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# Coventry Alternative Provision (CAP)

Terms and Conditions

Training Providers

Review Date: September 2026

Coventry Alternative Provision (CAP) \*

COVENTRY CITY COUNCIL

These terms and conditions are in addition to the contractual requirements that apply to the Coventry Alternative Provision framework.

When delivering Alternative Provisions through the existing AP Framework, our service expects Training Providers to understand and adhere to these terms and conditions.

These Terms and Conditions ensure Training providers are operating in line with government guidance and therefore any provision commissioned outside of the CAP framework cannot be subject to CAP Quality Assurance.

## **1. Alternative Provision Service Offer**

- 1.1 Through the Alternative Provision (AP) Framework CAP provides schools flexibility in offering a broad and balanced curriculum to students by procuring Training Providers who can offer a high- quality educational experience.
- 1.2 When procured, training providers will be able to offer schools provision via the CAP Framework. This includes access to Work-based Learning, Curriculum Support, Employability and Personal Development and Interventions.
- 1.3 When training providers have successfully completed the procurement and commissioning process they will receive;
  - Direct contact details for all schools who are accessing CAP.
  - On-going QA reviews in line the DfE National Voluntary Standards to ensure that they are working in line with all relevant Central and Local Government policy and procedure including OFSTED, KCSIE, & GEMS
  - Advice on best AP practice in line with DfE/OFSTED when delivering Alternative Provisions as an unregistered provider.
  - Monitoring and reporting on Attendance, Attainment, Progression, Safeguarding and Behaviour of all students.
  - Support with preparation for any school or ad hoc OFSTED Inspections.
  - Access to all CAP policies and procedures which are reviewed and updated annually.
  - Access to CAP secure file transferring system in line with GDPR (DataLocker).
  - Coordination of student placements
  - Access to monitoring systems to track student attendance and progress.
  - Advice on Safeguarding and training opportunities
  - Facilitating meetings where placements need to be reviewed.
  - Service recommendations
  - Training staff on systems and Alternative Provision
  - Supporting the Risk Assessment process for student placements based on a multi-agency approach of information sharing.
  - Access to Information, advice, and guidance on post 16 placements
  - Coordinating Network meetings
  - Training opportunities and CPD opportunities for staff
  - Thorough application process ensuring training providers are fully prepared prior to a student placement commencing.
  - Access to safeguarding and behaviour monitoring (CPOMs).

## **2. Course fees**

The Training Provider understands that;

- 2.1 All course fees are charged via Coventry Alternative Provision.
- 2.2 The organisation should be advising all Coventry Schools to make **referrals via the CAP framework**.
- 2.3 Students who have not started an agreed provision by their 3rd allocated session will be recorded as a **non-starter if a withdrawal** has been received by school. There will be no payment for non- starters.
- 2.4 Invoices from training providers must be raised at the **end of each half term**, following receipt of the audit sheet.
- 2.5 There is a **minimum half-termly payment** for new referrals once the start date has been confirmed via the application response. Unless the Non-Starter process is exercised by school.
- 2.6 Free School Meals will be paid alongside the course fees **each half term**.
- 2.7 CAP **will not be responsible for the changes** in costings, if placements have been changed without the correct channels being used (Pricing Schedule uploaded to Procurement via CSWjets within specified timeframe). This may result in training providers being underpaid, we advise training providers to always inform CAP of changes before they take place.
- 2.8 If the student has not completed a full half term by the payment run, the outstanding weeks will be **processed as a prepayment for the following half term**.
- 2.9 Training providers will be paid for student provisions that have **rolled over** into a new academic year if the withdrawal process is not **completed within 3 weeks of the new term**.
- 2.10 **Failure to submit a completed application response** confirming placement acceptance may result in non-payment for the student
- 2.11 Training providers can review their **course costs for all Lots at the end of an academic year** and these costs must remain within the guidance provided upon tendering. A pricing schedule must be used to request any changes and submitted via CSWjets.

## **3. Commissioned and procured training providers.**

The Training Provider understands that;

- 3.1 While supported by CAP, Training Providers are responsible for ensuring they only proceed with placements if they can **meet the needs of the student** and are confident that the placement is appropriately matched to meet the student's needs. This will be supported by the use of the **application response process**.
- 3.2 Although training providers are commissioned by CAP, the placements being sourced are being commissioned by the referring schools. **A 'Commissioning Agreement'** must be completed as part of this process in line with OFSTED guidance.
- 3.3 If a Training Provider considers their organisation to preclude a child of compulsory school age from attending their school by providing all, or substantially all, of their **education the provision must be halted with immediate effect** and CAP must be informed of this in order for this to be investigated.
- 3.4 They are responsible for **providing details to CAP, if they consider themselves to be acting as the main education provider for any students**. This may result in CAP seizing all delivery if it constitutes illegal delivery.
- 3.5 Whilst operating under the CAP framework, **Training Providers must not take direct referrals from Coventry schools**, all should be referred through CAP processes.

Direct referrals prevent CAP from completing all necessary steps to be fully compliant and such actions may result in removal from the CAP framework.

- 3.6 They must not **offer courses to Coventry Schools outside of the agreed CAP Directory**.
- 3.7 Should providers be delivering **services outside of the CAP framework (such as HAF, Youth clubs etc) they must still adhere to Coventry safeguarding children's partnership guidance**. Inappropriate actions or behaviours will be investigated and may lead to suspension of delivery or removal from CAP framework to safeguard CAP students.

#### **4. Quality Assurance**

The Training Provider will ensure;

- 4.1 They are familiar and confident with the Quality Review process that is implemented by Coventry Alternative Provision.
- 4.2 They welcome and encourage schools to **complete an initial visit to the centre** when a referral is made, to assess suitability and compliance with their own processes and procedures.
- 4.3 They understand that **schools can report any concerns** regarding Quality Assurance to Coventry Alternative Provision, which will then be communicated with training providers via the CAP service.
- 4.4 They must participate with the Quality Review Process and endeavour to meet actions accordingly, **failure to comply** may result in training providers being removed from the framework or delivery being frozen until quality standards are met.
- 4.5 that their organisations policies and **practices are in line** with the CAP policies and practices.
- 4.6 that they facilitate the Quality Review Meetings taking place each half term within **48 hours notice**.
- 4.7 They understand that CAP reserves the right and has ultimate discretion to **withdraw** training providers from the framework or **freeze delivery if quality is not met** in line with the CAP Quality Review process.

#### **5. GDPR, Data Protection and Information Sharing**

The Training Provider will ensure;

- 5.1 that any documentation that is shared is filed and managed in accordance with the organisations GDPR policy, which should be in line with government guidance.
- 5.2 all information received throughout the application process is accessed and shared with the relevant staff, maintaining confidentiality.
- 5.3 all students have a personal record where their documentation is saved in accordance with **GDPR and data protection policies**.
- 5.4 that any **subject access requests (SAR) are to be reported to CAP** and the relevant school immediately, as schools will be responsible for managing the SAR request.
- 5.5 that all SARs are raised with CAP and schools within 24 hours of receipt.
- 5.6 they **do not respond directly to SAR** from parents/carers or others as CAP will undertake redaction of any documents and data relevant to the SAR before sending on to school.
- 5.7 that upon request from CAP, they collate any documentation or data relevant to the SAR and send them to CAP via Datalocker within the timeframe given.
- 5.8 that the information that is being shared with CAP and school is accurate.

- 5.9 CAP, and the relevant school are informed immediately if a training provider is directly alerted to any changes and updates to student information. E.g., from parent/carers or student
- 5.10 personal student data such as emergency contact details or collection procedures are **not changed unless authorised in writing from CAP.**
- 5.11 all documentation is shared with CAP and schools in line with CAP processes.
- 5.12 they identify users (CAP Coordinator/ DSL) for the Secure File Transfer system (DataLocker).
- 5.13 they **identify staff who will have access and responsibility for the CAP Data Recording System (CLM).** These users must attend training to ensure they fully understand their roles on the system.
- 5.14 **they update CAP** if any of their staff details change or require removal by reporting to the Data Admin.
- 5.15 all sensitive information must be shared via CAP Secure Transfer system (DataLocker).

## **6 Staff Development and CPD**

The Training Provider will ensure;

- 6.1 there is **a designated person who will be responsible for communication** and contact regarding Alternative Provision (CAP Coordinator). This person will liaise with CAP and Schools where necessary.
- 6.2 they provide contact **details for the designated CAP Coordinator and DSL/Deputy to CAP.** This includes notifying CAP of any updates or amendments.
- 6.3 all staff will have an enhanced DBS and inform CAP of any updates via the online form immediately.
- 6.4 That their **organisation is represented at CAP meetings** and that all information and updates are disseminated to the staff team accordingly.
- 6.5 staff have access to training opportunities that are made available, ensuring all compulsory training is completed.
- 6.6 arrangements **are in place to cover any staff sickness** or annual leave to prevent delivery being affected and to inform CAP of any such changes
- 6.7 They do not exceed 3 closures within term time, per academic year.
- 6.8 **The 3 training days** are provided during the pre-delivery compliance quality process.
- 6.9 the **provision is not closed without prior agreement in writing from CAP**
- 6.10 they understand that any agreed closures beyond the agreed allocation (3 days) will not be paid for.
- 6.11 designated staff within the provider must have **sound understanding of CAP** to support colleagues with practice.

## **7. Stakeholder communication**

The Training Provider will ensure;

- 7.1 They **promote their organisation** and clearly identify that they are an approved training provider for CAP.
- 7.2 Parents/carers and **students have a full understanding** of the organisations offer upon interview or site visit.
- 7.3 All student **interviews take place prior** to the application response being completed.
- 7.4 They understand that the **receipt of an application response-** commitment agreement is **required for a placement be approved.**
- 7.5 That if a Training Provider is directly informed of a change of circumstance by a parent/carers or student, they must report this to CAP as a new risk assessment may be

- required.
- 7.6 that CAP is informed if they believe there to be any **inaccuracies in the CLM** training record and/or application documentation.
  - 7.7 that **changes are not made to a student's provision** without CAP being informed.
  - 7.8 they understand that CAP will not be held responsible for monitoring provision if changes have been made **without following official CAP process**.
  - 7.9 that **CAP is informed of any student meetings** that are scheduled, to enable us to provide a CAP representative.
  - 7.10 Attendance to networking and marketing events to support communication with other stakeholders.

## **8. Policies and Procedures**

The Training Provider will;

- 8.1 **comply with and meet the minimum standards of the CAP policies and practices.** All policies can be located on the CAP website.
- 8.2 train their delivery staff to ensure they understand where to find CAP policies and procedures.
- 8.3 support the implementation of all CAP policies.
- 8.4 ensure that staff understand the **CAP website** and understand how to navigate to access; application response forms, withdrawals, directory, safeguarding policies and the welcome pack.
- 8.5 ensure that staff within the organisation who are responsible for CAP have access **to the CAP Terms and Conditions**.
- 8.6 be responsible for providing their **service policies** upon the Quality Review process.

## **9. Applications**

The Training Provider must:

- 9.1 diligently follow the CAP application process, upon receipt of an application form. **See Appendix A**
- 9.2 ensure that all **CAP provisions are approved or declined, via the application response form**.
- 9.3 acknowledge that an **Application Response Form must be submitted to CAP, prior to any students starting the provision**.
- 9.4 **If an application response form is not received by CAP the provision will not be processed, and no payment will be made through CAP.**
- 9.5 ensure that all staff who manage the applications within the organisation, have an understanding of the CAP application process.
- 9.6 ensure that they provide evidence for any decisions made regarding approving or declining a provision request.
- 9.7 Confirm that the organisation has received and understood the student documentation prior to a placement commencing.
- 9.8 always **complete an induction with the student**. During this process any consent obtained for use of photos/videos, must also be agreed by the school where the student is on roll.

## **10. Changes to Placements**

The Training provider;

- 10.1 Must ensure they follow the CAP change of day process if a request for this is made by a school **See Appendix B**
- 10.2 Must direct **any parental requests of changes or addition to provision to the Home School/SEND Team (commissioning body)**
- 10.3 Must not enter into discussions with parents/carers regarding **changes to provision without first consulting with the Home School/SEND Team and CAP.**
- 10.4 Must liaise with **Home School/SEND Team and CAP where changes in supervision** for a child are required (i.e. from 1:1 to 2:1) to meet need **BEFORE** agreeing to a placement – application response must indicate that needs are unable to be met based on current supervision level.

## **11. Withdrawals/Termination From provisions**

The Training Provider;

- 11.1 Must ensure they follow the CAP withdrawal process when withdrawing a student from provision. **See Appendix C**
- 11.2 is responsible for **informing schools and CAP of achievement progress**, if requested prior to a withdrawal being submitted, this must also reflect CLM.
- 11.3 shall record students as a non-starter, upon receipt of a withdrawal form, if received **before the third training session.**
- 11.4 has the **right to withdraw a provision**, but they must follow the correct CAP process.
- 11.5 Prior exercising the right to withdraw a provision, **CAP must be consulted**, and the relevant schools must be informed.
- 11.6 Schools are **responsible for withdrawing any students that they do not wish to roll over** at the end of the academic year. Training Providers will be informed of the roll over before the new academic year commences.
- 11.7 If the training provider withdraws a placement, there will be **no minimum charge** and they will only receive payment for the provision up to the withdrawal date.
- 11.8 In the case of a Tier 2 Flourish programme placement being withdrawn by the school, the Training provider will receive **full payment for the programme.**
- 11.9 In the case of Tier 2 Flourish placement being withdrawn by a Provider, the Training Provider will only receive **payment up to the date of withdrawal.**

## **12. OFSTED**

The Training Provider;

- 12.1 shall ensure that staff have access to the **CAP support and guidance** document to sustain practices in line with OFSTED.
- 12.2 must complete a **CAP Application Response -commitment agreement** once an interview has taken place. This will officially provide the start date for the placement and will support Schools during OFSTED inspections.
- 12.3 On the occasion a Training Provider **declines a provision request**, the application response must give full detail for the reason of this decision.

- 12.4 will **consider the details provided on the School Commissioning Agreement** before deciding on whether they can accept the request.
- 12.5 must provide a copy of the **organisations Insurance details, Risk Assessments and Enhanced DBS for staff to CAP**, each academic year or upon renewal.
- 12.6 must understand and **adhere to the CAP Quality Review Process**, which can be accessed via the CAP website.
- 12.7 must inform **CAP if an OFSTED inspection** is scheduled for their centre or has happened unannounced.
- 12.8 must be **prepared for an OFSTED** visit to be scheduled at any time, when accepting any school referrals.
- 12.9 must welcome and **encourage school welfare** visits to their centre.
- 12.10 must complete **Half-Termly OFSTED Confirmations** which require the organisation to confirm staff DBS details, adherence to KCSIE and their DfE status.

### **13. Risk Assessments**

The Training Provider;

- 13.1 must have **site, student and activity risk assessments** in place.
- 13.2 must not complete an application response process unless they have received the student Risk Assessment.
- 13.3 must ensure delivery **staff working with the student have read and understood** the Risk Assessment that has been produced for each student.
- 13.4 has a responsibility to contact CAP and the referring school if they are advised of **any changes direct from the student** and/or parent/carer regarding risk.
- 13.5 Upon request, the Training Provider staff are responsible for completing an **onsite risk assessment for individual students**, if requested based on specific high need or risk.
- 13.6 reserves the right to decline a student application, if SLT deem the course or location too high risk.
- 13.7 reserves the **right to decline an application**, if the organisation cannot meet the students' needs that have been outlined upon application.

### **14. Travel**

The Training Provider ;

- 14.1 should **discuss travel arrangements** with the student and parent/carer or school, upon interview to ensure the arrangements are attainable.
- 14.2 shall inform CAP and the relevant school if **transport acts as a barrier** for a student to access their CAP education.
- 14.3 The Training Provider will be responsible for informing School and parents/carers if on the occasion that a student is **required to leave site** due to illness or behaviour (list not exhaustive), for them to grant permission and make arrangements for travel.
- 14.4 If the Training Provider decides to send home student and parent/carer or school are unavailable to collect this student, the Training Provider is responsible for arranging transport with external services (Taxi). **Permission must be obtained** from parent/carer and school in writing. The charges of this arrangement will be covered by the Training Provider on the day and then raised to school as an invoice- direct from the Training Provider.

## **15. CLM**

The Training Provider;

- 15.1 is responsible for ensuring that the **student training record appears on CLM** with correct course details. It is the Training Provider responsibility to check all course and qualification details are correct.
- 15.2 shall **inform CAP** if they identify any inaccuracies on the student training record at any time.
- 15.3 shall complete the registers for all sessions, (am and pm) within 30 minutes from the start of the session.
- 15.4 can **chase absences and record notes on CLM** or add notes to registers if they are aware of reasons for absence.
- 15.5 shall **complete the progress reports on CLM**, in line with CAP expectations. These shall follow CAP guidance for quality and content. Please refer to the CAP Report Writing Policy.
- 15.6 is responsible for **reviewing and updating the achievement** (qualification and unit updates) records for each student every six weeks.
- 15.7 shall ensure that all achievement data demonstrates an accurate overview for CAP and schools to access and monitor.
- 15.8 shall record all **student Initial Assessments** on CLM.

## **16. Safeguarding**

The Training Provider ;

- 16.1 shall ensure that they have **accessed and understood** the Coventry Alternative Provision Policy and reflect this in their own Safeguarding practices.
- 16.2 Shall ensure they are operating in line with the most KCSIE (Keeping Children Safe in Education) document
- 16.3 shall ensure that **CAP receive student safeguarding reports**, on the day that the concern is raised, via CPOMs.
- 16.4 shall ensure that the organisation **DSL supports CAP DSLs** with their reviews by providing updates and feedback where safeguarding incidents/concerns occur.
- 16.5 shall ensure that the organisation Safeguarding staff can access the DSL contact details for all schools, via the CAP Website.
- 16.6 shall invite **CAP to any safeguarding review meetings** that are scheduled for CAP students.
- 16.7 shall attend any meetings held by CAP and/or schools regarding safeguarding.
- 16.8 shall **inform CAP of any changes that may be required on a student Risk Assessments** based on Safeguarding information or concerns.
- 16.9 shall ensure CAP are aware of Social Workers, YCJS involvement and agency involvements.
- 16.10 shall encourage schools to attend centre to complete a safeguarding visit prior to provisions commencing.
- 16.11 must follow all **current CAP practices** to report any safeguarding concerns.
- 16.12 shall support the **maintainance of CPOMS** and respected changes to the safeguarding policy.
- 16.13 staff understand that CAP staff can and will only discuss safeguarding matters with

- school and Training Provider DSL and/or Deputy DSL.
- 16.14 staff understand that DSLs at Training Providers must **only consult with DSLs or Deputy DSLs in schools** and CAP regarding Safeguarding.
  - 16.15 must ensure that they are **tracking any safeguarding incidents** that occur and these must be reviewed regularly via CPOMs.
  - 16.16 On the occasion that CAP provide details of a safeguarding concern that has been reported by school, the DSL must process the information and ensure it is recorded against the student record.
  - 16.17 staff must be committed to the implementation of CPOMs and attend relevant training.
  - 16.18 Must ensure **all staffing changes are reported to CAP** along with enhanced DBS numbers

## **17. Student meetings**

The Training Provider

- 17.1 will attend **any review meetings for attendance and behaviour** to represent their organisation.
- 17.2 will always ensure that CAP are aware if a meeting is taking place to allow CAP to attend where necessary.
- 17.3 will be responsible for **recording the meeting on CPOMS** if there is no representative from CAP present.
- 17.4 will ensure that records are saved in accordance with their organisations GDPR policy when received from CAP.

## **18. Student Interview**

The Training Provider:

- 18.1 will arrange a student interview **directly with the school** once all application documentation has been received.
- 18.2 will ensure the student understands the interview process and why this is being held during the visit.
- 18.3 will ensure the student is aware of CAP **expectations and Code of Conduct**.
- 18.4 will complete and submit an application response prior to the placement commencing.
- 18.5 understands that all **applications will remain on hold** until an application response has been received.

## **19. Accidents, Incidents and Near misses**

Training providers;

- 19.1 must ensure they have a **policy in place for accidents**, incidents and near misses.
- 19.2 must ensure they have adequately **trained first aiders** on site at all times.
- 19.3 must ensure that any accidents, incidents or near misses are **reported via CPOMs**, in addition to any internal processes. This must be completed on the day of the accident, incident or near miss with full details.

## **20. Post 16 – IAG**

Training provider,

- 20.1 will have a **deliver POST 16 Support for Students** in KS4 as outlined in their tender documentation
- 20.2 will **engage in activities led by CAP** to support the prevention of NEET for students in Year 11
- 20.3 will access POST 16 Pathway resources **available via the CAP website**

## Appendix A – CAP Application process

Schools to use the CAP Support and Guidance document to take relevant measures prior to applying for Alternative Provision through CAP.

- **Step 1** - School submit application form via the multi-agency application form.
- School to consider the quality measures that are displayed on screen upon submission.
- **Step 2** - All Applications are received into the CAP inbox.
- Aspiration Pathway Aspire 16 applications, Therapeutic Pathway Flourish Applications and Tier 2 Engagement refocus and Finish 11 Pathway applications will be kept on hold and presented at the next Panel meeting.
- **Step 3** - Admin to review all submitted applications (Aspiration Pathway). If there is any missing data, they will contact the school to confirm details. CAP admin to check the date on Risk Assessments (must be within 3 months of date of application), if CAP require any changes CAP admin will email to request from the referring school. School will be informed that the application will be on hold until the requested Risk Assessment is received.
- **Step 4** - Once all of the data has been received, the application documentation (EHCP, Risk Assessments and any other supporting paperwork) will be sent to the training provider on Datalocker.
- **Step 5** - Training Provider will review all documentation and discuss any changes to delivery days with the referring school. Training Provider and school to arrange and hold a pre interview with the student (supported by school or parent/carer) if this has not already been completed within a week of receiving the referral.
- **Step 6** - Training Provider must then complete the 'Application Response' and send back to CAP inbox.
- **Step 7** - Once the application response is received and the Training Provider has confirmed agreement to the provision, CAP Admin will process the provision within five working days, based on the details provided in the 'Application Response', including the confirmed start date and delivery days.
- **Step 8** - If the Training Provider indicates they are unable to commit to the placement (excluding cases related to availability), the response will be escalated to CAP SLT for review. Where a placement is declined due to identified need, Monitoring Officers will contact the school to explore alternative options.
- **Step 9** - Admin to add successful courses to CLM.
- **Step 10** - Confirmation email sent to school with Application Response and a reminder of quality measures that should be taken by the school, if the placement was successful.
- **Step 11** - Student starts provision on the date outlined on the Application Response.

## Appendix B – CAP Change of Day Process

- **Step 1** - School/training provider have identified a need for a student to change the day of their provision, this may be due to a number of reasons.
- **Step 2** - School and training provider must consider the impact of this change of day on student achievement, health and well-being
- **Step 3** - Both the school and training provider to agree to the change of day.
- **Step 4** - School representative completes the online change of day form via the service website.
- **Step 5** - Change of day form is received by CAP.
- **Step 6** - CAP admin access the change of day form and input details to CLM and Capita.
- **Step 7** - Change of day form is sent to the training provider and school to confirm the change of date for student
- Please allow **two working days** for this to be processed.

## Appendix C – CAP Withdrawal process

- **Step 1** - School or Training Provider have identified a provision/student that they wish to withdraw from CAP.
- **Step 2** - School or Training Provider must consider the impact of this withdrawal on student achievement, health and well being.
- **Step 3** - If it is the Training Provider who are requesting the withdrawal a meeting must be arranged with CAP and School to discuss prior to the official withdrawal form being submitted.
- If the School are requesting the withdrawal, we encourage a discussion with our Monitoring Officers prior to the official withdrawal form being submitted.
- **Step 4** - School or Training Provider representative completes the online withdrawal form via the service website.
- **Step 5** - Withdrawal form is received by CAP.
- **Step 6** - CAP admin access the Withdrawal form and identify whether the request has come from a School or Training Provider.
- Admin also check if the student is being withdrawn from all provisions/days specific to that course and then proceed with the withdrawal on CLM and Capita.
- **Step 7** - Withdrawal form is sent to the Training Provider or School, dependant on who has requested the withdrawal.

To withdraw a provision, the referring School or Training Provider must submit a withdrawal form and allow 5 working days for this to be processed.

## Appendix D – Training Providers commissioned to deliver SEND Courses

These Terms and Conditions are applicable to Training Providers delivering a SEND Course as part of the Coventry Alternative Provision Framework. These Terms and Conditions are in addition to the contractual requirements that apply to the Coventry Alternative Provision framework.

### SEND Time-Limited

- STL.1 The provider must offer **on-site education for 10 to 15 hours per week for a period of up to 12 weeks.**
- STL.2 **All Referrals will be made to Coventry Alternative Provision via the SEND Department;** this is the only referral route.
- STL.3 Providers must ensure that all educational and therapeutic services are delivered by **appropriately qualified, skilled,** and experienced practitioners, including SEN practitioners.
- STL.4 Providers are required to **operate in line with the specific needs outlined in the CYP's Education, Health and Care Plan (EHCP),** providing supportive evidence as requested by the Coventry City Council SEND Team.
- STL.5 Providers must offer an **educational programme that integrates both education and therapeutic approaches,** designed to re-engage CYP and address any barriers to learning, thus preparing them for reintegration into mainstream or specialist settings.
- STL.6 Providers will be responsible for adhering to all monitoring and reporting procedures using CAP systems, in line with specific **Key Performance Indicators (KPIs)** related to the EOTAS Time-Limited Educational Provision.
- STL.7 Where appropriate and feasible, providers should equip CYP with awards and certifications to acknowledge their accomplishments during the programme.
- STL.8 Providers must work closely with Coventry teams, ensuring compliance with the Keeping **Children Safe in Education (KCSIE)** 2025 standards and CAP policy and process.
- STL.9 Providers will collaborate with the Coventry City Council SEND Service to offer reintegration support for CYP, parents, and schools to facilitate smooth transitions back into mainstream or specialist educational settings.
- STL.10 Providers are required to offer customised assessment, support, and transition documentation, including personalised reports that incorporate recognised, evidence-based strategies to support students, parents, and schools in alignment with the student's specific goals.
- STL.11 Providers must establish and **maintain effective communication** with all involved parties to ensure cohesive and coordinated service delivery.
- STL.12 Providers must demonstrate the skills and knowledge required to implement the following assessments, as appropriate to each student:
  - i. Self-Image Profile
  - ii. Star Outcomes
  - iii. Cognitive Assessments (where necessary).
- STL.13 Providers must establish a **comprehensive induction process** for all CYP participating in the programme.
- STL.14 Providers must schedule regular review meetings with relevant stakeholders, including a **mandatory 8-week formal review** with the referring service to confirm next steps.

- STL.15 The training Provider agrees to participate in the Quality review in line with SEND requirements
- STL.16 If a student disengages with the course, the Training Provider , CAP and SEN Department will review the placement and support with re-engagement/re-direction.

### **SEND EOTAS Transitional**

- ETS.1 Provide a **Vocational Training Course for up to 10 hours per week** to support students on an EOTAS timetable.
- ETS.2 **All Referrals will be made to Coventry Alternative Provision via the SEND Department;** this is the only referral route.
- ETS.3 Educational services must be delivered by **appropriately qualified, skilled,** and experienced practitioners, including Special Educational Needs (SEN) specialists.
- ETS.4 Providers are required to operate in line with the specific needs outlined in the CYP's Education, Health and Care Plan (EHCP), providing supportive evidence as requested by the Coventry City Council SEND Team.
- ETS.5 The **vocational course should result in the student achieving a recognised qualification or series of qualifications.**
- ETS.6 Providers will be responsible for adhering to all monitoring and reporting procedures using CAP systems, in line with specific Key Performance Indicators (KPIs) related to the SEND EOTAS Transitional Provision
- ETS.7 Providers must **comply with all systems and monitoring procedures** within the existing CAP framework.
- ETS.8 Providers should collaborate with Coventry LA and adhere to the **Keeping Children Safe in Education** (KCSIE) 2025 standards.
- ETS.9 Providers should ensure they adhere to the CAP safeguarding reporting systems and ensure to collaborate with the assigned SEND EHCP Co-ordinator.
- ETS.10 Operate in **accordance with each student's EHCP**, providing supportive evidence as required by Coventry City Council's SEND Team.
- ETS.11 Providers will **collaborate with the Coventry City Council SEND Service** to offer reintegration support for CYP, parents, and schools to facilitate smooth transitions back into mainstream, specialist educational settings or post-16 provisions.
- ETS.12 Providers are required to **offer customised assessment, support, and transition documentation, including personalised reports** that incorporate recognised, evidence-based strategies to support students, parents, and schools in alignment with the student's specific goals.
- ETS.13 Providers must establish and maintain robust communication with all parties involved in the student's education and care to ensure cohesive and coordinated service delivery.
- ETS.14 Providers must ensure a thorough induction process for all students entering the programme.
- ETS.15 **Providers must schedule and conduct regular review meetings** with relevant stakeholders, including a mandatory termly review with the SEND service to evaluate placement progress and discuss next steps.
- ETS.16 The training Provider agrees to participate in the Quality review in line with SEND requirements
- ETS.17 If a student disengages with the course, the Training Provider , CAP and SEN Department will review the placement and support with re-engagement/re-direction.

## **POST 16 SEND**

P16S.1 POST 16 SEND courses **will be 16 hours per week, 3 days per week over 36 weeks.**

P16S.2 The POST 16 SEND course must be designed in such a way to ensure learners receive:

- i. **Vocational qualification**
- ii. **Maths/English functional skills qualifications.**
- iii. Careers guidance/employability as part of Planning for adulthood and next steps.

P16S.3 **All Referrals will be made to Coventry Alternative Provision via the SEND Department;** this is the only referral route.

P16S.4 The training Provider agrees to participate in the **Quality review in line with SEND** requirements

P16S.5 If a student disengages with the course, the Training Provider, CAP and SEN Department will review the placement and support with re-engagement/re-direction.

P16S.6 The **SEND Department reserve the right to replace any learners** that disengage.

P16S.7 The Training Provider delivering POST 16 SEND courses will be subject to **specific KPIs** for these courses, please refer to the Quality Assurance Documentation for Lot 6 POST 16 Course Delivery.

P16S.8 The Training Provider will be **responsible for ensuring EHCP annual reviews** are held when required and co-ordinate with the SEN Department to ensure the needs of students are being met.

P16S.9 The Training Provider is responsible for ensuring all Students on the POST 16 SEND courses are **making progress and where progress is reduced every effort** is made to actively re-engage students.