



YMCA **Wales** Community College



Provision Planning Framework Policy





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YMCA Wales Community College follows an annual provision planning schedule.

* **February**

Letters are sent to all partner organisations inviting bids to host provision in the coming academic year.

Signed and dated response and supporting statements are required by the 31st March.

* **March**

Review of current academic year's provision.

* **April**

All bids are scrutinised and initial decisions to fund are taken – consideration given regarding which provision best fits the College's mission statement and criteria of need within the locality.

* **May**

Visits to partner organisations made to discuss details of provision delivery. The Health and Safety audit is conducted or a disclaimer signed. The Service Level Agreement is signed by both parties.

* **July**

Final programme of provision is drawn up and recorded on provision database. Letters to confirm provision are sent out to partners

The College is flexible and responsive to need and adjustments are made to the programme throughout the academic year as required.