



European Union
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Investing in jobs and skills



Leading learning and skills

LEARNING & SKILLS COUNCIL

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Tender – East of England/Employers Project Specifications

November 2007

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Introduction to tender

The importance of rapidly enhancing the skills base of those in employment has been emphasised in the Leitch Review of Skills. The Review recommended that for the UK to be become a world leader in skills by 2020, a number of targets would need to be achieved including: 95% of adults with functional literacy and numeracy skills, 90% of adults with at least a level 2 qualification, 1.9million more level 3 attainments and 500,000 more apprenticeships in the UK.

Small and medium sized businesses dominate in the East of England, with 85% of businesses employing 10 people or less. Significantly, these businesses account for only a quarter of total employment in the region, whilst businesses with over 100 employees account for just under two fifths of employment. Banking, finance and insurance businesses account for the largest share of businesses in the region (31%), followed by distribution, hotels and restaurants (27%), construction (12%) and manufacturing (8%).

Workforce development continues to be an issue in the region. One in three businesses in the East of England do not undertake any training or development for their staff, with the figure rising to 50% for businesses with 2-4 employees¹.

The LSC will deliver activities to promote and engender the desire for employers and employees to engage in Lifelong Learning and upskilling of both the workforce and individuals and provide a skills brokerage services for SMEs.

¹ National Employers Skills Survey, 2005

Workplace learning champions	Reference: EE/E/S01
<p>Aim</p> <p>The Learning & Skills Council East of England is seeking one partnership that can promote and train Work Place Learning Champions.</p>	
<p>Service requirement</p> <p>The purpose of the project is to put in place in Small to Medium Enterprises a network of Work Place Learning Champions who promote and engender the desire for employers and employees to engage in Lifelong Learning and upskilling of both the workforce and individuals. SMEs within the scope of this project are those that are non-unionised workplaces.</p> <p>The development of Work Place Learning Champions can be within all sectors for this project but there will be a concentration on the region's priority sectors which are:</p> <ul style="list-style-type: none"> - The built environment/construction - Health & social care - Hospitality - Logistics - Retail <p>Other sectors important to the region are:</p> <ul style="list-style-type: none"> - Manufacturing and Engineering - Automotive - Business Finance - Public Sector - Passenger Transport - Land Based - Food & Drink - Sports & Leisure - Telecoms <p>Work place learning champions will promote Skills for Life, qualifications, units of qualifications, Skills Pledge and the Train to Gain Service, and establish a liaison link with the Train to Gain Brokerage Service.</p> <p>This project is offered in response to the need to promote Lifelong learning and the improvement of skills.</p> <p>The successful partnership selected for this project will have the following attributes:</p> <ul style="list-style-type: none"> • provide information and training to individuals to show how they can promote training, support and career prospects for employees • show how it can help to transform the lives of people and their communities and companies • show how it can contribute to education and other public services • look at practical ways of improving the impact of that work • showcase the best work that is currently taking place across the UK in this arena <p>The partnership will be required to work with employers to identify suitable candidates and gain commitment from employers for this work. The partnership will also need to consider its alignment with Union Learn and the Union Learning Representative Programme.</p> <p>Transport and childcare costs will be made where necessary.</p>	

Target groups & priority

- Participants must be age 19+
- The employers of the participants must have a workforce of less than 250 i.e. SMEs
- The employers of participants must be based with the East of England

All employment sectors are eligible but an emphasis will be placed on those priority sectors shown above.

Geography / area of delivery

This project is to be delivered across the East of England and the expected percentage of outcomes by county is:

Bedfordshire & Luton	9.5%
Cambridgeshire	13.5%
Essex	29.5%
Hertfordshire	21.5%
Norfolk	13.5%
Suffolk	12.5%

Outputs

The outcomes of this project are:

- Training for 1,000 employees on a suitable fully accredited course

Results

- Training for 1,000 employees on a suitable fully accredited course.
- Where applicable transport costs

Where applicable childcare costs

Other outcomes

Not applicable

Funding available

£2 million

Start and end dates

March 2008 to December 2010

Contracting details

As this is to be a collaborative project, all delivery partners (those receiving projects to carry out part of the activity) MUST be fully signed up prior to submission of the tender and their involvement will need to be described as part of the submission.

As this project does not provide any direct commercial advantage to a specific employer or sector, it is NOT subject to State Aid.

Brokerage support services

Reference: EE/E/S02

Aim

The Learning & Skills Council East of England is seeking one partnership that can address a Skills Brokerage Service for ESF.

Service requirement

The purpose of the project is to provide the ESF skills brokerage which will be the entry point for SMEs accessing priority 2 activity. The skills brokers will identify SMEs who can benefit from ESF skills training and employability and will refer the SMEs to other ESF activity funded in both priorities 1 and 2. It will build on Train to Gain to ensure consistency with ESF activity, reduce duplication and add value to mainstream activity. It will also be the entry point for skills for jobs referrals.

Additional employers engaged and beneficiaries achieved through ESF will complement the activity funded through Train to Gain. The skills brokers will work with small employers to promote ESF funded activity and access new employers not engaged through Train to Gain and will refer beneficiaries to VCS providers and other non Train to Gain providers supported via ESF.

The ESF skills brokers will specifically work with a different group of SMEs and different providers that are not eligible through Train to Gain funding but are successful through ESF and complement our priorities. They will actively promote ESF priorities and cross cutting themes to raise awareness of ESF and deliver to hard to reach beneficiaries.

All sectors are eligible for this project but there will be a concentration on the region's priority sectors which are:

- The built environment/construction
- Health & social care
- Hospitality
- Logistics
- Retail

Other sectors important to the region are:

- Manufacturing and Engineering
- Automotive
- Business Finance
- Public Sector
- Passenger Transport
- Land Based
- Food & Drink
- Sports & Leisure
- Telecoms
- VCS

This project is offered in response to the need to ensure that employers have clarity regarding the provision and services that are being offered via the various ESF projects.

The successful partnership selected for this project will have the following attributes:

- Proven track record in providing Brokerage Services to employers
- Must be able to demonstrate how they will be able to work extremely closely and seamlessly with existing Train to Gain and IDB brokerage services

Target groups & priority

- The employers who will be accessed via the Brokerage Service must have a workforce of less than 250
- Those employers must be based with the East of England

All employment sectors are eligible but an emphasis will be placed on those priority sectors shown above and particularly BME employers.

Geography / area of delivery

This project is to be delivered across the East of England and the expected percentage of outcomes by county is:

Bedfordshire & Luton	9.5%
Cambridgeshire	13.5%
Essex	29.5%
Hertfordshire	21.5%
Norfolk	13.5%
Suffolk	12.5%

Outputs

The outcomes of this project are:

- 4000 employed adults being brokered to ESF projects
- 1000 unemployed adults being brokered to ESF projects
- Note: The balance of the above outputs are to be 2500 adult men, and 2500 adult women
- 5000 level 2 starts
- 1000 SMEs supported
- 500 adults brokered to leadership and management training

Results

Provision of a Brokerage Service for the ESF projects.

Other outcomes

Not applicable.

Funding available

£4 million

Start and end dates

March 2008 to March 2009

Contracting details

As this is to be a collaborative project, all delivery partners (those receiving projects to carry out part of the activity) MUST be fully signed up prior to submission of the tender and their

involvement will need to be described as part of the submission.

As this project does not provide any direct commercial advantage to a specific employer or sector, it is NOT subject to State Aid.