



European Union
European Social Fund
Investing in jobs and skills



Leading learning and skills

LEARNING & SKILLS COUNCIL

ESF 2007-2013

Tender – Other Responsive Projects

November 2007

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Introduction to tender

Continuous Professional Development in the Lifelong Learning Sector

It is our expectation that teachers, trainers and associated staff in the lifelong learning sector is skilled and competent to provide the best service possible for our learners in the East Midlands.

The Leitch Implementation Plan, the 14 – 19 White Paper, the FE White Paper and most recently the green paper “In work, better off: next steps to full employment” lay out ambitious targets for increasing the skills of all young people and adults, meeting the skills needs of employers and the communities we live in. In order to achieve this ambitious vision the Lifelong Learning Sector will need a world class workforce.

The sector serves young people, adults both in and out of work, as well as the whole range of employers. The proposed vision for the future is therefore based on developing a Lifelong Learning sector with:

- a well trained and continuously developing workforce that can offer increased and expanded opportunities for young people and adults, enabling the development of economically valuable skills
- a flexible workforce that is able to embrace the new roles needed to support more multi-agency and partnership working, to deliver demand-led funding including Train to Gain and enable greater community cohesion
- a diverse workforce that fully reflects the learners and employers it serves
- a workforce culture of continuous improvement in the context of a self-regulating environment.

In the tender we particularly wish to support the professional development of the voluntary and community sector and the delivery of learning in the workplace. The development of networks where CPD opportunities can be encouraged and good practice shared between the public, private and voluntary sectors will also feature, particularly concerning the delivery of Skills for Life qualifications.

Voluntary and Community Sector Apprenticeships

The voluntary and community sector workforce is the sector’s greatest strength and its biggest asset, and investing in the development of this workforce is an essential element that will ensure the future strength and impact of the voluntary and community sector. The Government has recognised the need to support the development needs of the sector and will be creating a workforce development council to support the sector and develop a strategy that cuts across the work of the other 25 Sector Skills Councils.

Workforce development means providing the paid and unpaid workers in an organisation with opportunities to improve their skills and knowledge through training and other activities. This may also comprise actions to increase the numbers of people considering jobs and careers in the sector, and includes work to tackle misconceptions about the sector and other challenges that affect recruitment and retention. We anticipate that the development of an apprenticeship framework in the sector will encourage young people and adults to work in the sector and to enable those already employed within the sector to gain valued and recognised transferable qualifications.

Identifying and using occupational standards in the workplace will enable the sector to progress learning and development for a wider group of employees and volunteers and we are looking for the added value that the development of the apprenticeship framework will bring alongside the partnership working that will take place during the consultation and discussion phase.

Offender Learning And Skills Service

High levels of re-offending are very costly to society in both economic and social terms. The focus of our work is to turn offenders away from crime and into work, improving their skills and encouraging them to lead productive lives within their communities.

Our vision is to build on national policy direction given in 'Reducing Re-offending Through Skills and Employment: Next Steps' (HMSO 2006). This document brings together the learning and skills agendas of three ministries, Department for Education and Schools (now DCSF / DIUS), Department for Work and Pensions and Ministry of Justice relating to offenders. It is therefore crucial that organisations tendering for this provision are clear about how they will work effectively with key partners including LSC, Jobcentre Plus, and National Offender Management Service (NOMS), prisons, probation areas, Youth Justice Board (YJB), Youth Offending Teams and employers in delivering effective outcomes.

The tenders for youth and adult are closely aligned not only to success in terms of course completion outcomes but in how they contribute to education, training and employment targets set by NOMS and the YJB.

We are looking for innovative and cohesive services that will make a real difference to the future lives of the beneficiaries, their families, the wider community and economy.

Aim

The voluntary and community sector plays an important part in the social inclusion actions and economic regeneration of the east midlands region. Within the region the sector earns 47% of its own income and receives only 38% of its income from statutory organisations.

Contributing to 1.4% of the workforce, the sector employs 44,000 people in the region, and also provides a first step into employment for a large number of volunteers.

In supporting the sector to continue to move away from fund dependency and create a sustainable approach to providing services it is important that the sector have people that are developing the necessary skills, including innovation, responsiveness and the ability to recognise and respond to local demands and expectations.

We are therefore looking for provision that will develop these skills and others as identified by the sector through the development and delivery of an apprenticeship framework and pathway that will be accessible to the VCS across the East Midlands.

Service requirement

The framework must contain the usual elements of an apprenticeship:

- Vocational qualification based on occupational standards and assessed in the workplace
- Underpinning knowledge which is certificated through a recognised awarding body
- Key skills to an appropriate level in support of the occupational competence

Individuals will also receive

- Individual information, advice and guidance (Matrix accredited provider)
- Skills assessment
- Workplace mentor
- Individual support needs assessed and provided
- Individual learning plan

The framework development will involve the Learning and Skills VCS consortium in each sub regional area, consulting with and including the sector in the delivery of the framework. The providers will be expected to disseminate the work at the regional and national levels.

The framework will support the work of the emerging VCS workforce development council and we expect the successful providers to work closely with other pilots across the country.

Target groups & priority

Individuals who can benefit from this programme will be:-

- Employed/ or volunteering within the sector
- Have low or no prior qualifications
- Or have first level 2 qualifications that are obsolete or irrelevant
- 19+

Geography / area of delivery

The provision will be available across the whole of the East Midlands recognising the need for local delivery in the sub regional areas. It is anticipated that there will be an equitable split of the volumes across each of the sub regional areas.

Outputs

Number of participants 120.

Of which:-

% of participants with disabilities or health conditions	15 %	18
% of participants aged 50 and over	20 %	24
% of participants from ethnic minorities	9 %	10
% of female participants	50 %	60

Results

Individuals completing NVQ level 2 – 40

Individuals Completing NVQ level 3 - 20

Other outcomes

Development of an apprenticeship framework for the VCS supporting the new Workforce Development Council.

Individuals completing the framework – 60

Individuals completing relevant technical certificate - 60

Funding available

The maximum available budget for this provision is: **£ 480,000**

Inclusive of £ 20,000 for Travel/Childcare

Costs per learner

The provider should ensure that funding for travel and childcare expenses is included as part of the project costs. All travel costs must be covered using the most cost-effective method – e.g. issue of a travel pass appropriate for the participant's journey (off-peak where necessary). Where an individual is on benefit childcare payments must be made direct to the carer to ensure participant's benefits are not impacted. Records of such costs must be recorded and retained for audit purposes.

Start and end dates

April 2008 to December 2010

Contracting details

Not applicable.

Aim

Many of the ESF activities to be supported rely on sufficient capacity and effectiveness of the workforce in the post 16 education and training sector and as such we wish to ensure that continuous professional development is provided to a number of staff working in specialist areas. In line with the new LLUK standards and requirements for teaching and training we will support those sectors where we expect an expansion in the numbers involved in the profession. This will involve the accreditation of Skills for Life teachers and trainers at level 3 and level 5. There is also recognition of the need to develop staff in the NVQ level 4 in guidance in order to meet the future needs of an integrated guidance service for employment and skills.

Service requirement

Activity is expected to include the following:

- Information Advice and Guidance for Skills for Life teachers around Continued Professional Development Opportunities. Beneficiaries should evidence initial discussion and undergo initial assessment, resulting in an individual learning plan.
- The development and delivery of the new Level 5 qualifications for Skills for Life teachers. Routes to be supported include:
 - Additional route
 - Concurrent route
 - Fully integrated route
 - Partly integrated route
- The development and delivery of the Level 3 Certificate in Adult ESOL/Literacy/Numeracy Subject Support qualification for vocational teachers.
- Ongoing professional development opportunities such as teacher support networks and resource/materials development and distribution.
- Updating of skills in the provision of IAG, including achievement of the NVQ level 4 in Guidance.

Although priority will be given to work based learning and voluntary and community sector some activity will take place in the public sector (not to exceed 30% of the available funding).

In addition to this we recognise that activities aimed at up skilling those in employment will also rely on a steady supply of suitably qualified NVQ Assessors and Verifiers. We will therefore use ESF funds to support the training of existing employees within priority sectors to become NVQ approved Assessors and Verifiers to facilitate employees within their own sectors for the achievement of NVQ Levels 2 or 3 or the achievement of Apprenticeship programmes.

Actions Include:

- Working with employers to encourage their engagement in recognising the benefits of in-house Assessors and Verifiers.
- Working with employers to identify appropriate employees within their workforce.
- Arranging, delivering and accrediting the training and development of existing employees to achieve NVQ Assessor Awards to support employees in the workplace to achieve appropriate vocational qualifications at NVQ Level 2 or 3.

Priority will be given to those employers and employees who are in the regional sectoral priority areas:

Construction and the Built Environment
Manufacturing and Engineering
Health and Social Care
Tourism, Leisure and Hospitality
Food and Drink Manufacturing
Retail
Transport and Logistics

Target groups & priority

Staff employed within the post 16 education and training sector who do not have a formal plan for continuous professional development.

Beneficiaries will be individuals working within the East Midlands region in Voluntary and Community, Private or Public sectors, who are required to deliver publicly funded Skills for Life, or IAG provision to the following groups:

- Those without first full L2
- People for whom English is not their first language
- Older workers (50+)
- Lone parents
- Offenders or ex offenders
- Those from disadvantaged areas
- Ethnic minorities
- Women
- Migrant workers
- People with learning difficulties or disabilities

Geography / area of delivery

The provision described above will be required across the East Midlands:

- Derbyshire
- Leicestershire
- Nottinghamshire
- Northamptonshire
- Lincolnshire and Rutland

Applicants should identify which location they intend to deliver.

Outputs

Total number of participants = 1500.

Participants should include:

- 15% with disabilities or health conditions
- 20% aged 50+
- 9% from ethnic minorities

- 50% female

Results

- 150 Skills for Life tutors qualified to Level 5 inline with LLUK standards
- 250 vocational tutors qualified to Level 3 inline with LLUK standards
- 200 teachers qualified to Level 5 in generic teaching qualifications
- 200 additional staff up skilled and qualified to NVQ level 4 in guidance
- 150 Assessors or Verifiers Achieving Appropriate Awards at NVQ Level 2
- 75 Assessors or Verifiers Achieving Appropriate Awards at NVQ Level 3

Other outcomes

- 700 Initial Assessments
- A CPD network which covers the region

Funding available

£850,000 for generic teaching qualifications and Skills for Life professional development.

£ 300,000 for the delivery of IAG level 4

£ 150,000 for assessor and verifier awards

£ 222,000 for level 2 NVQs

£ 225,000 for level 3 NVQs

EU state aid rules apply.

Start and end dates

March 2008 – December 2010

Contracting details

Region wide contract for all activity

Introduction to tender

High levels of re-offending are very costly to society in both economic and social terms. The focus of our work is to turn offenders away from crime and into work, improving their skills and encouraging them to lead productive lives within their communities.

Our vision is to build on national policy direction given in 'Reducing Re-offending Through Skills and Employment: Next Steps' (HMSO 2006). This document brings together the learning and skills agendas of three ministries, Department for Education and Schools (now DCSF / DIUS), Department for Work and Pensions and Ministry of Justice relating to offenders. It is therefore crucial that organisations tendering for this provision are clear about how they will work effectively with key partners including LSC, Jobcentre Plus, National Offender Management Service (NOMS), prisons, probation areas, Youth Justice Board (YJB), Youth Offending Teams and employers in delivering effective outcomes.

The tenders for youth and adult are closely aligned not only to success in terms of course completion outcomes but in how they contribute to education, training and employment targets set by NOMS and the YJB.

We are looking for innovative and cohesive services that will make a real difference to the future lives of the beneficiaries, their families, the wider community and economy.

OLASS YOUTH – REGIONAL

Reference: EM/X/S03

Aim

Extensive research clearly indicates that one of the major factors which will reduce youth re-offending is to address a range of needs associated with gaining appropriate skills and qualifications, through which meaningful and sustainable employment can be achieved. This, in turn, provides a robust platform which will allow young offenders, especially those leaving custody, to resettle and rehabilitate in local communities, by giving them opportunities to change their attitude and behaviour regarding criminality.

In 2005/06 just over 500 young people were sentenced to custody from the region, with more than 70% being sent to facilities out of region, requiring strong working links to facilitate resettlement. Of Young Offenders under the age of 18 sentenced to custody from the region in 2005, Ministry of Justice figures show that 70% had training and employment needs.

Provision is required for Young Offenders under the age of 18 from within the East Midlands Region, to give support, advice and guidance to enable them to fulfil their potential. This will include those individuals serving custodial sentences in a range of secure establishments within the East Midlands, but also in the West Midlands, Yorkshire and the Humber and the East of England, specifically: Foston Hall YOI, Rainsbrook STC, Clayfields House SCH, Lincolnshire Secure Unit, Werrington House YOI, Stoke Heath YOI, Brinsford YOI, Wetherby YOI and Warren Hill YOI; and who will be returning to the East Midlands to serve the remainder of their sentences in a non-custodial setting within their local community. In addition, the activity will be expected to provide an equitable level of support for Young Offenders under the age of 18, who are serving the whole of their sentences in the community.

Youth Offending Teams (YOTs) have responsibility for the identification of needs of the young offenders and for meeting these needs. A target of 90% of the Youth Offending Team clientele group should be effectively engaged in Education, Training and Employment on leaving the supervision of a Youth Offending Team. Figures for 2006/07 show the achievement rate for each Youth Offending Team within the East Midlands is as follows:

Derby City	81%
Derbyshire	69%
Leicester City	65%
Leicestershire (including Rutland)	77%
Lincolnshire	74%
Northamptonshire	69%
Nottingham City	54%
Nottinghamshire	80%

The delivery organisation will provide a small region-wide team to work closely with the eight East Midlands Youth Offending Teams, to improve and maximise engagement of young offenders with education, training and employment opportunities and ensuring that any contribution made seeks to achieve the 90% target, sustain the engagement and increase attainment levels of young offenders. The Youth Justice Board Head of Region will oversee and monitor this activity, therefore a strong commitment to close partnership working with the Youth Offending Services, secure estate providers, Connexions Services and Local Authorities is an essential requirement, along with effective relationships with key stakeholders.

Service requirement

Delivery is focused on progression to mainstream education, training and employment, by working with, and not contra to Youth Offending Services. Detailed proposals must include support mechanisms to deliver interventions and services that involve:-

- Integrated and coherent partnership working with the YOT Case Workers, to ensure an effective and robust referral process using the results of YOT assessment and baseline data
- The development of a regional and intra-regional strategic infrastructure which ensures that support is provided to engage young offenders pre, during and post release, with a view to determining needs, improving levels of attainment and signposting/referral to services which allow complete and meaningful reintegration back into the community, through the securing of education, training and employment placements
- Signpost and implement referrals to appropriate mainstream pathways, in conjunction with the offender, the sentence plan and the IAG diagnostics to enable him/her to plot an individualised developmental journey, whilst effectively contributing to the economic wellbeing of the community
- Assisting the YOT worker by providing intensive one-to-one support to ensure that the offender maintains links with the Youth Offending Team, Connexions, and other pathway providers, to effectively fulfil their potential and maintain retention
- Constant mentoring, accompaniment and assessment of the offender's needs in addition to effectively implementing a tutorial system, placed at regular intervals, to support the offender in continuing in their appropriate pathway until completion, or other appropriate time.

Target groups & priority

All young offenders aged 14-18 years supervised by YOTs in the East Midlands region serving custodial sentences from within and out of region and returning to the East Midlands to serve the remainder of their (community) sentence and those serving sentences in the community.

Geography / area of delivery

Delivery will take place across all Youth Offending Teams in the East Midlands in response to client need. Current caseloads suggest probable delivery weightings as:

Youth Offending Teams	% of Engagement
Derby City	5%
Derbyshire	15%
Leicester City	14%
Leicestershire (including Rutland)	11%
Lincolnshire	10%
Northamptonshire	11%
Nottingham City	21%
Nottinghamshire	13%

Outputs

Total participants: 425	
Of which:	Numbers
Participants with disabilities or health conditions:	153
Participants from ethnic minorities:	64
Participants who are female:	64

Results

Number of participants who are NEET or at risk, in education, training or employment on leaving:	280
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Other outcomes

- Four Development workers in place, providing one to one support.
- Evidence of participation in regular review meetings with the Youth Offending Service to ensure that quality is maintained and targets are being met effectively.
- Evidence of participation in quarterly local and half-yearly regional steering groups which ensure that best practice is adhered to at all times.
- Evidence of attendance at other meetings deemed appropriate by the Youth Offending Service that will equip the provider with sufficient information and data to conduct effective delivery.

Funding available

Total Funding available £446,716.00

Includes:-

- Salary for four individual Development Support Workers including and on costs during the life of the project: £379,756 (2.5% inc over two years)
- Total travel and subsistence costs for all four workers: £36,960
- Project worker budget £40,000

Start and end dates

April 2008 – December 2010

Contracting details

Development Support workers are required to work in close collaboration with the YOTs and engage with the minimum specified number of offenders.

Proportional allocation for each worker assigned to the Youth Offending Teams will be clarified post tender. A strategic overview will allow for adjustments to be made during the lifetime of the programme according to placements and need.

	Minimum Number of Outcomes
Derby City	20
Derbyshire	66
Leicester City	61
Leicestershire (including Rutland)	47
Lincolnshire	41
Northamptonshire	47
Nottingham City	89
Nottinghamshire	54

Aim

Having a job is one of the most important factors in contributing to reducing reconvictions. Improving offenders' employability and supporting their efforts to compete in the labour market are key components of a successful rehabilitation package.

Provision is required for offenders aged over 18 under supervision by the Probation Service or serving a sentence within prison establishments in the East Midlands.

There are five Probation Areas in the East Midlands region. In 2006-7 the Areas managed a total of 15,481 cases.

The East Midlands has 17 prisons with a capacity of over 10,000. Numbers are expected to grow significantly during the lifetime of the programme. Approximately 6,000 offenders are released back into the community from East Midlands' prisons each year (both within and external to region).

Criminal Justice (Probation) Area	Prisons
Derbyshire	Foston Hall (Female) Sudbury (Category D)
Leicestershire & Rutland	Ashwell (Category C) Gartree (Lifer Unit) Glen Parva (Young Offenders) Leicester (Local) Stocken (Category C)
Lincolnshire	Lincoln (Local) Morton Hall (Female) North Sea Camp (Category D)
Northamptonshire	Onley (Category C / Young Offenders) Rye Hill (Category B) Wellingborough (Category C)
Nottinghamshire	Lowdham Grange (Category B) Nottingham (Local) Ranby (Category C) Whatton (Category C)

Ministry of Justice figures show that in the East Midlands 61% of offenders in custody and 54% of offenders in the community during 2006-7 were identified as having Education, Training or Employment needs linked to their offending behaviour. This is the highest criminogenic need for all offenders in the region.

The Learning and Skills Council (LSC) became responsible for the contracting of learning and skills provision in the 15 public sector custodial establishments from August 2006. In Derbyshire, Leicestershire and Rutland and Northamptonshire the contract is held by City College Manchester, in Lincolnshire by Lincoln College and in Nottinghamshire by West Nottinghamshire College. The learning and skills budget for Lowdham Grange is held by Serco Ltd and for Rye Hill by GSL.

The LSC hold a small budget for learning and skills provision in probation areas. Increasingly, more synergy will be sought between dedicated probation learning and skills budgets and access to learning and skills mainstream funding for learners under supervision by the Probation Service.

In September 2007 the LSC published '**Developing the Offenders' Learning and Skills Service: The Prospectus**', outlining proposals to develop and reform offender learning. Following consultation, a technical document clarifying arrangements for the implementation of the proposals will be published in the first part of 2008.

It is expected that tenders for European Social Funding will adhere closely to the principles and direction set out in '**The Prospectus**' where the four broad objectives are:

- Developing and reforming the way in which learning provision for offenders in custody is planned, organised, delivered and funded. The LSC will work with the National Offender Management Service (NOMS) and other commissioners to move away from historical arrangements by prioritising the availability and range based on personalised learner and employer need. The principal focus will be on skills for employment and employability.
- Widening the scope, range and availability of learning provision for offenders in the community.
- For all offenders, ensuring that the learning offer is explicitly linked and aligned to other services and interventions, in particular by developing strong joint commissioning arrangements with NOMS commissioners.
- By supporting improvements in the quality of provision, ensuring that all offenders are able to benefit from existing provision and developments within the wider post16 sector.

Nationally, the future direction for the Offenders' Learning and Skills Service (OLASS) is heralded in '**Reducing Re-offending through Skills and Employment: Next Steps**' (DfES 2006) which sets out a programme of action to realise the vision contained in the Green Paper '**Reducing Re-offending through Skills and Employment**' (DfES 2005). This vision is shared and being carried forward by the Department for Innovation, Universities and Skills (DIUS), the Department for Work and Pensions (DWP) and the Ministry of Justice (MoJ). The three priorities for action are:

- A strong drive to engage employers through the Reducing Re-offending Corporate Alliance, linked to the Skills Strategy and the Leitch Review of Skills. Working with employers to design and implement new models of training and preparation for jobs.
- Building on the new OLASS through the development of a campus model, which has among its key features:
 - a focus on employers' needs
 - an employability contract as part of the sentence plan, to motivate offenders and focus resources where they will have most impact
 - more flexible access to skills and employment support, with effective use of ICT
- Using the new commissioning role of the regional offender managers to build a new emphasis on skills and jobs in probation and prisons using unpaid work in the community and work opportunities in prisons.

The East Midlands' Reducing Re-offending Action Plan '**Changing Ways**' is led by NOMS with support from key delivery partners. European Social Funding tendered by the LSC makes a crucial contribution to work on Pathway Two, 'Education, Training and Employment'. It is expected that the new programme will be able to offer clear evidence of significant contribution to NOMS reducing re-offending targets.

This work is closely linked to the development of the **NOMS Corporate Alliance** which aims to bring together employers of all sizes from the public, private and voluntary sectors. This mix of business world skills is essential in finding ways of increasing the numbers of offenders going into jobs. Offenders can help to meet skills shortages and labour market needs. NOMS is targeting employers in sectors where there is a significant demand for labour and which have feasible employment opportunities for ex-offenders. Offenders leaving prison and those subject to community orders are a large untapped source of trained labour.

References

'Developing the Offenders' Learning and Skills Service: The Prospectus' Consultation Document, LSC 2007

<http://readingroom.lsc.gov.uk/LSC/National/Prospectus.doc>

'Reducing Re-offending through Skills and Employment', Norwich: HMSO (2005)

'Reducing Re-offending through Skills and Employment: Next Steps', Norwich HMSO (2006)

'Leitch, Lord S. 'The Leitch Review of Skills. Prosperity for all in the global economy: World class skills. Final Report. London: HMSO (2006)

'World Class Skills: Implementing the Leitch Review of Skills in England'. DIUS. HMSO (2007)

'Changing Ways' The East Midlands' Reducing Re-offending Action Plan www.emrrp.org.uk

Capability to deliver

A successful tender will demonstrate the impact providers will have on moving beneficiaries towards, into and sustaining employment with a view to reducing future offending.

It is not expected that any single provider would have the capacity, experience and geographical coverage to supply the range of activities to the quality required without a number of experienced partners working in synergy. **Tenders are welcomed from partnerships with a lead contractor.** Partnership working and strong leadership and management skills are essential in formulating a successful model for delivery.

Applicants must demonstrate how they would work with the Probation Service, Prison Service, Contracted Prisons, National Offender Management Service, LSC, Jobcentre Plus, employers, employer organisations and the voluntary and community sector in delivering proposals.

Lead contractors must state in the tender which organisations they have firm agreement to work with in delivering the specification and what mechanisms they would use to bring in further providers to address gaps in delivery against offender need. It is vital that applicants can demonstrate that they or their partnerships are sufficiently well developed to bring coherence within the skills and employment infrastructure, offering a range of services in a holistic manner, changing attitudes towards work and organisational working practices.

In order for the contract to be delivered effectively, contractors will need to place demands on the time of the probation and prison services. Contractors should build into their costs per outcome consideration of the probation and prison providers' time in ensuring that effective referral mechanisms and working relationships are made to meet outcomes.

We expect applicants to be able to demonstrate:

- *A track record of managing and co-ordinating the type of activity specified, including an understanding of working with similarly disadvantaged groups and the requirements of the probation areas and prisons, both public and contracted*
- *A track record of delivering and working closely with partners who deliver the type of activity specified*
- *Clearly specified delivery partners to undertake the range of programmes and the local geography specified. Including the capacity to deliver in very local areas and mechanisms for bringing in additional specific provision as required to meet need*
- *Local knowledge of the client group, the barriers they face and the local labour market*
- *Effective methods of collaborative working with both delivery partners and the probation and prison services*
- *A clear understanding of the reducing re-offending agenda*

- *Willingness to share expertise and information with key partners to enhance learner progression*

Applicants must be able to demonstrate that they have the capability to:

- *Monitor their activities, to supply timely and accurate management information to the LSC, NOMS, probation areas, prison providers*
- *Ensure quality and equality of provision*
- *Effectively recruit learners in liaison with probation and prison providers*
- *Assess learners' needs, taking into account existing assessments and sentence plans undertaken by offender managers*
- *Provide services tailored to learners' needs and progression*
- *Deliver expected course achievement rates*
- *Deliver expected employment related outcomes*
- *Deliver specific regional, sub-regional and local requirements*

Service requirement

Provision will be based around activities targeted at helping individuals into and retaining employment with a view to reducing re-offending. The four main stages of this work are:

- **Engagement** - Signposting and Motivation
- **Reaching Job Readiness** – Vocational Skills
- **Job Placement** – Pre-employment Work
- **Aftercare Support** – Employment Support

It is to be expected that not all beneficiaries will need to engage in every stage of this process in detail. Prior learning and skills should actively be taken into consideration. The aim of providers should be to focus with beneficiaries on the skills and experiences which will most speedily and effectively move individuals into sustainable employment.

Where possible, bids should seek to work towards the development of a 'Campus' model as identified in 'Reducing Re-offending through Skills and Employment: Next Steps'. This methodology

- Focuses on employer need
- Promotes an employability contract as part of the sentence plan
- Seeks more flexible access to skills and employment support, with effective use of ICT

In the East Midlands within the lifetime of the programme this may also incorporate developments towards a community based model for custodial provision which, in consultation with the LSC and NOMS, providers would be expected to trial.

Tenders are sought that add value to mainstream services by investing in a range of additional pre and post employment support for individuals. Where appropriate, signposting and support should be made into mainstream services and into other related ESF provision such as the LSC's Skills for Jobs and Jobcentre Plus' Multi Agency Employment Teams (JOBMAETS). Tender applicants will also be required to demonstrate effective linkages with and between the voluntary and community sector and statutory sectors to support progression to mainstream learning and employment opportunities.

Provision should, wherever possible and appropriate, utilise qualifications based on the National Qualifications Framework. In the community, skills and employment training will need to be compliant with existing benefit regulations, for example the 16 hour rule to those in receipt of Job Seekers Allowance or Job Seekers Income Support.

A range of flexible activities is sought which brokers tailored options and solutions for beneficiaries to move them into employment, embeds current good practice and develops creative and sustainable models for the future:

In developing these models bidders should include programme designs which specifically meet the needs of **BME** and **Female** beneficiaries.

- **Information, Advice and Guidance (IAG)** – the elements of the programme should be underpinned by a strong and coherent strand of IAG. This should be linked to Sentence Plans.
- **Family Learning** – programmes should act as a ‘hook’ to engage beneficiaries into first steps learning and to be a catalyst for further education and training leading to employment. Programmes may relate to health and fitness incorporating literacy, language, numeracy and ICT skills development.
- **Enhancing Employability Skills** – from signposting and motivation through pre-employment readiness to employment support. This will include: **Softer Skills** development relating to building confidence, self-esteem, positive attitudes to work and interpersonal skills. **Job Search** skills including job search media sources, CV preparation, application/letter writing and preparation for interview. **Financial Literacy** skills including managing budgets, debt and basic bank accounts and understanding how to access financial services.

Programmes should incorporate Skills for Life and ICT learning as appropriate.

- **Vocational Skills Development** – should be linked to East Midlands’ regional and local priority sectors and skills shortages. These include construction, engineering, health and social care, logistics, retail, catering and hospitality. In addition, work should include building on current good practice being developed in custody with funding from ESF Equal until January 2008. Activity here relates to Permanent Way Renewals level 2, Counter Balance Fork Lift Truck Training level 2, Food Preparation level 1, City & Guilds 6156 Streetworks Excavation and Reinstatement, LGV level 1, Construction and Warehousing Experience boosters. Programmes should include embedded Skills for Life where this is an identified need.
- **Engaging, Developing and Supporting Employers + Employees** – this will include:
 - Raising awareness and engaging employers with the concept of recruiting offenders
 - Promoting the benefits of recruiting offenders
 - Supporting employers with understanding legal and HR related issues relevant to the Rehabilitation of Offenders Act, disclosure etc
 - Supporting employers to develop strategies to reduce prejudice, discrimination and stereotyping within their organisations in respect to offenders
 - Supporting employers with risk assessment and management in respect to employing offenders
 - Developing strategies for liaising with prison resettlement teams, probation service ETE teams and Jobcentre Plus to match offenders to job/work placement opportunities
 - Further development of an employer engagement forum and database of employers willing to employ or offer work placement to offenders with appropriate skills to meet the job specification
 - Mentoring training for staff and community volunteers with the aim of finding employment for beneficiaries with these employers.
 - Providing a wrap around ‘recruitment service’ to match the pool of offenders looking for work placements/jobs with available placements/jobs and to provide a structure and method for managing and measuring progression.

Through ESF Equal funding the LSC is intending to hold an Employer Engagement Event in the East Midlands

in January 2008. Bidders will be asked by the LSC to follow up on some of the outcomes of this event when planning and delivering employer engagement and support strategies.

- **Developing models and support for self-employment** – with access to finance advice and skills development. Including a 'business incubator/enterprise rehearsal' model for those looking to start up a business. It is expected that the main focus of this work will be with offenders planning to leave custody.

Target groups & priority

Target groups are:

Offenders under the supervision of the probation service in the East Midlands with identified Education, Training or Employment needs as part of their sentence plan which can be met by this programme.

Offenders in East Midlands' prisons with identified Education, Training and Employment needs as part of their sentence plan which can be met by this programme.

Geography / area of delivery

Full regional coverage based upon identified need as part of sentence plan targets. Broad indicative delivery is likely to be in line with the following caseload / capacity proportions.

Criminal Justice Area	Community	Custody
Derbyshire	21%	5%
Leicestershire & Rutland	23%	31%
Lincolnshire	14%	13%
Northamptonshire	14%	20%
Nottinghamshire	28%	31%

Outputs

Total number of participants	3742	%
Number and % of participants who are unemployed	1571	42
Number of participants who are inactive	1272	34
Number and % of participants aged 14-19 who are NEET or at risk of becoming NEET	187	5
% of participants with disabilities or health conditions	823	22
% of participants who are lone parents	187	5
% of participants aged 50 or over	299	8
% of participants from ethnic minorities	448	12
% of female participants	224	6

Results

Total number of results		%
Number and % of participants in work on leaving	780	22
Number and % of participants in work 6 months after leaving	950	25
Number and % of economically inactive participants engaged in job search activity or further learning	1683	45
Number and % of 14-19 year old NEETs or at risk, in education, employment or training on leaving	84	45

Other outcomes

Programme	Outputs	Indicative Cost of Programme (£)
IAG	5960	597,200
Family Learning	250	503,825
Enhancing Employability Skills	2000	2,015,300
Vocational Skills Development	1132	2,314,716
Engaging, Developing and Supporting Employers + Employees	200	287,900
Developing Models and Support for Self-Employment	160	230,320

Programme	Results
IAG	<ul style="list-style-type: none"> - Develop an IAG structure, linked closely to sentence planning, which signposts beneficiaries through the programme - A minimum of 5,960 IAG interventions to effectively signpost and support stages through programme with the aim of moving towards/achieving sustained employment
Family Learning	<ul style="list-style-type: none"> - Deliver to a minimum of 250 beneficiaries - Minimum of 70% of beneficiaries to achieve nationally recognised embedded accreditation within the programme with aim of enhancing employability e.g. Skills for Life, ICT. - 70% of beneficiaries to be signposted to and take up further progression towards or into employment
Enhancing Employability Skills	<ul style="list-style-type: none"> - 2000 beneficiaries commencing a programme - Minimum of 60% of beneficiaries to achieve nationally recognised embedded accreditation within the programme with aim of enhancing employability e.g. Skills for Life, ICT. - 70% of beneficiaries to be signposted to and take up further progression towards or into employment.
Vocational Skills	<ul style="list-style-type: none"> - Deliver 1132 places on vocationally related skills courses.

Development	<ul style="list-style-type: none"> - Full level 1,2,3 programmes required wherever applicable - Embedded Skills for Life required wherever applicable - 70% achievement rate - 500 beneficiaries achieving sustained employment within 3 months of course completion - Payments made at 50% of unit cost for engagement in activity, 25% unit cost on completion of activity and 25% paid on beneficiary entering and still being in employment after 13 weeks. <p>There will be a requirement for tracking of outcomes during and beyond the period of training and support provided through 'Engaging, Developing and Supporting Employers' activity within the wider programme.</p>
Engaging, Developing and Supporting Employers	<ul style="list-style-type: none"> - Actively engage with a minimum of 100 businesses who employ offenders - Design and deliver a tailored package of support to meet individual employer needs in working with offenders - Over lifetime of programme develop and support working relationships and job opportunities with 20 employers who had not previously proactively employed known offenders - Through these links and with support from the overall ESF programme for offenders move 200 beneficiaries into sustained employment
Developing Models and Support for Self-Employment	<ul style="list-style-type: none"> - Deliver a minimum of 50 small group awareness raising sessions for beneficiaries - Conduct a minimum of 160 1:1 consultations. - Provide follow up mentoring and support, including assistance with business incubator models - Support 80 beneficiaries into sustained self-employment

Measures of success for this programme are aligned to 'The New Performance Framework for Local Authorities and Local Authority Partnerships: Single set of National Indicators' (HMSO 2007) and NOMS metrics negotiated with providers.

It is essential that providers are familiar with these and recognise their active part in improving these indicators in partnership with prisons and probation across the region.

The targets derived from the local authorities (Local Area Agreements) National Indicator Set are:

'Safer Communities'

N 18 Adult re-offending rates for those under probation supervision

N 30 Re-offending rate of prolific and priority offenders

'Tackling Exclusion and Promoting Equality'

N144 Offenders under probation supervision in employment at the end of their order or licence

'Local Economy'

N161 Learners achieving a Level 1 qualification in literacy'

N162 Learners achieving an Entry Level 3 qualification in numeracy

N163 Working Age population qualified to at least Level 2 or higher

N164 Working Age population qualified to at least Level 3 or higher

It should be noted that within this tender, provision of literacy, language and numeracy skills up to and including level 2 is welcome.

NOMS are also responsible for setting targets aimed at reducing re-offending linked to skills and employment. The final national target measures will be available from 30th November 2007. Prisons and Probation Areas will then negotiate sub-regional and local targets with the Regional Offender Manager.

The success of this programme will in part be measured by achieving an increased stretch to the mainstream skills and employment targets of East Midlands' Prisons and Probation Areas of at least 10% per year.

Funding available

The maximum budget for this provision is £5,913,513

Start and end dates

May 2008 – December 2010

Contracting details

Bidders are advised to consider carefully the information given in the **Aim** section of this ITT under 'Capability to Deliver'. Bids must detail clearly the partners the lead contractor will work with to deliver quality provision across the region with effective local knowledge and capacity.