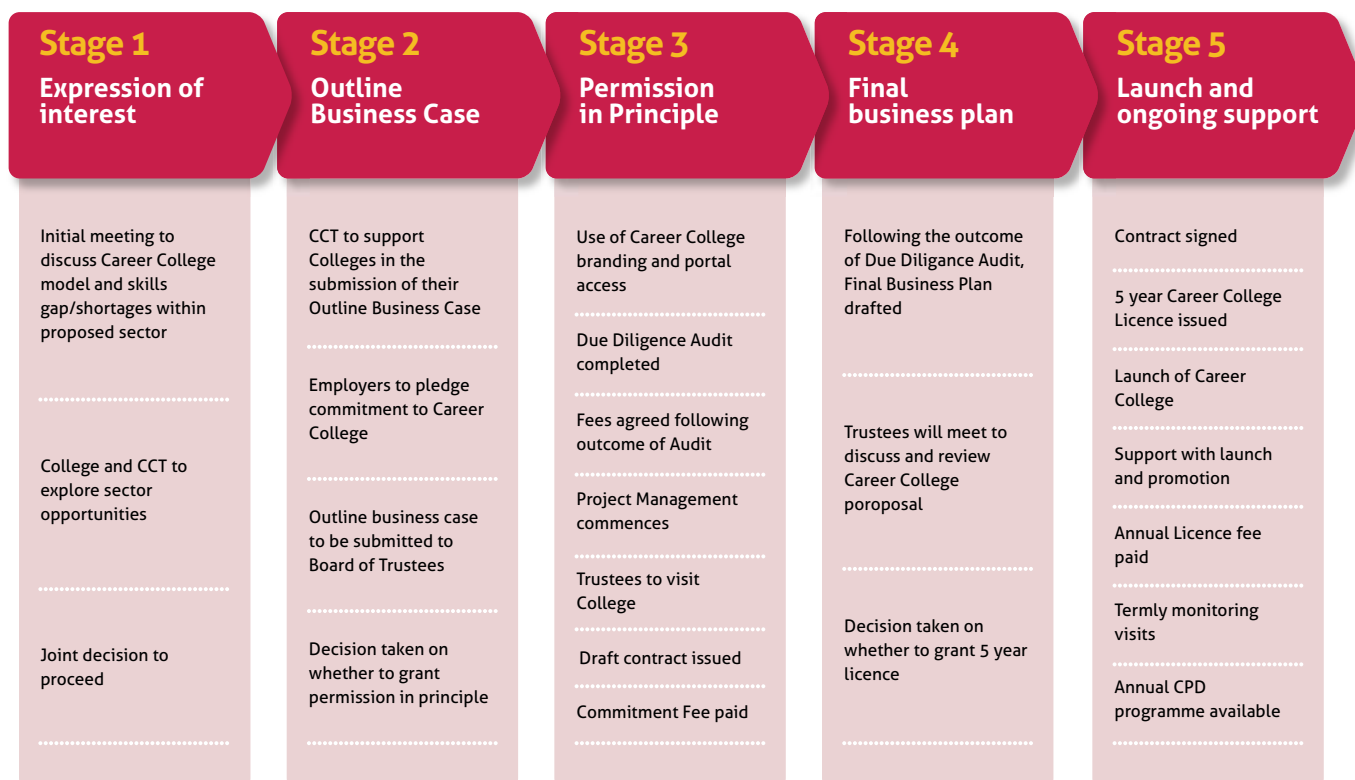
Career Colleges are being developed by the Career Colleges Trust ('the Trust') to increase the range and choice of education opportunities for 14-19-year-olds.

With employers and FE Colleges working closely together, this unique and innovative model of education is helping industry address the growing skills gaps we are seeing in the UK. Our aim is to ensure that young people are equipped with the necessary skills and hands-on experience to take the next step to a successful career.

The Trust wants to encourage high-quality applications from prospective Career Colleges and we will endeavour to make the approval process clear and straightforward.

The following guide sets out what can be expected throughout the approval process and the criteria for each Career College application. includes support with Maths and English for staff and learners.

## Process for establishing a Career College



Stage  
1

### Expression of Interest – identifying industry needs in the local area

Following an organisation's expression of interest to set up a Career College, the Trust will provide a proposal, demonstrating its vision. This will set out how the Trust's model and resources can support you in delivering 14–19 vocational, career-led curriculum.

The Trust will work with you to explore employment opportunities and potential growth areas. It will also help identify sector-relevant employers to support your Career College.

After this, if both parties decide to proceed, an Outline Business Case (OBC) must be completed and initial qualifying checks will be carried out by the Trust. The OBC must include market analysis and demand with demographical analysis, employment opportunities – set against any expertise and/or provision already available in the region or being planned. A template is available, for your convenience; however, we recognise each application will be quite unique.

Stage  
2

### Submission of an Outline Business Case

**An Outline Business Case to set up a Career College must be submitted to the Trust for 'Permission in Principle' (PIP) to be granted.**

This provides the Trust with the opportunity to set conditions and ask for specific activity to be completed prior to submission of a full and final application for a Career College.

If a PIP is granted, a prospective Career College:

- May use the CC brand and logo in any promotional activity to support recruitment of personnel to develop the Career College
- May use the CC brand and logo to support recruitment activity for learners
- Must work to an agreed date for submission of a full and final application for a Career College – based on the proposed opening date.

[After this submission date, the status of the Permission in Principle may be reconsidered by the Trust.]

**The application for Permission in Principle to be granted should take the form of an outline business plan.** This must include capital requirements and the demand for the industry/sector-led provision that is being proposed. All Career College applicants will need to confirm they have their Board of Governors' approval and have ensured all proposals are being discussed with key stakeholders, including the appropriate LEP. Employers applying for a Career College directly should approach the Trust for further guidance.

All Career College applicants will be met by representatives of the Trust during the application process and will, at any time, be able to seek advice and support regarding any part of their proposal.

### Stage 3

#### **Permission in Principle**

If the Trust is satisfied that the College meets all the required standards, Permission in Principle may now be granted.

The Career Colleges Company will complete a due diligence audit (DDA) of each applicant. This will ascertain exactly what services the Trust would need to provide in order to ensure that all delivery standards could be met.

Following the DDA, the Trust will work with the applicant / college to set out an appropriate franchise fee. This will be based on the services required by the applicant to ensure the Career College is of the highest quality and meets all the Trust's requirements.

The College will be supported by the Trust's Project Manager and provided with a detailed project plan, setting out the necessary elements for becoming a Career College.

Draft contracts will be issued and a commitment fee sought.

Two Board Members from the Trust must visit the site and a pre-opening risk assessment will be completed. Additional due diligence will be carried out to further inform the Trust's final decision regarding the prospective Career College.

### Stage 4

#### **Submission of the final business plan**

A detailed, final business plan must now be presented to the Trust – specifying learner enrolment, set-up and planned governance and management structure. It must also include a response to the recommendations and outcome of the audit.

This plan must incorporate any of the conditions or additional information that was specified at an earlier stage in the process, when Permission in Principle was granted.

The Trustees will meet to discuss and review the Career College proposal, which may take place at the prospective site.

If approval is granted, the Trust will grant a five year licence – subject to agreement on final business and education plans and to terms and conditions of the Trust.

### Stage 5

#### **Career College launch and Support**

If the Trust is satisfied that the College meets all the required standards, The Trust will grant a five year licence

The Career Colleges Trust will fully support the launch and promotion of each individual Career College.

Termly audit and support visits will be scheduled and an annual CPD plan will be provided to all Career Colleges by the Trust.

There will also be an opportunity to renew the Career College licence after four years – subject to all conditions and expectations being met.

## Content of outline business case

These should adhere to the following guidance but we are aware that each proposition may be quite different.

The Trust has developed due diligence tools for pre-opening and the annual review of all Career Colleges. A report will be provided to support each Career College application, including recommendations, for consideration by the Trust.

Information to be included in a Career College Proposal is as follows:

1. A very short 'executive summary' setting out the proposition
2. Overall mission and objectives noting that the CC ambition is to improve work prospects of 14–19-year-olds. No learner should be left without a progression plan into either employment or FE/HE on completion of their programme at a CC
3. Market analysis and demand with demographical analysis, employment opportunities – set against any expertise and/or provision already available in the region or being planned
4. Employer endorsement and engagement plans with requirements/ambition to support the training of young people, curriculum design and real work opportunities. You may wish to reference support you need. PLEASE NOTE the requirement for 40% representation of employers on the CC Board. The curriculum must be designed by employers and relate to realistic career pathways, with pledges of specific support from them
5. Curriculum plans with a complete overview of the proposed specialisms / pathways / qualifications
6. Outline of capital required and any building plans in place highlighting Budget and Affordability in any format or appendix, including any requests for assistance to secure capital

7. Revenue funding plan for viability, including any requirements for assistance (this could be included with item 8 as a financial forecast) noting FE lagged funding for learners or any vying of numbers from existing funding
8. Scale / proposed numbers by age group recognising different targets may exist for 14–16 and 16–19, possibly including part time 14–16. Years 1,2,3 should be profiled in detail, with an overview for five years
9. Stakeholder and partnerships detailing what is already in place or being planned to support the CC venture
10. Constitutional and Governance for the Career College including plans to appoint the CC 'principal' and the proposed subsidiary management. Please note that this venture must have Charitable Intent.

Finally: All applications require a front cover with a short list of 'vital statistics' – highlighting the quality, capacity and context of all Trustees and detailing local provision in the region that is directly related to the proposed Career College. This should include:

- Current Ofsted outcome, with noteworthy, relevant references from the report
- Current volume of 14–16 and 16–19-year-olds served annually
- Proposed volume of learners (initially / profile) for the Career College
- Current success rates including breakdowns in relevant subjects/sectors including GCSE Maths and English

A template is available for your convenience.

For further information about Career Colleges, go to [www.careercolleges.org.uk](http://www.careercolleges.org.uk)

If you require any advice on completing an application, please email: [enquiries@careercolleges.org.uk](mailto:enquiries@careercolleges.org.uk)



**Career  
Colleges**

14–19 Preparing young people for work

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