



European Union
European Social Fund
Investing in jobs and skills



Leading learning and skills

LEARNING & SKILLS COUNCIL

ESF 2007-2013

Tender – Employer Responsive Projects

November 2007

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Introduction to tender

The key focus of this part of the Plan is on developing a skilled and adaptable workforce by focusing attention on increasing the demand for skills from employers, especially for those employers in the sector defined as priority for the region (as defined by the RES and the especially Action Plan and the LSC's Regional Statement of Priorities (all of which are enshrined within the Regional ESF framework).

The East Midlands can be described as being in a 'low pay low skill equilibrium', with a lower than average proportion of the workforce possessing higher level qualifications and an above average proportion with no qualifications (27%). The region compares far better on measures of intermediate skills, being at or above the UK average in Level 2 and Level 3 qualifications. However, there is evidence of a lower level of demand from employers for qualifications at an intermediate level, pointing to an increased polarisation in the skills required from the workforce.

Although many parts of the East Midlands can be described as being in a state of full employment, many communities suffer from poor housing, deep-seated inter-generational unemployment and persistent deprivation. The polarisation in the skills profile of the population is echoed in the range of incomes earned across the region.

The public sector is the largest employer in the region, accounting for 28.5 per cent of jobs. Of the 20 major companies / organisations in the region, nine operate in either health or education sectors. Financial and business services, distribution and hospitality are also key employers. The region has a significant manufacturing sector, in particular in the high-tech and specialist light engineering markets, which account for 18 per cent of employment in the region, compared to 13 per cent in the UK as a whole.

Higher proportions of the workforce in the region are employed in lower order occupations, given this level of lower order occupations; there is currently clear demand for low skilled workers to fill these roles. Employment forecasts show that demand for these occupations will remain constant; demand will increase for higher order occupations

There is a relatively low proportion of the workforce with Level 4 qualifications; despite the presence of ten Higher Education institutions in the region, the level of graduate retention in the region is still not high enough to meet employer demand for higher level skills.

The key focus of support under this tender is to:

- Reducing the number without basic skills
- Increasing the number qualified to level 2 - and where justified to level 3 and 4
- Developing managers and workers in small enterprises (less than 50 staff)
- Improving leadership and management across the region
- Ensuring that skills supply matches skills demand
- Supporting access to workforce development for individuals that wish to enhance their qualifications and career prospects but where their employers are reluctant to train in the workplace.

All work within the CFO Plan must support the region's approach to the Business Support Simplification Agenda – seeking to simplify and not proliferate the support available to the region's employers; and align with the LSC's and emda's work to integrate the work of both the skills and business brokerage services.

The invitation to tender has three key elements contained within it:

1. Enhancing the current Train to Gain offer

Introduced in August 2006 Train to Gain is one of the UK Government's flag ship programmes for securing employer and employee involvement in workforce development. Train to Gain enables employers to develop the skills of their employees and in doing so improve their business performance.

The Train to Gain service has two complementary components: an independent skills brokerage service that supports employers in carrying out an organisation needs analysis of skills needs and a network of quality assured training providers who provide the skills training to meet the needs of employees as identified by the organisational needs analysis.

Understandably both the skills brokerage service and the publicly funded provision addressing the skills needs identified by the independent skills brokerage service have focussed on Government priorities. With the skills brokerage service concentrating on new employers and the Train to Gain providers concentrating on first full level 2 qualifications and Skills for Life qualifications that are specifically aimed at learners pursuing their first full level 2 qualification.

We want to broaden the scope of Train to Gain through the utilisation of ESF funding to benefit employers and employees who are outside of the government priority groups, but whose inclusion would nevertheless bring benefits to the economy and the individual.

We are therefore looking to extend the current eligibility of Train to Gain to include:

Brokerage

- Enhancing the skills brokerage service to existing and previously engaged employers to offer a more long term, intensive assistance support to medium to large employers; especially those with high volumes of staff that have no first full level 2 and those employers that have committed to and need support to progress with their action plans to fulfil the Skills pledge employers;
- To enhance the existing brokerage service to offer dedicated support to stimulating the demand for apprenticeships – with priority (a minimum of 51%) being focussed on stimulating demand for apprenticeship for 16 -18 year olds.

Provision

Extending the eligibility of some learners to full publicly supported Skills for Life, Foundation Tier Learning and level 2 learning and to partly publicly funded adult apprenticeships and leadership and management provision through:

- supporting a greater spread of **fully publicly subsidised** support for employers to include pre level 2 qualification as part of a progression route on to the first full level 2; **and partly subsidised support** in certain instances for some second level 2s; the delivery of Apprenticeships for adults at level 2 and 3 aimed at employees of 19+ but primarily those aged 25 or more; access to leadership management support in terms of ILM type qualifications at level 2 and specialist support for employers with less than 50 employees to support leadership and management within the organisation at senior levels.

It is intended to offer ESF to fund activities that are ready available under the current Train to Gain service, including skills for life and first full level 2s and the pilot programme of full first level 3s. It is expected that any potential bidders will be able to align their offer to the existing support and to work effectively with the brokerage service

We are particularly keen to use ESF funds to develop and enhance apprenticeship provision available to adults post 19 in the region. In investing in this provision we expect that the economy of the region will be enhanced by the provision of progression pathways to higher level skills which focus on the workplace in smaller and medium sized enterprises and utilise and develop the knowledge of employees. In addition we wish to invest in activities that will enable those potential apprentices from areas of deprivation to successfully complete their learning and gain a full framework qualification.

2. Supporting access to learning in the workplace by enhancements and additionally to the existing Trade Union Learning Representative network.

Government ministers have recognised the role Trade Unions and Union Learning Representatives (ULRs) have as a key part of helping to tackle the skills crisis highlighted by the Leitch report. Trade unions have signed more than 1,500 learning agreements with employers around the country, and these unique agreements are not only helping to combat Britain's skills crisis, but also improving union-employer workplace relationships. This important work has been underpinned by the efforts of more than 18,000 Union Learning Representatives (ULRs) across the country.

We therefore want to use ESF funds to influence the skills agenda:

- Activities to extend the number of Union Learning Representatives in the East Midlands and to raise the skill levels of existing Union Learning Representatives
- Activities to develop strong linkages between the TUC Union Learn Service and Train to Gain
- Stimulating and increasing the take of learning by the workforce through the intervention of the ULRs.

3. Offering access to the Foundation Learning Tier to support progression to a full first level 2 for those in work but not supported by their employer.

The development of the Foundation Learning Tier (FLT) aims to establish an inclusive curriculum offer at Entry level and Level 1 for learners of all ages from 14 upwards (for this priority the focus will be on those 19+ and in employment). The FLT is to be supported by units and qualifications at Entry level and level 1 in the Framework for Achievement (FfA) which is currently under development.

This will encompass a broad spectrum of employees' needs, and will include learning programmes that are personalised according to the employee's need in the light of their current employment and future career aspirations.

It is recognised that the full suite of support should be made available to employed adults where it is not possible for the employee to seek the support of their employer. It is therefore expected that ESF will be used to support employees to access a full range of Foundation Learning Tier support.

Once the individual is ready to achieve a full first level 2 we would expect that provision to be delivered through LSC mainstream funding or Train to gain if their employer is then keen to support.

TRAIN TO GAIN - DERBYSHIRE	Reference: EM/E/S01
Aim	
To improve the competitiveness, efficiency and employability of the workforce in Derbyshire through improving the skills and competence of employees.	
Service requirement	
1. Activities to provide basic skills and level 2 skills for employees	
<p>We will target £2477520 for the first three years of the co financing plan on extending the regional Train to Gain level 2 entitlement to employees in Derbyshire. In particular we will provide 1948 places for second level 2 qualifications for employees who already have a level 2 qualification, but in a different occupational area to that in which they currently work, or to those employees who although working within the same occupational area where they have already acquired a level 2 qualification, that qualification it is more than 5 years old and is considered to be moribund in relation to the employees job. We expect to secure 1364 level 2 qualifications and priority will be given to qualifications in the relevant SSC sector skills agreement (SSA).</p>	
<p>We will also extend the Train to Gain level 2 offer to include volunteers and self employed workers. In all cases whilst preference will be given to employers from the regional priority sectors all sector will be eligible to receive support.</p>	
<p>We will also target £1215855 over the first three years of the co financing plan on extending the regional Train to Gain basic skills offer to employers and their employees in Derbyshire. In particular we will target entry level 1 - 3 basic skills qualifications for employers and employees where the employee is not ready to pursue a full NVQ 1 or above and needs help in their progression. In addition we will provide funding to those employees who although they may already have a first level 2 qualifications nevertheless have a literacy, numeracy or language need. We expect to help 1920 beneficiaries that fall into these categories over the first three years of the co financing plan securing 1343 qualifications</p>	
<p>We anticipate 224 of all beneficiaries to qualify for a contribution towards their wage costs. This amounts to £67200 and as with the current mainstream Train to Gain service companies employing less than 50 full time equivalents will be eligible to claim a contribution towards the costs of releasing employees to participate in the learning outlined in this specification.</p>	
<p>Qualification funding rates for both basic skills and level 2 qualifications will be in line with those specified in the annual <i>Requirements for Funding Train to Gain</i> publication published by the LSC</p>	
Actions	
<ul style="list-style-type: none"> • Extending the Train to Gain offer to bring in the additional target groups • Engagement of employees who are excluded from the current Train to Gain offer on basic literacy, numeracy or language • Engagement of employees who are excluded from the current Train to Gain offer on level 2 vocational courses • A contribution to employers wage costs to enable employers to release their employees to participate in the basic skills and level 2 learning earnings will be line with the contribution already in place through the LSC mainstream train to Gain offer will be available to employers with fewer than 50 full time equivalent employees 	
Priorities	
Within the Derbyshire area lot:	

- Priority will be given to those employees who are currently employed in the regional sector priority areas:
 - Construction - including the Built Environment
 - Manufacturing and Engineering
 - Tourism, Leisure and Hospitality
 - Food and Drink Manufacturing
 - Health and Social care
 - Retail
 - Logistics - including Transport
 - Public Sector
- Activities that lead to further progression for employees
- Activities that address the current sectoral gender imbalances

2. Activities to provide Foundation Tier Learning opportunities for employees.

We will target £178818 over the first three years of the co financing plan on providing 322 foundation tier learning opportunities for employees in Derbyshire. In particular we will provide 322 places for employees to engage in progressing their employability skills to help ensure their longer term employability chances in a competitive jobs market place. Of these 322 beneficiaries 206 will be employees engaged in the development of their employability skills are to receive individual mentoring support whilst on their development programme. We will provide 90 places for employees to secure a vocational qualification at entry level 1 to NVQ level 1 in a vocational area that is consistent with their employment. All 90 employees engaged in entry level 1 to NVQ level 1 vocational learning are to receive individual mentoring support whilst on their vocational learning programme and receive in depth careers advice and guidance sessions to help them make more informed decisions about their future career options.

We expect all employees to have access to this activity and we would expect a minimum of 26 of the overall beneficiaries of this activity to be designated as learner with learning difficulties and disabilities.

Actions

Extending the Train to gain offer to bring in the additional target groups
 Ensuring the long term employability of workers
 Ensuring appropriate access to provision by disadvantaged and vulnerable groups
 Delivery of flexible learner centred learning programmes that meet the needs of employees
 In depth advice and guidance to help employees make better informed decisions about their future career paths
 Developing integrated supported learning opportunities that help employees

Priorities

Within the Derbyshire area lot:

- Priority will be given to those employees who are currently employed in the regional sector priority areas:
 - Construction – including the Built Environment
 - Manufacturing and Engineering
 - Tourism, Leisure and Hospitality
 - Food and Drink Manufacturing
 - Health and Social care
 - Retail

- Logistics – including Transport
- Public Sector

3. Activities to provide Leadership and Management opportunities for employees

a) Level 3 opportunities in Leadership and Management

We will target £693750 over the first three years of the co financing plan on providing 544 bespoke level 3 + learning opportunities for leaders and managers in Derbyshire where employers have identified that such opportunities will benefit the business and the individual. The bespoke provision will not be restricted to full level 3 qualifications, although these will of course be available if this is required, but rather the provision will focus on elements of NVQs, or other qualifications at level 3+ that the employer has identified as a need for the business. Within the overall level 3 learning opportunities we will help 381 employees acquire a level 3 qualification. EU state aid rules apply for this activity.

Qualification funding rates will be determined by the cost of delivery of the actual qualification or elements of qualification being pursued subject to an upper limit of £1500 per learner and the public contribution being fully matched by the employer or the individual. Payments to providers will be in line with the payment regime outlined in the *Requirements for Funding Train to gain* document published annually by the LSC.

Actions

- Extending the current leadership and management offer to bring more employers and employees into scope
- The activity is targeted at those employees who do not already possess a first L3 qualification.
- Improving the business efficacy and efficiency of businesses to make them more competitive
- Ensuring the long term employability of workers
- Building the capability of the third sector to deliver public services

3b Key worker development

We also seek to support business growth in businesses and organisations with less than 50 employees through improving management and developing leadership skills with the delivery of team leader training and development and where appropriate ILM qualifications at level 2 or equivalent. In addition and as part of the coherent offer under Train to Gain we will fund the development of a key worker to champion learning and to support the implementation of the learning and development plan in each organisation. A programme of development for the key worker will be required which will up skill the champion to have a broad understanding of the learning opportunities available to the workforce and to promote and support learning activity in the workplace. Funding available for this activity is £334160 and we expect that 50 businesses will be supported over the lifetime of the project with 50 key workers trained.

Actions

- Targeting first line managers to improve the effectiveness of businesses and organisations, including the third sector, social enterprises and businesses from BME communities
- Development of a key worker programme to promote and support learning and development within the Train to Gain framework

4. Activities to provide adult apprenticeship for employees (focussing upon Level 4 Professional Apprenticeships)

We will target £62000 over the first three years of the co financing plan on bringing adult apprenticeships into the scope of the Train to gain delivery framework.

We want to use ESF funds to develop and enhance the apprenticeship provision available to adults post 19 in

the East Midlands. In investing in this provision we expect that the economy of the region will be enhanced by the provision of progression pathways to higher level skills which focus on the workplace in smaller and medium sized enterprises and utilise and develop the knowledge of employees

We are therefore looking to provide:-

Actions

- Additional support for 30 apprenticeships.
- The development of vocational pathways.
- Sector based initiatives to support promotion of apprenticeships to employers and potential learners
- Sector based initiatives to improve employer capacity to train employees.

Priorities

- Activities which will support the delivery of Level 4 Apprenticeships in priority sectors.

Within the Derbyshire area lot:

- Priority will be given to those employees who are currently employed in the regional sector priority areas:
 - Construction – including the Built Environment
 - Manufacturing and Engineering
 - Tourism, Leisure and Hospitality
 - Food and Drink Manufacturing
 - Health and Social care
 - Retail
 - Logistics – including Transport
 - Public Sector

In addition to these generic occupational sectors, the LSC would like to see a focus on the third sector to develop their leadership and management capability.

- Activities that support the competitiveness of SMEs
- Activities that address the current sectoral gender imbalances

Tenders are requested that put together activities based around:

- Integrating these extended eligibility groups into a seamless Train to Gain offer for all employers/employees.
- All existing LSC Train to Gain and apprenticeship provider paperwork and MI requirements will apply to all extended eligible groups.
- The only material changes to the existing Train to Gain provider policy and funding rules is that the funding rates in some cases are different for the extended eligible groups included in the LSC regional co financing plan. A flat rate of £738 will be paid for Skills for Life provision; £1480 for Foundation Tier level and level 2 qualifications (and level 3 jumpers) and up to £1500 for leadership and management (where a matching contribution is required from the employer or the individual. Contribution to employer wage costs costed at £300 per employee.

Useful links

Train to gain provider policy

<http://www.lsc.gov.uk/Providers/funding-policy/Trainto gain/>

Funding guidance

<http://www.traintogain.gov.uk>

Target groups & priority

1. Activities to provide basic skills and level 2 skills for employees

Target group

- Employees who already have a first level 2 qualification, but in a different occupational area to that in which they currently work
- Employees who although working in the same occupational area where they have already acquired a first level 2 qualification, that qualification is more than 5 years old and is considered to be moribund in relation to the employees job
- Employees who although they already have a first level 2 qualification nevertheless still have basic literacy, numeracy or language needs
- Employees who have a basic skill need at pre entry level1 -3 and who are not yet able to pursue a full level 1or above and need help in their progression
- Self employed workers and volunteers who are currently ineligible for support through the LSC funded Train to Gain programme

2. Activities to provide Foundation Learning Tier opportunities for employees

Target group

Adults to be targeted and prioritized to participate in this programme are:

- Low skilled/low waged employees.
- Employees with Basic Skills development needs.
- Employees within the low skilled economy who require support to progress from entry to level 1 learning.
- Employees within the low skilled economy who require support to progress from level 1 to level 2 learning.
- Employees requiring specific support to enable their employment and skills progression:
 - Lone parents
 - People with learning difficulties and/or disabilities
 - Ex-offenders
 - People from minority ethnic communities
 - People from any other group who are disadvantaged in, or disaffected with, their skills and economic progression.

3. Activities to provide leadership and management opportunities for employees

Target group

- Employees who already hold a level 2 qualification and whose current skills set needs to be enhanced to meet business needs
- Employees who do not hold a level 2 qualification, but have the potential to progress above their current job level
- Employees who do not have a level 3 qualification and who need a specific element of training to develop their skills to meet the needs of their business.

4 Activities to provide adult apprenticeship opportunities for employees

- 19+ adults employed in SMEs in the regional priority sectors
- Potential and actual apprentices particularly those residents in the regions areas of multiple deprivation such as the former coalfields, coastal strips and inner cities.

Geography / area of delivery

For activities 1 and 3 we expect full county coverage throughout Derbyshire.

For activity 2 we expect coverage to be prioritised within geographical areas of greatest need i.e. our regions areas with a predominance of low skilled employment, which are:

- The city and the surrounding conurbations of Derby.
- The Coalfield Alliance area of north Derbyshire.

The geographical areas identified above have the highest predominance of low skilled employment, but are not exclusive. Delivery can also be targeted to meet other geographical 'pockets' of low skilled employment.

Outputs		ESF Beneficiary Volumes	
Total number of learners		3868	
Total number without basic skills		1920	
Total number without level 2		1948	
Total number without level 3		544	
Participants with disabilities or a health condition		15%	
Participants aged 50 and over		20%	
Participants from ethnic minorities		9%	
Female participants		50%	
Results		Numbers Achieved	
Number and % of participants gaining basic skills		1344 70%	
Number and % of participants gaining level 2 qualifications		1364 70%	
Number and % of participants gaining level 3 qualifications		381 70%	
Other outcomes		ESF Beneficiary Volumes	
Total number of employees in receipt of wage compensation – Train to Gain		224	
Total number of employees receiving individually tailored mentoring support for FLT activity		206	
Total number of employees engaged in employability skills (improving confidence, communication, working with others, problem solving and ICT skills in FLT		206	
Total number of employees gaining an entry level 1 to NVQ level 1 qualification* FLT		63	

Total number of employees identified as having a learning difficulty or disability participating in basic skills and vocational skills entry level1 to NVQ level leaning in FLT	26
Total number of employees gaining a qualification at level 1* FLT	13
Total number of key workers trained	50

Indicative Budget

The maximum available budget for this provision is £5029303

Current funding total -

- SfL delivery at TTG price of £738. Achievement at 70% with funding split to reflect this.
- Foundation Tier and Level 2 unit price delivery at £1480. Achievement at 70% with funding split to reflect this
- Leadership and Management unit price £1500. Achievement rate at 70% funding split to reflect this
- Foundation Learning Tier employability episodes costed at £100 each
- Contribution to wage costs costed at £300 per employee

Aim

To improve the competitiveness, efficiency and employability of the workforce in Leicestershire through improving the skills and competence of employees.

Service requirement

1. Activities to provide basic skills and level 2 skills for employees

We will target £2477520 for the first three years of the co financing plan on extending the regional Train to Gain level 2 entitlement to employees in Leicestershire. In particular we will provide 1948 places for second level 2 qualifications for employees who already have a level 2 qualification, but in a different occupational area to that in which they currently work, or to those employees who although working within the same occupational area where they have already acquired a level 2 qualification, that qualification it is more than 5 years old and is considered to be moribund in relation to the employees job. We expect to secure 1364 level 2 qualifications and priority will be given to qualifications in the relevant SSC sector skills agreement (SSA).

We will also extend the Train to Gain level 2 offer to include volunteers and self employed workers. In all cases whilst preference will be given to employers from the regional priority sectors all sector will be eligible to receive support.

We will also target £1215855 over the first three years of the co financing plan on extending the regional Train to Gain basic skills offer to employers and their employees in Leicestershire. In particular we will target entry level 1 - 3 basic skills qualifications for employers and employees where the employee is not ready to pursue a full NVQ 1 or above and needs help in their progression. In addition we will provide funding to those employees who although they may already have a first level 2 qualification nevertheless have a literacy, numeracy or language need. We expect to help 1920 beneficiaries that fall into these categories over the first three years of the co financing plan securing 1343 qualifications.

We anticipate 224 beneficiaries to qualify for a contribution towards their wages costs. This amounts to £67200 and as with the current Train to Gain service companies employing less than 50 full time equivalents will be eligible to claim a contribution towards the costs of releasing employees to participate in the learning outlined in this specification.

Actions

- Extending the Train to Gain offer to bring in the additional target groups
- Engagement of employees who are excluded from the current Train to Gain offer on basic literacy, numeracy or language
- Engagement of employees who are excluded from the current Train to Gain offer on level 2 vocational courses
- A contribution to employers wage costs to enable employers to release their employees to participate in the basic skills and level 2 learning earnings will be line with the contribution already in place through the LSC mainstream train to Gain offer will be available to employers with fewer than 50 full time equivalent employees

Priorities

Within the Leicestershire area lot:

- Priority will be given to those employees who are currently employed in the regional sector priority areas:

- Construction - including the Built Environment
- Manufacturing and Engineering
- Tourism, Leisure and Hospitality
- Food and Drink Manufacturing
- Health and Social care
- Retail
- Logistics - including Transport
- Public sector
- Business Administration

- Activities that lead to further progression for employees
- Activities that address the current sectoral gender imbalances

2. Activities to provide Foundation Tier Learning opportunities for employees.

We will target £178818 over the first three years of the co financing plan on providing 322 foundation tier learning opportunities for employees in Leicestershire. In particular we will provide 332 places for employees to engage in progressing their employability skills to help ensure their longer term employability chances in a competitive jobs market place. Of these 332 beneficiaries 206 will be employees engaged in the development of their employability skills are to receive individual mentoring support whilst on their development programme. We will provide 90 places for employees to secure a vocational qualification at entry level 1 to NVQ level 1 in a vocational area that is consistent with their employment. All 90 employees engaged in entry level 1 to NVQ level 1 vocational learning are to receive individual mentoring support whilst on their vocational learning programme and receive in depth careers advice and guidance sessions to help them make more informed decisions about their future career options.

We expect all employees to have access to this activity and we would expect a minimum of 26 of the overall beneficiaries of this activity to be designated as learner with learning difficulties and disabilities.

Actions

Extending the Train to gain offer to bring in the additional target groups
 Ensuring the long term employability of workers
 Ensuring appropriate access to provision by disadvantaged and vulnerable groups
 Delivery of flexible learner centred learning programmes that meet the needs of employees
 In depth advice and guidance to help employees make better informed decisions about their future career paths
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3. Activities to provide Leadership and Management opportunities for employees

We will target £693750 over the first three years of the co financing plan on providing 544 bespoke level 3 + learning opportunities for leaders and managers in Leicestershire where employers have identified that such opportunities will benefit the business and the individual. The bespoke provision will not be restricted to full level 3 qualifications, although these will of course be available if this is required, but rather the provision will focus on elements of NVQs, or other qualifications at level 3+ that the employer has identified as a need for the business. Within the overall level 3 learning opportunities we will help 381 employees acquire a level 3 qualification. EU state aid rules apply to this activity.

Qualification funding rates will be determined by the cost of delivery of the actual qualification or elements of qualification being pursued subject to an upper limit of £1500 per learner and the public contribution being fully matched by the employer or the individual. Payments to providers will be in line with the payment regime outlined in the *Requirements for Funding Train to gain* document published annually by the LSC.

Actions

- Extending the current leadership and management offer to bring more employers and employees into scope
- The activity is targeted at those employees who do not already possess a first L3 qualification.
- Improving the business efficacy and efficiency of businesses to make them more competitive
- Ensuring the long term employability of workers
- Building the capability of the third sector to deliver public services

3b Key worker development

We also seek to support business growth in businesses and organisations with less than 50 employees through improving management and developing leadership skills. This will include the delivery of team leader training and development and where appropriate ILM qualifications at level 2 or equivalent. In addition and as part of the coherent offer under Train to Gain we will fund the development of a key worker to champion learning and to support the implementation of the learning and development plan in each organisation. A programme of development for the key worker will be required which will up skill the champion to have a broad understanding of the learning opportunities available to the workforce and to promote and support learning activity in the workplace. Funding available for this activity is £334160 and we expect that 50 businesses will be supported over the lifetime of the project and 50 key workers to be trained.

Actions

- Targeting first line managers to improve the effectiveness of businesses and organisations, including the third sector, social enterprises and businesses from BME communities
- Development of a key worker programme to promote and support learning and development within the Train to Gain framework

4. Activities to provide adult apprenticeship for employees (focussing upon Level 4 Professional Apprenticeships)

We will target £62000 over the first three years of the co financing plan on bringing adult apprenticeships into the scope of the Train to gain delivery framework.

We want to use ESF funds to develop and enhance the apprenticeship provision available to adults post 19 in the East Midlands. In investing in this provision we expect that the economy of the region will be enhanced by the provision of progression pathways to higher level skills which focus on the workplace in smaller and medium sized enterprises and utilise and develop the knowledge of employees

We are therefore looking to provide:-

Actions

- Additional support for 30 apprenticeships.
- The development of vocational pathways.
- Sector based initiatives to support promotion of apprenticeships to employers and potential learners
- Sector based initiatives to improve employer capacity to train employees.

Priorities

- Activities which will support the delivery of Level 4 Apprenticeships in priority sectors.

Priorities

Within the Leicestershire area lot:

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 - Food and Drink Manufacturing
 - Health and Social care
 - Retail
 - Logistics – including Transport
 - Public Sector
 - Business Administration

In addition to these generic occupational sectors, the LSC would like to see a focus on the third sector to develop their leadership and management capability.

- Activities that support the competitiveness of SMEs
- Activities that address the current sectoral gender imbalances

Tenders are requested that put together activities based around:

- Integrating these extended eligibility groups into a seamless Train to Gain offer for all employers/employees.
- All existing LSC Train to Gain and apprenticeship provider paperwork and MI requirements will apply to all extended eligible groups.
- The only material changes to the existing Train to Gain provider policy and funding rules is that the funding rates in some cases are different for the extended eligible groups included in the LSC regional co financing plan. A flat rate of £738 will be paid for Skills for Life provision; £1480 for Foundation Tier level and level 2 qualifications (and level 3 jumpers);£100 per Foundation Learning Tier employability episode; and up to £1500 for leadership and management (where a matching contribution is required from the employer or the individual. Contribution to employer wages costs costed at £300 per employee.

Useful links

Train to gain provider policy

<http://www.lsc.gov.uk/Providers/funding-policy/Trainto gain/>

Funding guidance

<http://www.traintogain.gov.uk>

Target groups & priority

1. Activities to provide basic skills and level 2 skills for employees

Target group

- Employees who already have a first level 2 qualification, but in a different occupational area to that in which they currently work
- Employees who although working in the same occupational area where they have already acquired a first level 2 qualification, that qualification is more than 5 years old and is considered to be moribund in relation to the employees job
- Employees who although they already have a first level 2 qualification nevertheless still have basic literacy, numeracy or language needs
- Employees who have a basic skill need at pre entry level1 -3 and who are not yet able to pursue a full level 1or above and need help in their progression
- Self employed workers and volunteers who are currently ineligible for support through the LSC funded Train to Gain programme

2. Activities to provide Foundation Learning Tier opportunities for employees

Target group

Adults to be targeted and prioritized to participate in this programme are:

- Low skilled/low waged employees.
- Employees with Basic Skills development needs.
- Employees within the low skilled economy who require support to progress from entry to level 1 learning.
- Employees within the low skilled economy who require support to progress from level 1 to level 2 learning.
- Employees requiring specific support to enable their employment and skills progression:
 - Lone parents
 - People with learning difficulties and/or disabilities
 - Ex-offenders
 - People from minority ethnic communities
 - People from any other group who are disadvantaged in, or disaffected with, their skills and economic progression.

3. Activities to provide leadership and management opportunities for employees

Target group

- Employees who already hold a level 2 qualification and whose current skills set needs to be enhanced to meet business needs
- Employees who do not hold a level 2 qualification, but have the potential to progress above their current job level
- Employees who do not have a level 3 qualification and who need a specific element of training to develop their skills to meet the needs of their business.

4 Activities to provide adult apprenticeship opportunities for employees

- 19+ adults employed in SMEs in the regional priority sectors
- Potential and actual apprentices particularly those resident in the regions areas of multiple deprivation such as the former coalfields, coastal strips and inner cities.

Geography / area of delivery

For activities 1 and 3 we expect full county coverage throughout Leicestershire

For activities 2 and 4 we expect coverage to be prioritized within geographical areas of greatest need i.e. our regions areas with a predominance of low skilled employment, which are:

- The city and the surrounding conurbations of Leicester.

The geographical areas identified above have the highest predominance of low skilled employment, but are not exclusive. Delivery can also be targeted to meet other geographical 'pockets' of low skilled employment

Outputs	ESF Beneficiary Volumes
Total number of learners	4412
Total number without basic skills	1920
Total number without level 2	1948
Total number without level 3	544
Participants with disabilities or a health condition	15%
Participants aged 50 and over	20%
Participants from ethnic minorities	9%
Female participants	50%
Results	Numbers Achieved
Number and % of participants gaining basic skills	1279 70%
Number and % of participants gaining level 2 qualifications	1364 70%
Number and % of participants gaining level 3 qualifications	381 70%
Other outcomes	ESF Beneficiary Volumes
Total number of employees in receipt of wage compensation – Train to Gain	224
Total number of employees receiving individually tailored mentoring support for FLT activity	206
Total number of employees engaged in employability skills (improving confidence, communication, working with others, problem solving and ICT skills in FLT	206
Total number of employees gaining an entry level 1 to NVQ level 1 qualification* FLT	63
Total number of employees identified as having a learning difficulty or disability participating in basic skills and vocational skills entry level1 to NVQ level leaning in FLT	26

Total number of employees gaining a qualification at level 1* FLT	9
Total number of key workers trained	50

Indicative Budget

The maximum available budget for this provision is £5029303

- SfL delivery at TTG price of £738. Achievement at 70% with funding split to reflect this.
- Foundation Tier and Level 2 unit price delivery at £1480. Achievement at 70% with funding split to reflect this
- Leadership and Management unit price £1500. Achievement rate at 70% funding split to reflect this
- Foundation Learning Tier employability episodes £100 each
- Contribution to employer wages costs costed at £300 per employee

TRAIN TO GAIN – LINCOLNSHIRE & RUTLAND	Reference: EM/E/S03
Aim	
To improve the competitiveness, efficiency and employability of the workforce in Lincolnshire and Rutland through improving the skills and competence of employees.	
Service requirement	
1. Activities to provide basic skills and level 2 skills for employees	
<p>We will target £1656860 for the first three years of the co financing plan on extending the regional Train to Gain level 2 entitlement to employees in Lincolnshire and Rutland. In particular we will provide 1406 places for second level 2 qualifications for employees who already have a level 2 qualification, but in a different occupational area to that in which they currently work, or to those employees who although working within the same occupational area where they have already acquired a level 2 qualification, that qualification it is more than 5 years old and is considered to be moribund in relation to the employees job. We expect to secure 984 level 2 qualifications and priority will be given to qualifications in the relevant SSC sector skills agreement (SSA).</p>	
<p>We will also extend the Train to Gain level 2 offer to include volunteers and self employed workers. In all cases whilst preference will be given to employers from the regional priority sectors all sector will be eligible to receive support.</p>	
<p>We will also target £870471 over the first three years of the co financing plan on extending the regional Train to Gain basic skills offer to employers and their employees in Lincolnshire and Rutland. In particular we will target entry level 1 - 3 basic skills qualifications for employers and employees where the employee is not ready to pursue a full NVQ 1 or above and needs help in their progression. In addition we will provide funding to those employees who although they may already have a first level 2 qualification nevertheless have a literacy, numeracy or language need. We expect to help 1375 beneficiaries that fall into these categories over the first three years of the co financing plan securing 962 qualifications</p>	
<p>We anticipate 160 beneficiaries to qualify for a contribution towards their wages costs. This amounts to £48000 and as with the current Train to gain service companies employing less than 50 full time equivalents will be eligible to claim a contribution towards the costs of releasing employees to participate in the learning outlined in this specification</p>	
<p>Qualification funding rates for both basic skills and level 2 qualifications will be in line with those specified in the annual <i>Requirements for Funding Train to Gain</i> publication published by the LSC</p>	
Actions	
<ul style="list-style-type: none"> • Extending the Train to Gain offer to bring in the additional target groups • Engagement of employees who are excluded from the current Train to Gain offer on basic literacy, numeracy or language • Engagement of employees who are excluded from the current Train to Gain offer on level 2 vocational courses • A contribution to employers wage costs to enable employers to release their employees to participate in the basic skills and level 2 learning earnings will be line with the contribution already in place through the LSC mainstream train to Gain offer will be available to employers with fewer than 50 full time equivalent employees 	

Priorities

Within the Lincolnshire and Rutland area lot:

- Priority will be given to those employees who are currently employed in the regional sector priority areas:
 - Construction - including the Built Environment
 - Manufacturing and Engineering
 - Tourism, Leisure and Hospitality
 - Food and Drink Manufacturing
 - Health and Social care
 - Retail
 - Logistics - including Transport
 - Public sector
- Activities that lead to further progression for employees
- Activities that address the current sectoral gender imbalances

2. Activities to provide Foundation Tier Learning opportunities for employees.

We will target £129855 over the first three years of the co financing plan on providing 232 foundation tier learning opportunities for employees in Lincolnshire and Rutland. In particular we will provide 232 places for employees to engage in progressing their employability skills to help ensure their longer term employability chances in a competitive jobs market place. Of these 232 beneficiaries 148 will be employees engaged in the development of their employability skills are to receive individual mentoring support whilst on their development programme. We will provide 65 places for employees to secure a vocational qualification at entry level 1 to NVQ level 1 in a vocational area that is consistent with their employment. All 65 employees engaged in entry level 1 to NVQ level 1 vocational learning are to receive individual mentoring support whilst on their vocational learning programme and receive in depth careers advice and guidance sessions to help them make more informed decisions about their future career options.

We expect all employees to have access to this activity and we would expect a minimum of 19 of the overall beneficiaries of this activity to be designated as learner with learning difficulties and disabilities.

Actions

Extending the Train to gain offer to bring in the additional target groups
Ensuring the long term employability of workers
Ensuring appropriate access to provision by disadvantaged and vulnerable groups
Delivery of flexible learner centred learning programmes that meet the needs of employees
In depth advice and guidance to help employees make better informed decisions about their future career paths
Developing integrated supported learning opportunities that help employees

Priorities

Within the Lincolnshire and Rutland area lot:

- Priority will be given to those employees who are currently employed in the regional sector priority areas:
 - Construction – including the Built Environment
 - Manufacturing and Engineering

- Tourism, Leisure and Hospitality
- Food and Drink Manufacturing
- Health and Social care
- Retail
- Logistics – including Transport
- Public Sector

3. Activities to provide Leadership and Management opportunities for employees

We will target £497250 over the first three years of the co financing plan on providing 390 bespoke level 3 + learning opportunities for leaders and managers in Lincolnshire and Rutland where employers have identified that such opportunities will benefit the business and the individual. The bespoke provision will not be restricted to full level 3 qualifications, although these will of course be available if this is required, but rather the provision will focus on elements of NVQs, or other qualifications at level 3+ that the employer has identified as a need for the business. Within the overall level 3 learning opportunities we will help 273 employees acquire a level 3 qualification. EU state aid rules apply to this activity.

Qualification funding rates will be determined by the cost of delivery of the actual qualification or elements of qualification being pursued subject to an upper limit of £1500 per learner and the public contribution being fully matched by the employer or the individual. Payments to providers will be in line with the payment regime outlined in the *Requirements for Funding Train to gain* document published annually by the LSC.

Actions

- Extending the current leadership and management offer to bring more employers and employees into scope
- The activity is targeted at those employees who do not already possess a first L3 qualification.
- Improving the business efficacy and efficiency of businesses to make them more competitive
- Ensuring the long term employability of workers
- Building the capability of the third sector to deliver public services

3b Key worker development

We also seek to support business growth in businesses and organisations with less than 50 employees through improving management and developing leadership skills. This will include the delivery of team leader training and development and where appropriate ILM qualifications or equivalent at level 2. In addition and as part of the coherent offer under Train to Gain we will fund the development of a key worker to champion learning and to support the implementation of the learning and development plan in each organisation. A programme of development for the key worker will be required which will up skill the champion to have a broad understanding of the learning opportunities available to the workforce and to promote and support learning activity in the workplace. Funding available for this activity is £225000 and we expect that 40 businesses will be supported over the lifetime of the project.

Actions

- Targeting first line managers to improve the effectiveness of businesses and organisations, including the third sector, social enterprises and businesses from BME communities
- Development of a key worker programme to promote and support learning and development within the Train to Gain framework

4. Activities to provide adult apprenticeship for employees (focussing upon Level 4 Professional Apprenticeships)

We will target 48000 over the first three years of the co financing plan on bringing adult apprenticeships into the scope of the Train to gain delivery framework.

We want to use ESF funds to develop and enhance the apprenticeship provision available to adults post 19 in the East Midlands. In investing in this provision we expect that the economy of the region will be enhanced by the provision of progression pathways to higher level skills which focus on the workplace in smaller and medium sized enterprises and utilise and develop the knowledge of employees

We are therefore looking to provide;-

Actions

- Additional support for 20 apprenticeships.
- The development of vocational pathways.
- Sector based initiatives to support promotion of apprenticeships to employers and potential learners
- Sector based initiatives to improve employer capacity to train employees.

Priorities

- Activities which will support the delivery of Level 4 Apprenticeships in priority sectors.

Priorities

Within the Lincolnshire and Rutland area lot:

- Priority will be given to those employees who are currently employed in the regional sector priority areas:
 - Construction – including the Built Environment
 - Manufacturing and Engineering
 - Tourism, Leisure and Hospitality
 - Food and Drink Manufacturing
 - Health and Social care
 - Retail
 - Logistics – including Transport
 - Public Sector

In addition to these generic occupational sectors, the LSC would like to see a focus on the third sector to develop their leadership and management capability.

- Activities that support the competitiveness of SMEs
- Activities that address the current sectoral gender imbalances

Tenders are requested that put together activities based around:

- Integrating these extended eligibility groups into a seamless Train to Gain offer for all employers/employees.
- All existing LSC Train to Gain and apprenticeship provider paperwork and MI requirements will apply to all extended eligible groups.
- The only material changes to the existing Train to Gain provider policy and funding rules is that the funding rates in some cases are different for the extended eligible groups included in the LSC regional co financing plan. A flat rate of £738 will be paid for Skills for Life provision; £1480 for Foundation Tier level and level 2 qualifications (and level 3 jumpers); £100 per Foundation Tier Learning employability episode; and up to £1500 for leadership and management (where a matching contribution is required from the employer or the individual. Contribution to employer wages costs has been costed at £300 per employee

Useful links

Train to gain provider policy

<http://www.lsc.gov.uk/Providers/funding-policy/Trainto gain/>

Funding guidance

<http://www.traintogain.gov.uk>

Target groups & priority

1. Activities to provide basic skills and level 2 skills for employees

Target group

- Employees who already have a first level 2 qualification, but in a different occupational area to that in which they currently work
- Employees who although working in the same occupational area where they have already acquired a first level 2 qualification, that qualification is more than 5 years old and is considered to be moribund in relation to the employees job
- Employees who although they already have a first level 2 qualification nevertheless still have basic literacy, numeracy or language needs
- Employees who have a basic skill need at pre entry level1 -3 and who are not yet able to pursue a full level 1 or above and need help in their progression
- Self employed workers and volunteers who are currently ineligible for support through the LSC funded Train to Gain programme

2. Activities to provide Foundation Learning Tier opportunities for employees

Target group

Adults to be targeted and prioritized to participate in this programme are:

- Low skilled/low waged employees.
- Employees with Basic Skills development needs.
- Employees within the low skilled economy who require support to progress from entry to level 1 learning.
- Employees within the low skilled economy who require support to progress from level 1 to level 2 learning.
- Employees requiring specific support to enable their employment and skills progression:
 - Lone parents
 - People with learning difficulties and/or disabilities
 - Ex-offenders
 - People from minority ethnic communities
 - People from any other group who are disadvantaged in, or disaffected with, their skills and economic progression.

3. Activities to provide leadership and management opportunities for employees

Target group

- Employees who already hold a level 2 qualification and whose current skills set needs to be enhanced to meet business needs
- Employees who do not hold a level 2 qualification, but have the potential to progress above their current job level

- Employees who do not have a level 3 qualification and who need a specific element of training to develop their skills to meet the needs of their business.

4 Activities to provide adult apprenticeship opportunities for employees

- 19+ adults employed in SMEs in the regional priority sectors
- Potential and actual apprentices particularly those resident in the regions areas of multiple deprivation such as the former coalfields, coastal strips and inner cities.

Geography / area of delivery

For activities 1 and 3 we expect full county coverage throughout Lincolnshire and Rutland.

For activities 2 and 4 we expect coverage to be prioritised within geographical areas of greatest need i.e. our regions areas with a predominance of low skilled employment, which are:

- The east coast areas of Lincolnshire

The geographical areas identified above have the highest predominance of low skilled employment, but are not exclusive. Delivery can also be targeted to meet other geographical 'pockets' of low skilled employment

Outputs	ESF Beneficiary Volumes
Total number of learners	3171
Total number without basic skills	1375
Total number without level 2	1406
Total number without level 3	390
Participants with disabilities or a health condition	15%
Participants aged 50 and over	20%
Participants from ethnic minorities	9%
Female participants	50%

Results	Numbers Achieved
Number and % of participants gaining basic skills	962 70%
Number and % of participants gaining level 2 qualifications	984 70%
Number and % of participants gaining level 3 qualifications	273 70%

Other outcomes	ESF Beneficiary Volumes
Total number of employees in receipt of wage compensation – Train to Gain	160
Total number of employees receiving individually tailored mentoring support for FLT activity	148

Total number of employees engaged in employability skills (improving confidence, communication, working with others, problem solving and ICT skills in FLT	148
Total number of employees gaining an entry level 1 to NVQ level 1 qualification* FLT	46
Total number of employees identified as having a learning difficulty or disability participating in basic skills and vocational skills entry level1 to NVQ level leaning in FLT	19
Total number of employees gaining a qualification at level 1* FLT	7
Total number of key workers trained	40
Indicative Budget	
<p>The maximum available budget for this provision is £3475436 Current funding total -</p> <ul style="list-style-type: none"> • SfL delivery at TTG price of £738. Achievement at 70% with funding split to reflect this. • Foundation Tier and Level 2 unit price delivery at £1480. Achievement at 70% with funding split to reflect this • Leadership and Management unit price £1500. Achievement rate at 70% funding split to reflect this • Foundation Learning Tier employability episode £100 each • Contribution to employer wages costs costed at £300 per employee 	

TRAIN TO GAIN - NORTHAMPTON	Reference: EM/E/S04
Aim	
To improve the competitiveness, efficiency and employability of the workforce in Northamptonshire through improving the skills and competence of employees.	
Service requirement	
1. Activities to provide basic skills and level 2 skills for employees	
<p>We will target £1687940 for the first three years of the co financing plan on extending the regional Train to Gain level 2 entitlement to employees in Northamptonshire. In particular we will provide 1326 places for second level 2 qualifications for employees who already have a level 2 qualification, but in a different occupational area to that in which they currently work, or to those employees who although working within the same occupational area where they have already acquired a level 2 qualification, that qualification it is more than 5 years old and is considered to be moribund in relation to the employees job. We expect to secure 926 level 2 qualifications and priority will be given to qualifications in the relevant SSC sector skills agreement (SSA).</p>	
<p>We will also extend the Train to Gain level 2 offer to include volunteers and self employed workers. In all cases whilst preference will be given to employers from the regional priority sectors all sector will be eligible to receive support.</p>	
<p>We will also target £823239 over the first three years of the co financing plan on extending the regional Train to Gain basic skills offer to employers and their employees in Northamptonshire. In particular we will target entry level 1 - 3 basic skills qualifications for employers and employees where the employee is not ready to pursue a full NVQ 1 or above and needs help in their progression. In addition we will provide funding to those employees who although they may already have a first level 2 qualification nevertheless have a literacy, numeracy or language need. We expect to help 1299 beneficiaries that fall into these categories over the first three years of the co financing plan securing 909 qualifications</p>	
<p>We anticipate 151 beneficiaries to qualify for a contribution towards their wages costs. This amounts to £45300 and as with the current Train to gain service companies employing less than 50 full time equivalents will be eligible to claim a contribution towards the costs of releasing employees to participate in the learning outlined in this specification</p>	
<p>Qualification funding rates for both basic skills and level 2 qualifications will be in line with those specified in the annual <i>Requirements for Funding Train to Gain</i> publication published by the LSC</p>	
Actions	
<ul style="list-style-type: none"> • Extending the Train to Gain offer to bring in the additional target groups • Engagement of employees who are excluded from the current Train to Gain offer on basic literacy, numeracy or language • Engagement of employees who are excluded from the current Train to Gain offer on level 2 vocational courses • A contribution to employers wage costs to enable employers to release their employees to participate in the basic skills and level 2 learning earners will be line with the contribution already in place through the LSC mainstream train to Gain offer will be available to employers with fewer than 50 full time equivalent employees 	
Priorities	
Within the Northamptonshire area lot:	

- Priority will be given to those employees who are currently employed in the regional sector priority areas:
 - Construction - including the Built Environment
 - Manufacturing and Engineering
 - Tourism, Leisure and Hospitality
 - Food and Drink Manufacturing
 - Health and Social care
 - Retail
 - Logistics - including Transport
 - Public sector
 - Print and Publishing
 - Professional Services
 - Financial Services
 - Environmental Technologies
 - Creative Industries
 - ICT sector
- Activities that lead to further progression for employees
- Activities that address the current sectoral gender imbalances

2. Activities to provide Foundation Tier Learning opportunities for employees.

We will target £121395 over the first three years of the co financing plan on providing 218 foundation tier learning opportunities for employees in Northamptonshire. In particular we will provide 218 places for employees to engage in progressing their employability skills to help ensure their longer term employability chances in a competitive jobs market place. Of these 218 beneficiaries 139 will be employees engaged in the development of their employability skills are to receive individual mentoring support whilst on their development programme. We will provide 61 places for employees to secure a vocational qualification at entry level 1 to NVQ level 1 in a vocational area that is consistent with their employment. All 61 employees engaged in entry level 1 to NVQ level 1 vocational learning are to receive individual mentoring support whilst on their vocational learning programme and receive in depth careers advice and guidance sessions to help them make more informed decisions about their future career options.

We expect all employees to have access to this activity and we would expect a minimum of 18 of the overall beneficiaries of this activity to be designated as learner with learning difficulties and disabilities.

Actions

Extending the Train to gain offer to bring in the additional target groups
 Ensuring the long term employability of workers
 Ensuring appropriate access to provision by disadvantaged and vulnerable groups
 Delivery of flexible learner centred learning programmes that meet the needs of employees
 In depth advice and guidance to help employees make better informed decisions about their future career paths
 Developing integrated supported learning opportunities that help employees

Priorities

Within the Northamptonshire area lot:

- Priority will be given to those employees who are currently employed in the regional sector priority areas:

- Construction – including the Built Environment
- Manufacturing and Engineering
- Tourism, Leisure and Hospitality
- Food and Drink Manufacturing
- Health and Social care
- Retail
- Logistics – including Transport
- Public Sector
- Print and Publishing
- Professional Services
- Financial Services
- Environmental technologies
- Creative Industries
- ICT sector

3. Activities to provide Leadership and Management opportunities for employees

We will target £468000 over the first three years of the co financing plan on providing 367 bespoke level 3 + learning opportunities for leaders and managers in Northamptonshire where employers have identified that such opportunities will benefit the business and the individual. The bespoke provision will not be restricted to full level 3 qualifications, although these will of course be available if this is required, but rather the provision will focus on elements of NVQs, or other qualifications at level 3+ that the employer has identified as a need for the business. Within the overall level 3 learning opportunities we will help 257 employees acquire a level 3 qualification. EU state aid rules apply to this activity.

Qualification funding rates will be determined by the cost of delivery of the actual qualification or elements of qualification being pursued subject to an upper limit of £1500 per learner and the public contribution being fully matched by the employer or the individual. Payments to providers will be in line with the payment regime outlined in the *Requirements for Funding Train to gain* document published annually by the LSC.

Actions

- Extending the current leadership and management offer to bring more employers and employees into scope
- The activity is targeted at those employees who do not already possess a first L3 qualification.
- Improving the business efficacy and efficiency of businesses to make them more competitive
- Ensuring the long term employability of workers
- Building the capability of the third sector to deliver public services

3b Key worker development

We also seek to support business growth in businesses and organisations with less than 50 employees through improving management and developing leadership skills. This will include the delivery of team leader training and development and where appropriate ILM qualifications at level 2. In addition and as part of the coherent offer under Train to Gain we will fund the development of a key worker to champion learning and to support the implementation of the learning and development plan in each organisation. A programme of development for the key worker will be required which will up skill the champion to have a broad understanding of the learning opportunities available to the workforce and to promote and support learning activity in the workplace. Funding available for this activity is £40000 and we expect that 40 businesses will be supported over the lifetime of the project with 40 key workers trained.

Actions

- Targeting first line managers to improve the effectiveness of businesses and organisations, including the third sector, social enterprises and businesses from BME communities
- Development of a key worker programme to promote and support learning and development within the Train to Gain framework

4. Activities to provide adult apprenticeship for employees (focussing upon Level 4 Professional Apprenticeships)

We will target £48000 over the first three years of the co financing plan on bringing adult apprenticeships into the scope of the Train to gain delivery framework.

We want to use ESF funds to develop and enhance the apprenticeship provision available to adults post 19 in the East Midlands. In investing in this provision we expect that the economy of the region will be enhanced by the provision of progression pathways to higher level skills which focus on the workplace in smaller and medium sized enterprises and utilise and develop the knowledge of employees

We are therefore looking to provide:-

Actions

- Additional support for 20 apprenticeships.
- The development of vocational pathways.
- Sector based initiatives to support promotion of apprenticeships to employers and potential learners
- Sector based initiatives to improve employer capacity to train employees.
- Activities which will support the delivery of Level 4 Apprenticeships in priority sectors

Priorities

Within the Northamptonshire area lot:

- Priority will be given to those employees who are currently employed in the regional sector priority areas:
 - Construction – including the Built Environment
 - Manufacturing and Engineering
 - Tourism, Leisure and Hospitality
 - Food and Drink Manufacturing
 - Health and Social care
 - Retail
 - Logistics – including Transport
 - Public Sector
 - Print and Publishing
 - Professional Services
 - Financial Services
 - Environmental Technologies
 - Creative Industries
 - ICT sector

In addition to these generic occupational sectors, the LSC would like to see a focus on the third sector to develop their leadership and management capability.

- Activities that support the competitiveness of SMEs
- Activities that address the current sectoral gender imbalances

Tenders are requested that put together activities based around:

- Integrating these extended eligibility groups into a seamless Train to Gain offer for all employers/employees.
- All existing LSC Train to Gain and apprenticeship provider paperwork and MI requirements will apply to all extended eligible groups.
- The only material changes to the existing Train to Gain provider policy and funding rules is that the funding rates in some cases are different for the extended eligible groups included in the LSC regional co financing plan. A flat rate of £738 will be paid for Skills for Life provision; £1480 for Foundation Tier level and level 2 qualifications (and level 3 jumpers); £100 per Foundation Learning Tier employability episode; and up to £1500 for leadership and management (where a matching contribution is required from the employer or the individual. Contribution to wages costs costed at £300 per employee.

Useful links

Train to gain provider policy

[http://www.lsc.gov.uk/Providers/funding-policy/Trainto gain/](http://www.lsc.gov.uk/Providers/funding-policy/Trainto%20gain/)

Funding guidance

<http://www.traintogroupain.gov.uk>

Target groups & priority

1. Activities to provide basic skills and level 2 skills for employees

Target group

- Employees who already have a first level 2 qualification, but in a different occupational area to that in which they currently work
- Employees who although working in the same occupational area where they have already acquired a first level 2 qualification, that qualification is more than 5 years old and is considered to be moribund in relation to the employees job
- Employees who although they already have a first level 2 qualification nevertheless still have basic literacy, numeracy or language needs
- Employees who have a basic skill need at pre entry level1 -3 and who are not yet able to pursue a full level 1 or above and need help in their progression
- Self employed workers and volunteers who are currently ineligible for support through the LSC funded Train to Gain programme

2. Activities to provide Foundation Learning Tier opportunities for employees

Target group

Adults to be targeted and prioritized to participate in this programme are:

- Low skilled/low waged employees.
- Employees with Basic Skills development needs.
- Employees within the low skilled economy who require support to progress from entry to level 1 learning.
- Employees within the low skilled economy who require support to progress from level 1 to level 2 learning.
- Employees requiring specific support to enable their employment and skills progression:
 - Lone parents
 - People with learning difficulties and/or disabilities

- Ex-offenders
- People from minority ethnic communities
- People from any other group who are disadvantaged in or disaffected with, their skills and economic progression.

3. Activities to provide leadership and management opportunities for employees

Target group

- Employees who already hold a level 2 qualification and whose current skills set needs to be enhanced to meet business needs
- Employees who do not hold a level 2 qualification, but have the potential to progress above their current job level
- Employees who do not have a level 3 qualification and who need a specific element of training to develop their skills to meet the needs of their business.

4 Activities to provide adult apprenticeship opportunities for employees

- 19+ adults employed in SMEs in the regional priority sectors
- Potential and actual apprentices particularly those resident in the regions areas of multiple deprivation such as the former coalfields, coastal strips and inner cities.

Geography / area of delivery

For activities 1 and 3 we expect full county coverage throughout Northamptonshire.

For activities 2 and 4 we expect coverage to be prioritised within geographical areas of greatest need i.e. areas with a predominance of low skilled employment are:

- Corby, Northampton and East Northamptonshire

The geographical areas identified above have the highest predominance of low skilled employment, but are not exclusive. Delivery can also be targeted to meet other geographical 'pockets' of low skilled employment.

Outputs	ESF Beneficiary Volumes
Total number of learners	2992
Total number without basic skills	1299
Total number without level 2	1326
Total number without level 3	367
Participants with disabilities or a health condition	15%
Participants aged 50 and over	20%
Participants from ethnic minorities	9%
Female participants	50%

Results	Numbers Achieved	
Number and % of participants gaining basic skills	909	70%
Number and % of participants gaining level 2 qualifications	928	70%
Number and % of participants gaining level 3 qualifications	257	70%
Other outcomes	ESF Beneficiary Volumes	
Total number of employees in receipt of wage compensation – Train to Gain	151	
Total number of employees receiving individually tailored mentoring support for FLT activity	139	
Total number of employees engaged in employability skills (improving confidence, communication, working with others, problem solving and ICT skills in FLT	139	
Total number of employees gaining an entry level 1 to NVQ level 1 qualification* FLT	43	
Total number of employees identified as having a learning difficulty or disability participating in basic skills and vocational skills entry level1 to NVQ level leaning in FLT	18	
Total number of employees gaining a qualification at level 1* FLT	43	
Total number of key workers trained	40	
Indicative Budget		
<p>The maximum available budget for this provision is £3233874 Current funding total -</p> <ul style="list-style-type: none"> • SfL delivery at TTG price of £738. Achievement at 70% with funding split to reflect this. • Foundation Tier and Level 2 unit price delivery at £1480. Achievement at 70% with funding split to reflect this • Leadership and Management unit price £1500. Achievement rate at 70% funding split to reflect this • Foundation Learning Tier employability episode £100 each • Contribution to employer wage costs costed at £300 per employee 		

TRAIN TO GAIN - NOTTINGHAMSHIRE	Reference: EM/E/S05
<p>Aim</p> <p>To improve the competitiveness, efficiency and employability of the workforce in Nottinghamshire through improving the skills and competence of employees.</p>	
<p>Service requirement</p> <p>1. Activities to provide basic skills and level 2 skills for employees</p> <p>We will target £2362820 for the first three years of the co financing plan on extending the regional Train to Gain level 2 entitlements to employees in Nottinghamshire. In particular we will provide 1859 places for second level 2 qualifications for employees who already have a level 2 qualification, but in a different occupational area to that in which they currently work, or to those employees who although working within the same occupational area where they have already acquired a level 2 qualification, that qualification it is more than 5 years old and is considered to be moribund in relation to the employees job. We expect to secure 1301 level 2 qualifications and priority will be given to qualifications in the relevant SSC sector skills agreement (SSA).</p> <p>We will also extend the Train to Gain level 2 offer to include volunteers and self employed workers. In all cases whilst preference will be given to employers from the regional priority sectors all sector will be eligible to receive support.</p> <p>We will also target £1153125 over the first three years of the co financing plan on extending the regional Train to Gain basic skills offer to employers and their employees in Nottinghamshire. In particular we will target entry level 1 – 3 basic skills qualifications for employers and employees where the employee is not ready to pursue a full NVQ 1 or above and needs help in their progression. In addition we will provide funding to those employees who although they may already have a first level 2 qualification nevertheless have a literacy, numeracy or language need. We expect to help 1823 beneficiaries that fall into these categories over the first three years of the co financing plan securing 1275 qualifications.</p> <p>We anticipate 214 beneficiaries to qualify for a contribution towards their wages costs. This amounts to £64200 and as with the current Train to gain service companies employing less than 50 full time equivalents will be eligible to claim a contribution towards the costs of releasing employees to participate in the learning outlined in this specification.</p> <p>Qualification funding rates for both basic skills and level 2 qualifications will be in line with those specified in the annual <i>Requirements for Funding Train to Gain</i> publication published by the LSC</p> <p>Actions</p> <ul style="list-style-type: none"> Extending the Train to Gain offer to bring in the additional target groups Engagement of employees who are excluded from the current Train to Gain offer on basic literacy, numeracy or language Engagement of employees who are excluded from the current Train to Gain offer on level 2 vocational courses A contribution to employers wage costs to enable employers to release their employees to participate in the basic skills and level 2 learning earnings will be line with the contribution already in place through the LSC mainstream train to Gain offer will be available to employers with fewer than 50 full time equivalent employees 	

Priorities

Within the Nottinghamshire area lot:

Priority will be given to those employees who are currently employed in the regional sector priority areas:

- Construction – including the Built Environment
- Manufacturing and Engineering
- Tourism, Leisure and Hospitality
- Food and Drink Manufacturing
- Health and Social care
- Retail
- Logistics – including Transport
- Public Sector

Activities that lead to further progression for employees

Activities that address the current sectoral gender imbalances

2. Activities to provide Foundation Tier Learning opportunities for employees.

We will target £170358 over the first three years of the co financing plan on providing 308 foundation tier learning opportunities for employees in Nottinghamshire. In particular we will provide 308 places for employees to engage in progressing their employability skills to help ensure their longer term employability chances in a competitive jobs market place. Of these 308 beneficiaries 197 will be employees engaged in the development of their employability skills are to receive individual mentoring support whilst on their development programme. We will provide 86 places for employees to secure a vocational qualification at entry level 1 to NVQ level 1 in a vocational area that is consistent with their employment. All 86 employees engaged in entry level 1 to NVQ level 1 vocational learning are to receive individual mentoring support whilst on their vocational learning programme and receive in depth careers advice and guidance sessions to help them make more informed decisions about their future career options.

We expect all employees to have access to this activity and we would expect a minimum of 25 of the overall beneficiaries of this activity to be designated as learner with learning difficulties and disabilities.

Actions

Extending the Train to gain offer to bring in the additional target groups

Ensuring the long term employability of workers

Ensuring appropriate access to provision by disadvantaged and vulnerable groups

Delivery of flexible learner centred learning programmes that meet the needs of employees

In depth advice and guidance to help employees make better informed decisions about their future career paths

Developing integrated supported learning opportunities that help employees

Priorities

Within the Nottinghamshire area lot:

Priority will be given to those employees who are currently employed in the regional sector priority areas:

- Construction – including the Built Environment

- Manufacturing and Engineering
- Tourism, Leisure and Hospitality
- Food and Drink Manufacturing
- Health and Social care
- Retail
- Logistics – including Transport
- Public Sector

3. Activities to provide Leadership and Management opportunities for employees

We will target £663000 over the first three years of the co financing plan on providing 520 bespoke level 3 + learning opportunities for leaders and managers in Nottinghamshire where employers have identified that such opportunities will benefit the business and the individual. The bespoke provision will not be restricted to full level 3 qualifications, although these will of course be available if this is required, but rather the provision will focus on elements of NVQs, or other qualifications at level 3+ that the employer has identified as a need for the business. Within the overall level 3 learning opportunities we will help 364 employees acquire a level 3 qualification. EU state aid rules apply to this activity.

Qualification funding rates will be determined by the cost of delivery of the actual qualification or elements of qualification being pursued subject to an upper limit of £1500 per learner and the public contribution being fully matched by the employer or the individual. Payments to providers will be in line with the payment regime outlined in the *Requirements for Funding Train to gain* document published annually by the LSC.

Actions

Extending the current leadership and management offer to bring more employers and employees into scope

The activity is targeted at those employees who do not already possess a first L3 qualification.

Improving the business efficacy and efficiency of businesses to make them more competitive

Ensuring the long term employability of workers

Building the capability of the third sector to deliver public services

3b Key worker development

We also seek to support business growth in businesses and organisations with less than 50 employees through improving management and developing leadership skills. This will include the delivery of team leader training and development and achievement of where appropriate ILM qualifications or equivalent at level 2. In addition and as part of the coherent offer under Train to Gain we will fund the development of a key worker to champion learning and to support the implementation of the learning and development plan in each organisation. A programme of development for the key worker will be required which will up skill the champion to have a broad understanding of the learning opportunities available to the workforce and to promote and support learning activity in the workplace. Funding available for this activity is £334,160 and we expect that 50 businesses will be supported over the lifetime of the project and 50 key workers trained.

Actions

Targeting first line managers to improve the effectiveness of businesses and organisations, including the third sector, social enterprises and businesses from BME communities

Development of a key worker programme to promote and support learning and development within the Train to Gain framework

4. Activities to provide adult apprenticeship for employees (focussing upon Level 4 Professional Apprenticeships)

We will target £62,000 over the first three years of the co financing plan on bringing adult apprenticeships into

the scope of the Train to gain delivery framework.

We want to use ESF funds to develop and enhance the apprenticeship provision available to adults post 19 in the East Midlands. In investing in this provision we expect that the economy of the region will be enhanced by the provision of progression pathways to higher level skills which focus on the workplace in smaller and medium sized enterprises and utilise and develop the knowledge of employees.

Programme costs for the apprenticeship programme are expected to be covered by mainstream funding.

We are therefore looking to provide:-

Actions

Additional support for 30 apprenticeships.

The development of vocational pathways.

Sector based initiatives to support promotion of apprenticeships to employers and potential learners

Sector based initiatives to improve employer capacity to train employees.

Priorities

Activities which will support the delivery of Level 4 Apprenticeships in priority sectors.

Priorities

Within the Nottinghamshire area lot:

Priority will be given to those employees who are currently employed in the regional sector priority areas:

- Construction – including the Built Environment
- Manufacturing and Engineering
- Tourism, Leisure and Hospitality
- Food and Drink Manufacturing
- Health and Social care
- Retail
- Logistics – including Transport
- Public Sector

In addition to these generic occupational sectors, the LSC would like to see a focus on the third sector to develop their leadership and management capability.

Activities that support the competitiveness of SMEs

Activities that address the current sectoral gender imbalances

Tenders are requested that put together activities based around:

Integrating these extended eligibility groups into a seamless Train to Gain offer for all employers/employees.

All existing LSC Train to Gain and apprenticeship provider paperwork and MI requirements will apply to all extended eligible groups.

The only material changes to the existing Train to Gain provider policy and funding rules is that the funding rates in some cases are different for the extended eligible groups included in the LSC regional co financing plan. A flat rate of £738 will be paid for Skills for Life provision; £1480 for Foundation Tier level and level 2 qualifications (and level 3 jumpers), £100 for each Foundation Learning Tier employability episode; and up to £1500 for leadership and

management (where a matching contribution is required from the employer or the individual.
Contribution to employer wage costs costed at £300 per employee

Useful links

Train to gain provider policy

<http://www.lsc.gov.uk/Providers/funding-policy/Trainto gain/>

Funding guidance

<http://www.traintogain.gov.uk>

Target groups & priority

1. Activities to provide basic skills and level 2 skills for employees

Target group

Employees who already have a first level 2 qualification, but in a different occupational area to that in which they currently work

Employees who although working in the same occupational area where they have already acquired a first level 2 qualification, that qualification is more than 5 years old and is considered to be moribund in relation to the employees job

Employees who although they already have a first level 2 qualification nevertheless still have basic literacy, numeracy or language needs

Employees who have a basic skill need at pre entry level1 -3 and who are not yet able to pursue a full level 1 or above and need help in their progression

Self employed workers and volunteers who are currently ineligible for support through the LSC funded Train to Gain programme

2. Activities to provide Foundation Learning Tier opportunities for employees

Target group

Adults to be targeted and prioritized to participate in this programme are:

Low skilled/low waged employees.

Employees with Basic Skills development needs.

Employees within the low skilled economy who require support to progress from entry to level 1 learning.

Employees within the low skilled economy who require support to progress from level 1 to level 2 learning.

Employees requiring specific support to enable their employment and skills progression:

Lone parents

People with learning difficulties and/or disabilities

Ex-offenders

People from minority ethnic communities

People from any other group who are disadvantaged in, or disaffected with, their skills and Economic progression.

3. Activities to provide leadership and management opportunities for employees

Target group

Employees who already hold a level 2 qualification and whose current skills set needs to be enhanced to meet business needs

Employees who do not hold a level 2 qualification, but have the potential to progress above their current job level

Employees who do not have a level 3 qualification, but who need a specific element of training to develop their skills to meet the needs of their business.

4 Activities to provide adult apprenticeship opportunities for employees

- 19+ adults employed in SMEs in the regional priority sectors
- Potential and actual apprentices particularly those residents in the regions areas of multiple deprivation such as the former coalfields, coastal strips and inner cities.

Geography / area of delivery

For activities 1 and 3 we expect full county coverage throughout Nottinghamshire.

For activities 2 and 4 we expect coverage to be prioritized within geographical areas of greatest need i.e. our regions areas with a predominance of low skilled employment, which are:

The city and the surrounding conurbations of Nottingham.

The Coalfield Alliance area of north Nottinghamshire.

The geographical areas identified above have the highest predominance of low skilled employment, but are not exclusive. Delivery can also be targeted to meet other geographical 'pockets' of low skilled employment.

Outputs	ESF Beneficiary Volumes
Total number of learners	4202
Total number without basic skills	1823
Total number without level 2	1859
Total number without level 3	520
Participants with disabilities or a health condition	15%
Participants aged 50 and over	20%
Participants from ethnic minorities	9%
Female participants	50%

Results	Numbers Achieved
Number and % of participants gaining basic skills	1275 70%
Number and % of participants gaining level 2 qualifications	1301 70%
Number and % of participants gaining level 3 qualifications	364 70%

Other outcomes	ESF Beneficiary Volumes
Total number of employees in receipt of wage compensation – Train to Gain	214

Total number of employees receiving individually tailored mentoring support for FLT activity	197
Total number of employees engaged in employability skills (improving confidence, communication, working with others, problem solving and ICT skills in FLT	197
Total number of employees gaining an entry level 1 to NVQ level 1 qualification* FLT	60
Total number of employees identified as having a learning difficulty or disability participating in basic skills and vocational skills entry level1 to NVQ level leaning in FLT	25
Total number of employees gaining a qualification at level 1* FLT	8
Total number of key workers trained	50

Indicative Budget

The maximum available budget for this provision is £4809663
Current funding total -

- SfL delivery at TTG price of £738. Achievement at 70% with funding split to reflect this.
- Foundation Tier and Level 2 unit price delivery at £1480. Achievement at 70% with funding split to reflect this
- Leadership and Management L3 unit price £1500. Achievement rate at 70% funding split to reflect this
- Foundation Tier Learning employability £100 per episode
- Contribution to wages costs costed at £300 per employee

Introduction

Introduced in August 2006 Train to Gain is one of the UK Government's flag ship programmes for securing employer and employee involvement in workforce development. Train to Gain enables employers to develop the skills of their employees and in doing so improve their business performance.

The Train to Gain service has two complementary components: an independent skills brokerage service that supports employers in carrying out an organisation needs analysis of skills needs and a network of quality assured training providers who provide the skills training to meet the needs of employees as identified by the organisational needs analysis.

Understandably both the skills brokerage service and the publicly funded provision addressing the skills needs identified by the independent skills brokerage service have focussed on Government priorities. With the skills brokerage service concentrating on new employers and the Train to Gain providers concentrating on first full level 2 qualifications and Skills for Life qualifications that are specifically aimed at learners pursuing their first full level 2 qualification.

We want to use ESF funds to extend the current Train to Gain offer. We want to broaden the scope of Train to Gain through the utilisation of ESF funding to benefit employers and employees who are outside of the government priority groups, but whose inclusion would nevertheless bring benefits to the economy and the individual.

We are therefore looking to extend the current eligibility of Train to Gain to include:

1. Enhancing the skills brokerage service to existing and previously engaged employers to provide in depth and comprehensive on going skills brokerage support to identify and address emergent and ongoing skills needs over and above those identified at the initial Train to Gain organisational needs analysis.
2. More targeting of the brokerage service to provide for the needs of the third sector particularly where those organisations are involved in public service delivery.
3. Extending the eligibility of some learners to full publicly supported Skills for Life, Foundation Tier Learning, level 2 and to partly publicly funded leadership and management provision.

This ITT specification relates to enhancing the skills brokerage service to existing and previously engaged employers. We will only accept tenders from organisations whose skills brokerage workforce are fully Institute of Business Consulting qualified and accredited.

Service requirement

1. Activities to enhance the business support brokerage service provided to employers

We will target £1.555m over the first two years of the co financing plan on extending the skills brokerage service currently offered to employers who have already engaged in the Train to Gain service. Employers who have already engaged in the Train to Gain service will be offered in depth and comprehensive ongoing skills brokerage support to identify and address emergent and ongoing skills needs over and above those identified at the initial Train to Gain organisational needs analysis. This enhanced service will in essence be a client account management service for existing employers and will ensure that the focus of LSC funded skills brokerage service on helping new employers does not inhibit a continuing service being provided to employers who are no longer first time users of the Train to Gain brokerage service. We will help 1250 employers who fall into this category over the lifetime of co financing plan. This enhanced service must

operate seamlessly with the existing East Midlands brokerage service and successful tenders will need to outline in detail how they will work alongside the existing East Midlands skills brokerage service in an effective and harmonious manner.

Actions

- Enhancing the Train to Gain brokerage service for employers who have already engaged with the Train to Gain brokerage service.
- Outputs will be completion of a second (and where appropriate third or subsequent) organisational needs Analysis for that employer
- We expect these 1250 organisational needs analyses will generate 30% of all the learner participation targets outlined in the tender specification for extending Train to Gain eligibility. In particular 2384 Skills for Life participants; 2384 level 2 participants , 710 level 3 participants and to stimulate the demand for 150 new apprenticeships places across the region – 51% to be for 16-18 year olds.
- Better targeting of the brokerage service to include support for the third sector

Priorities

- Priority will be given to those employers who are in the regional sectoral priority areas:
 - Construction - including the Built Environment
 - Manufacturing and Engineering
 - Tourism, Leisure and Hospitality
 - Food and Drink Manufacturing
 - Health and Social care
 - Retail
 - Logistics – including Transport

In addition to these generic regional priorities in the case of Northamptonshire priority also needs to be extended to the following sectors:

Print and Publishing

Professional Services

Financial Services

Environmental Technologies Creative Industries a

The ICT sector

In addition to these generic regional priorities in the case of Leicestershire the priorities also include the Business Administration sector

- Activities to support SMEs and hard to reach businesses
- Activities that support the third sector

Target groups & priority

1. Activities to enhance the business support brokerage service provided to employers

Target Group

- Employers who have already engaged with the Train to Gain service including the third sector

Geography / area of delivery

We expect full regional coverage with broad indicative proportions of coverage in line with the following :

Nottinghamshire 22% of employer engagements and provision delivery
 Leicestershire 23% of employer engagements and provision delivery
 Lincolnshire and Rutland 16.5% of employer engagements and provision delivery
 Northamptonshire 15.5% of employer engagements and provision delivery
 Derbyshire 23% of employer engagements and provision delivery

Volumes & Outcomes

Number of employers benefiting from the enhanced service

Outputs	ESF Beneficiary volumes	ESF Costs
Total Number of employers producing a second (or subsequent) Organisational needs analysis:	1250	
Total number of employers engaged from the third sector:	180	
Total number of employees participating in Skills for Life learning	2384	£676728
Total number of employees participating in level 2 learning	2384	£676728
Total number of employees participating in level 3 or level 3+ learning	710	201540
Total number of apprenticeship places generated (51% 16 -18)	150	

Indicative Budget

The maximum available budget for this provision is £1,555,000

These costs have then been ascribed to the learner outputs.

ULR – REGIONAL	Reference: EM/E/S07
Aim	
<p>Government ministers have recognised the role Trade Unions and Union Learning Representatives (ULRs) have as a key part of helping to tackle the skills crisis highlighted by the Leitch report. Trade unions have signed more than 1,500 learning agreements with employers around the country, and these unique agreements are not only helping to combat Britain's skills crisis, but also improving union-employer workplace relationships. This important work has been underpinned by the efforts of more than 18,000 Union Learning Representatives (ULRs) across the country.</p> <p>We therefore want to use ESF funds in two ways to influence the skills agenda:</p> <ol style="list-style-type: none"> 1. Activities to extend the number of Union Learning Representatives in the East Midlands and to raise the skill levels of existing Union Learning Representatives 2. Activities to develop strong linkages between the TUC Union Learn Service and Train to Gain 	
Service requirement	
<p>1. Activities to extend the number of Union Learning Representatives in the East Midlands and to Upskill existing Union Learning Representatives</p> <p>Union Learning Representatives have been instrumental in raising interest and motivating employees to undertake training and development, especially among the lowest skilled workers and those with literacy and numeracy needs. ULR's have shown that they can make an effective contribution to raising interest and willingness to take part in learning, and the levels of skills of their colleagues and friends in the workplace. They are seen as a vital link to connect disadvantaged and hard to help individuals to access learning and training.</p> <p>The key role of the ULR is to raise awareness of training and development across the membership he or she represents - whether unskilled workers or highly qualified professionals, whether among those with urgent literacy and numeracy needs or those who wish to refresh and upgrade their skills. In most of the workplaces where ULRs are active, there has been support from managers to enable them to carry out their duties, to be trained and to have access to reasonable resources to work effectively.</p> <p>There are five key functions undertaken by a Learning Representative, and these are set out in the Employment Act 2002. The functions are:</p> <ul style="list-style-type: none"> • analysing learning or training needs, • providing information and advice about learning or training matters, • arranging learning or training, • promoting the value of learning or training, and • consulting the employer about carrying out these activities and developing learning agreements for their employees <p>With around 1600 current Union Learning Representatives working across the Midlands region we want to use ESF funds to recruit and train a further 1000 ULR's within the East Midlands region across the first three years of the co-financing plan and use funds to support or enhance the skills of existing ULR's, to achieve Skills for Life & other appropriate accredited qualifications.</p> <p>Actions</p> <ul style="list-style-type: none"> • Activities to increase the number of Union Learning Representatives across the region. 	

- Accredited delivery of standard core modules to train new URL's, including support for basic skills screening; Information Advice and Guidance.
- Activities that will help URL's to assess competences of migrant workers in low skilled jobs against UK competencies to improve progression opportunities.
- Develop the skills of URL's to increase the numbers of employers engaged in Trade Union learning activity, and increase the number of negotiated learning agreements with employers;
- To increase both the coverage of sectors and the number of Trade Unions involved in Learning Representative work and therefore improve access to greater number of employees accessing relevant and suitable qualifications.
- To develop strong collaborative relations with EMB Brokerage Service to connect employers with ESF Funded and mainstream support activities.
- Activities to increase the number of low skilled workers, particularly those with literacy and numeracy needs to undertake skills for life qualifications.
- Activities to promote the take up of apprenticeships for all ages by employers

2. Activities to develop strong linkages between the TUC Union Learn Service and Train to Gain

We will continue to develop strong linkages between the TUC Union Learning service and Train to Gain and in conjunction with the TUC.

Actions

- Working with employers to encourage their engagement in workforce development
- Working with employers to drive up the number of employers signing the Skills Pledge
- Working with employees to encourage their engagement in workforce development
- Working with employers to promote and drive up the demand for Apprenticeships
- Activities to support excluded and the vulnerable employees
- Activities that focus on hard to reach businesses

Priorities

- In all cases whilst preference will be given to employers/Unions representing the following priority regional sectors all sectors will be eligible to receive support.
 - Construction & the wider Built Environment
 - Manufacturing and Engineering
 - Health and Social Care
 - Public Sector
 - Food and Drink Manufacturing
 - Retail
 - Tourism, Hospitality and Leisure
 - Transport & Logistics

In Northamptonshire, in addition to the above sectors, priority will also be given to those sectors which are anticipated to grow as a result of the Milton Keynes and South Midlands growth agenda. These are:

Print and Publishing
 Professional Services
 Financial Services
 Environmental Technologies
 Creative Industries
 ICT

Target groups & priority

1. Activities to extend the number of Union Learning Representatives in the East Midlands and to Upskill existing Union Learning Representatives

Target Groups

- Those individuals currently employed within a unionised organisation and who are existing union members or who have a desire to become union members.
- Priority should be given to sectors which have a high proportion of vulnerable workers and where Union Learning Representatives are under represented within a sector.
- Providers will be expected to target individuals from under represented groups such as women, people with disabilities, ethnic minorities or aged 50+

Tenders will need to demonstrate:

- Strong existing relationship with all the large Trade Unions in the East Midlands
- Relationships with or ability to procure and deliver training which meets the requirements of the Employment Act 2002.
- How the training procured for all ULR's meets the requirements of the TUC and individual unions, and is accredited through the Open College Network.
- In addition to core training, evidence of how additional modules can be provided, for example to focus on advice and guidance skills, skills for life or National Vocational Qualifications (NVQs).
- Activities that demonstrate how they will help ULR's to assess competences of migrant workers in low skilled jobs against UK competencies to improve progression opportunities

2. Activities to develop strong links between the TUC Learn Service and Train to Gain

Target Groups

- Employers in hard to reach businesses
- Employers who have been hitherto reluctant to train and up skill their workforces
- Employees in business with little history of workforce development
- Employees who have a basic skill or level 2 skills need

Tenders are requested that put together activities based around:

- Working in partnership with the current East Midlands Skills brokerage contractor. A detailed joint working protocol will need be agreed between the successful tender and the current East Midlands brokerage contractor and approved by the LSC.
- All existing Train to Gain skills brokerage paperwork and MI requirements will apply to employers covered by this enhanced service.

We will be looking for one organisation to cover both activities across the whole of the East Midlands region.

Geography / area of delivery

The provision will be required throughout the whole of the East Midlands.

Outputs

Total number of ULR recruited	1000
Of which	%
% Participants with disabilities or health conditio	15
% Participants aged 50 or over	20
% Participants from ethnic minorities	9
% Female participants	50

Results

Not applicable

Other outcomes

Total Number of new Union Learning Representatives recruited	1000
Total Number of new Learning Agreements signed	100
Total Number of Apprenticeships secured	100
Total Number of employees acquiring a basic skill qualification (routed through TTG providers)	400
Total Number of New Representatives attending 5 day course	1000
Total Number existing Representatives attending and undertaking Skills for Life Modules	500
Total Number of employers signing the Skills Pledge	125
Total Number of Apprenticeships secured	125
Total Number of employees acquiring a basic skill qualification (routed through TTG providers)	100
Total Number employees gaining a full level L2 qualification (routed through TTG providers). (70% success rate)	350

Indicative Budget

The maximum available budget for this provision is: £300,000

Start and end dates

June 2008 – December 2010

Contracting details

We will be looking for one organisation to cover both activities across the whole of the East Midlands region.