

**Service Level
Agreement
Our Place
2020**



This agreement is made between Education Business Connections Ltd (hereafter referred to as EBC) and **Name of school contact**(School Co-ordinator)

It relates to the activities to be provided by EBC as part of the **Our Place 2020** programme, being delivered between January 2008 and July 2008 from all One North East funded and Tyne and Wear Education Business Links Organisation (TWEBLO) managed, activities as part of this programme to **Name of School**

Support will be provided through the following components of **Our Place 2020** – all of which the school must agree to take up. Failure to take part in any element of the programme will lead to the school being invoiced for the cost of that and all subsequent elements of the programme – should the school drop out of subsequent activities. (Charges will be based on the number of pupils originally identified by the school as participants for **Our Place 2020**).

The main contact person for EBC is Andrew Butler, Programme Officer.

Number of Pupils to be involved _____

Our Place 2020			
Key Components for all pupils and all schools			
Component	Date(s) for Delivery	Total Cost (£)	Per School
Programme planning & Resource Development	Jan 2008 – July 2008	£1,987.50	£198.75
Managing all aspects of Masterclass Mentoring including recruitment & links with schools	Jan 2008 – July 2008	£2515.00.00	£84.00
Competition Launch	March 2008	£1,555.00	£155.50
Sub Regional Event	June 2008	£1,555.00	£155.50
Final	July 2008	£22,813.00	See note below
Project Management including resources, overheads & evaluation	Throughout programme	£12,215.75	£407.19

Final Event Costings Note

Considerable planning for the final event in July 2008 will incur costs to EBC throughout the lifetime of **Our Place 2020**. This final event is an integral part of **Our Place 2020** and as such costs incurred will be apportioned to all schools, regardless of whether they reach the final or not, **should they withdraw from the competition at any stage**. We will be apportioning costs on the following basis:

- Three quarters of the final cost will be apportioned to all competing schools.
- The remaining one quarter will then be apportioned to all schools reaching the final.

For example:

- A) Schools withdrawing from the competition before the finalists are selected (June) – cost to be reimbursed: **£570.32**
- B) Schools successful in reaching the final but withdrawing – costs to be reimbursed: **£1283.23**

Fees and Recharges

The cost for delivery of OneNE/TWEBLO funded **Our Place 2020** activities is being largely met by English Partnerships and One NorthEast (and managed by TWEBLO). However schools will be required to fund the following elements themselves:

- Elements of transport costs to and from activities for school staff and pupils.
- Any meals required by pupils attending any activities (except for Final event).

NB: Failure to take part in any element of the programme will lead to the school being invoiced for the cost of that and all subsequent elements of the programme – should the school drop out of subsequent activities. (Charges will be based on the number of pupils originally identified by the school as participants for Our Place 2020).

EBC will undertake to:

1. Work with the nominated Co-ordinator to plan, organise and support all component activities in **Our Place 2020**
2. To liaise with local businesses and volunteers to enlist support for **Our Place 2020** activities.
3. Provide the necessary documentation in order to:
 - Evaluate that the programme is in line with expected criteria
 - Ensure the health and safety and welfare of all those participating in **Our Place 2020** is paramount (working with schools to ensure clear accountability exists in terms of required risk assessments, etc).

The School Co-ordinator will undertake to:

1. Work with the EBC main contact Andrew Butler to plan, organise and support identified components of **Our Place 2020**
2. Complete all necessary documentation in order to evaluate the **Our Place 2020** programme in line with agreed criteria.
3. Liaise with other relevant school staff to ensure the smooth running of all One North East funded (and TWEBLO managed) activities.
4. Provide all requested information with regard to participants in the programme.

Cancellation of Delivery of Activities:

EBC reserves the right to cancel delivery of any/all components of **Our Place 2020** in the event of insufficient volunteer/business support being available. EBC also reserves the right to modify the proposed programme to ensure delivery within agreed budgets and to amend or cancel the agreed programme because of circumstances outside its control.

Authorised to sign on behalf of EBC

Signature

Position Programme Officer

Date 1st September 2006

Authorised to sign on behalf of School Name

Signature

Position

Date

To be completed and returned by 8th February 2008

Completed Service Level Agreement to be returned to:

Andrew Butler
Programme Officer
Education Business Connections Limited
Unit 78T
North East Business and Innovation Centre
Wearfield
Sunderland Enterprise Park (East)
Sunderland
SR5 2TH
Tel (0191) 5166411
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