



Leading learning and skills

ESF Co-financing 2004-07

Invitation to Tender Prospectus and tendering guidance

LSC Suffolk Round 4g February 2007

Part B - Specifications



There are three specifications being released in this February 2007 invitation to tender and projects will need to describe how they will fulfil the required objectives of the specification depending on the number of projects requested.

All tenders must arrive at the LSC for Suffolk no later than 5pm on Monday 12 March 2007

Spec number	Specification title	Indicative funding	Number of projects required	State aid
Measure 3.1				
4gEcon1a	ESOL for migrant workers	£207k	1	No
Measure 4.1				
4gSkills1a	Carbon footprints	£180k	1	Yes – de minimis
Measure 4.2				
4gSkills2a	Skills for young people in jobs without training	£770k	3	Partial – de minimis

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TENDER SPECIFICATION**



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Issuing CFO	LSC Suffolk	
Spec ref/title	4gEcon1a	ESOL for migrant workers
Background and description of activity to be supported		
<p>The Learning and Skills Council for Suffolk is seeking ONE partnership project that can address the issues facing people resident in Suffolk, but who originally migrated from other countries including the European Community.</p> <p>The purpose of this project is to research and establish an appropriate curriculum framework in Suffolk to support transition into formal accredited ESOL programmes.</p> <p>There has been an increase in the demand for ESOL (English for Speakers of Other Languages) within Suffolk over the last three years not only amongst migrant workers who travel from the European Community but also amongst those people who are living in settled communities within the county. Many of these people need to strengthen their English language in order to participate more fully in society and in work. Only people who are legally resident in the UK (i.e. those with indefinite leave to remain, refugees who have been granted leave to remain, and those asylum seekers who are pending a decision on their application) may take part in this project. Overseas nationals who do not have existing rights to remain in the UK indefinitely, may NOT benefit from this project (please see prospectus Part A for guidance on non-UK nationals.)</p> <p>Learning English has an impact on our communities, how people interact with one another and to the productivity of businesses. Good communication skills are important at home and in the workplace, the ability to read, write and speak English is a skill which we all need for day to day life.</p> <p>The NIACE Report into ESOL provision across the country (published October 2006) highlights key areas of concern, notably the variable nature of the quality of ESOL provision and continuing problems for providers of matching supply to demand.</p> <p>As the demand for ESOL in Suffolk grows we need the infrastructure to ensure that provision is available to bridge the gap to accredited provision to meet that demand e.g. more teachers and learning opportunities.</p> <p>The National LSC's 'Annual Statement of Priorities' (Oct 2006) makes it clear that public investment must focus on provision for those most at risk of disadvantage. Suffolk LSC must determine where learners with the greatest need are located and what provision is available in areas of need. To achieve this information, an audit of what ESOL provision is being offered where across the county, by whom, to what groups and at what level is required.</p> <p>The project must be delivered by a partnership consisting of at least one LSC core funded learning provider (college, school sixth form, workbased learning provider, or local authority ACL provider) and at least one voluntary or community organisation working with the relevant beneficiary groups.</p> <p>The provision of Information, Advice and Guidance (IAG) is a core element of this</p>		



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project, and must be costed and delivered from within the project budget. In order to assure the quality of the IAG provision, at least one of the partners must be Matrix accredited, or Suffolk IAG must be involved as the partner responsible for delivery of IAG.

The project can be delivered for any length of time between Mid May 2007 and 30 June 2008.

As this project supports the needs of individuals, it is NOT subject to State Aid.

Beneficiary groups/sectors to be targeted	Target locations
<ul style="list-style-type: none"> • Beneficiaries must be unemployed, or working less than 16 hours per week in a low-paid, low-skill job with limited career prospects. • Alternatively, they may be employed for more than 16 hours per week (i.e. up to full time), in a job that does not best suit their existing skills or aspirations. • All beneficiaries must live and/or work in Suffolk. • They may be male or female, but must be of working age (16+) • All beneficiaries must come from minority ethnic communities, particularly those who have migrated from Eastern European countries as these groups have not so far benefited noticeably from ESF projects. • All beneficiaries must be legally resident in the UK. This does not include overseas nationals who have been granted a fixed length stay. 	<ul style="list-style-type: none"> • One or more of the LSC Suffolk economic development areas of Haven Gateway, Western, or Waveney.
<p>Activities to be supported (as a minimum)</p>	
<ul style="list-style-type: none"> • Carry out an audit of what ESOL provision is being offered across the whole of Suffolk, including details of the provision available, levels of provision, progression opportunities, gaps in provision (levels, geographical areas and languages) and demand. • Prepare a report with recommendations for improvement of ESOL provision across the county. The partnership must link with the Suffolk Skills for Life Strategic Group and their work with employers across the county to identify the needs of businesses; ACER and the LSC regional Skills for Life lead. • Develop an understanding of what learners and employers want from ESOL opportunities. This project must show how it links with Suffolk TAP / the Akenham Partnership /Haven Gateway and Job Centre Plus in their work with migrant workers and employers across Suffolk LSC key sectors specifically in 	



logistics, health and social care; construction and hospitality.

- Develop a curriculum with providers which offers a ‘conversational / work based’ contextualised English language programme that can be rolled out across the county. This work must link with QCA work on the accreditation of a new range of ESOL qualifications (expected to be available by August 2007)
- work toward mainstreaming new programmes on completion of the project taking into consideration the cost implications for LSC / employers / providers of delivering ESOL for which providers cannot draw down funding (link to the pending changes in funding which will be outlined in the FE Funding Guidance 2007-2008)
- Promote the use of volunteers to support learning amongst different communities and gender groups e.g. Bangladeshi women who frequently request and benefit from learner support.
- Develop a Citizenship ‘Welcome Pack’ contextualised for Suffolk which will contribute to Home Office Naturalisation requirements
- Deliver Information, Advice and Guidance to migrant and refugee workers with reference to Job Centre Plus; Refugee Council and other support agencies
- The project must demonstrate how it is closely linked with the relevant specialist agencies for advice, support, employability skills and work tasters. Provide essential assistance in integrating skills, qualifications achieved abroad and develop progression routes towards employment and comparability of international qualifications by using NARIC (National Recognition Information Centre for the UK)

Outputs/outcomes (minimum requirements)

- Audit of supply and demand of ESOL provision across the relevant area within Suffolk.
- Production of a progression pathway map linking to LSC mainstream funded ESOL provision and progression pathway mapping already being carried out.
- Development and production of a formalised structure for a Suffolk pre-accredited ESOL phase.
- Piloting the pre-accredited ESOL provision, including the development of Citizenship ‘Welcome Pack’ for Suffolk that meets Home Office requirements
- Programme to be tested out in a single LSC economic development area, and on beneficiaries from at least 3 different black and minority ethnic community groups. Within the testing;
 - 100 beneficiaries to receive information advice and guidance
 - At least 85 beneficiaries to participate in conversational English sessions across the county, each lasting at least 30 guided learning hours. These beneficiaries are also to undertake work tasters , volunteering or paid employment in which they can apply the conversational English that they are learning or have learnt
 - At least 75 of these beneficiaries to progress to mainstream accredited ESOL provision.

Production of a sustainability action plan that explores accreditation of the pre-accredited programme, fee recovery and other alternatives for longer term sustainability.

ESF policy field/measure	3.1 Lifelong Learning	Max funding available	£206,774
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Issuing CFO	LSC Suffolk	
Spec ref/title	4fSkills1a	Increasing the ability to respond to the carbon footprint of Suffolk
Background and description of activity to be supported		
<p>The Learning and Skills Council for Suffolk is seeking ONE project that addresses the skills needs of the energy sector.</p> <p>The Energy (Engineering) sector is set to experience particularly high levels of job growth in the medium term and is a strategically important sector to the Suffolk economy. There has been a significant increase in recent years in the use of renewable and alternative energy sources, including offshore & onshore wind, nuclear (Sizewell A decommissioning, Sizewell B ongoing operations and Sizewell C development). Simultaneously there is an ongoing need for improved skills in the operations, maintenance and decommissioning of existing energy infrastructures e.g. gas industry.</p> <p>Within the energy sector, there are additional complexities produced by having an ageing workforce coupled with identified skills shortages in Electrical, Mechanical, Process and Instrumentation disciplines.</p> <p>Complementing the industrial side of the energy sector are sustainable building issues within the built environment sector- Suffolk has been identified as housing growth area (Ipswich / Haven Gateway), therefore, sustainable building practices are needed to include: design of energy efficient and sustainable housing, solar water heating installation, PV installation, Biomass technologies etc</p> <p>Additional evidence behind this skills need can be drawn from the Skills for Energy Report 2004; Cogent / ECITB / SEMTA / CITB skills studies; OrbisEnergy Business Plan; POWER Offshore wind skill requirements study; Offshore Oil & Gas Pinch Points survey and other existing market research into skills needs in Suffolk conducted by FE colleges and partners</p> <p>This project is required to deliver training to managers, technical staff and new entrants to the energy and built environment sectors, that encourages the use of sustainable energy sources. Managerial training should lead to accreditation of units towards or full NVQs at levels 3, 4 and 5; technical training should also lead to units towards or full NVQs at levels 2, 3 and 4 and new entrants should gain units towards or full NVQs in energy related qualifications.</p> <p>The provision of Information, Advice and Guidance (IAG) is a core element of this project, and must be costed and delivered from within the project budget. In order to assure the quality of the IAG provision, at least one of the partners must be Matrix accredited, or Suffolk IAG must be involved as the partner responsible for the delivery of IAG.</p> <p>The project must start in Mid May 2007 and be completed by 30th June 2008. This</p>		



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project has been designed specifically to respond to the skills gaps of an identified sector, and as such IS subject to State Aid. This should be treated under the De Minimis exemption as far as possible, so that the employers will be required to declare the amounts of public funded support received over the past three years. If an employer is not eligible for the de minimis exemption, then the appropriate contribution towards the cost of the training will have to be secured (for SMEs this will be at least 30% of the cost of the training – see guidance notes).

Beneficiary groups/sectors to be targeted	Target locations
<ul style="list-style-type: none"> • All beneficiaries are to be of working age (16+). • All are to be employed, although not necessarily currently in the energy/construction/built environment/engineering sector. • Company beneficiaries (employers of the individual beneficiaries) are to be either existing SMEs in Energy / Construction/built environment supply chain; or • SMEs with an interest in entering the Energy / Construction/built environment supply chain 	<p>Activity can cover the whole of Suffolk, but must demonstrate targeted activity in at least one of the LSC Suffolk economic development areas of Haven Gateway, Western or Waveney.</p>

Activities to be supported (as a minimum)

- A coherent awareness programme directed at energy, construction and built environment supply chain companies including:
 - Short courses in sustainability and environmental management
 - Seminars and short courses to increase knowledge and understanding of carbon footprint and principles of sustainability
- Upskilling in the workplace of energy supply chain managerial and technical staff based on NOS and training modules with links to NQF building on the pilot work undertaken by Skills for Energy to develop a framework of competence based training.
- Training modules related to NOS and linked to NVQs for new/mature entrants to the energy sector.
- The integration of units/modules of Business Improvement Techniques (BIT) NVQs and Technical Certificates into training programmes.
- Delivery of training programmes to deliver relevant technical certificates and units toward/full NVQ including but not limited to:
 - Electrical/Mechanical/Production Engineering
 - Management / Project Management
 - Instrumentation / Process Engineering
 - C&G PV Installation & Commissioning certificates
 - Project management technical certificates
 - BPEC Solar Water Heating Installation & Commissioning certificates



Outputs/outcomes (minimum requirements)			
<ul style="list-style-type: none"> • At least 20 companies to have carried out a benchmarking exercise and to have demonstrated their contribution to the carbon footprint at the start of the project, and progress at the end. • Delivery of an evaluated trial training programme based on the Skills for Energy competence training framework involving up to 15 workers and at least 3 SMEs. • At least 30 companies to undertake training needs analyses, including referral to Train to gain where appropriate. • At least 100 managers and 30 technical workers from the energy, engineering or built environment sector to take part in the project (the project should state what form this engagement will take, and could be events, interviews etc). • Of these, at least 55 people (managers, technical staff or new entrants) to gain at least 2 units towards a relevant NVQ at level 2 or higher (level 3 for managers), and 30 to progress to the full NVQ. • All people undertaking training (NVQ or technical certificate), to have received IAG that supports their chosen training option. • Delivery of at least 50 relevant technical certificates (e.g. installation/commissioning, project management technical certs, solar water heating installation) • Delivery of 6 short courses in sustainability and environmental management • Increased awareness amongst workforce and management of sustainability and environmental management – demonstrating progress made. • Increased awareness within Suffolk's SME community of new opportunities within the Energy and related industries and the skills required to be successful in the sector – demonstrated by a beginning and end analysis. 			
ESF policy field/measure	4.1 Adaptability and entrepreneurship – updating and upgrading employees' vocational skills	Max funding available	£180,100

Issuing CFO	LSC Suffolk	
Spec ref/title	4gSkills2a	Skills for young people in jobs without training
Background and description of activity to be supported		
<p>The Learning and Skills Council for Suffolk is seeking up to THREE projects (one in each of the LSC's economic development areas) that research and address the needs of young people in jobs without training.</p> <p>There are currently in excess of 3300 16-18 year olds in jobs without training across Suffolk. The project aims to improve skill levels and employability of young people who are in work. The objective is to research the barriers and reasons why these young people do not take up learning opportunities and to develop innovative ways of engaging them, piloting the programme with 10% of the current cohort. The package of learning activities will need to be matched to their abilities, aspirations and personal circumstances, and evaluated so that it develops to respond to the ongoing needs of the young people.</p> <p>The research element will form a part of each of the three projects to establish further information on the nature of the cohort of young people in jobs without training. The research should include details of the type of young person that may be in a job without training along with further information on learning that would be attractive to them. Tenders will need to describe a broad outline of the research objectives and methodology but the full detail will be negotiated with the LSC during the early months of the project.</p> <p>The learning will provide a pathway to progression in learning and employment. Learning must be flexible and responsive to meet the needs of learners, their employers and LSC Suffolk priorities. It will need to include Skills for Life and vocational qualifications to meet local employers' skill needs particularly in the LSC priority sectors of Health and Social Care, Hospitality, Construction, Engineering, Logistics, Food and Drink Manufacturing. Tenders will need to provide a breakdown of the estimated target learners per sector, but the actual numbers will be informed by the research identifying where and why the young people are not engaged. It may therefore, that additional sectors will be identified where there are large concentrations of young people in employment without training and these may also be supported under this project.</p> <p>The provision should be easily accessible in terms of delivery locations, timing and to suit specific requirements. The provision must be additional to that already available through LSC mainstream funding for FE/WBL.</p> <p>Beneficiary outcomes have been profiled to address 10% of the cohort of young people in jobs without training in each area, based on the most recent Connexions activity survey data.</p> <p>Tenders will only be accepted from partnerships/consortia. At least one member of the partnership/consortia must have a successful track record of working with employers to support young people. The intention is to award a total of three</p>		

contracts with a single separate contract for each LSC Suffolk economic development area.

Providers must explain how they are working closely with the Youth and Connexions Service in their area and there may also be benefits from linking with Train to Gain and Young Chamber.

The provision of Information, Advice and Guidance (IAG) is a core element of this project, and must be costed and delivered from within the project budget. In order to assure the quality of the IAG provision, at least one of the partners must be Matrix accredited, or the Youth and Connexions Service must be involved as the partner responsible for the delivery of IAG.

All projects should have a sustainable exit strategy, detailing how young people involved in learning will be supported beyond the end of ESF funding to complete their qualifications and to progress to further training if they desire.

The project must start in Mid May 2007 and be completed by 30th June 2008. As this project is designed to meet the needs of the individual, as a general rule, it will not be subject to State Aid. However, where a beneficiary undertakes training that has been identified through a company needs analysis, it will be deemed to be benefiting the company, and as such, WILL be liable. This should be treated under the De Minimis exemption as far as possible, so that the employers will be required to declare the amounts of public funded support received over the past three years. If an employer is not eligible for the de minimis exemption, then the appropriate contribution towards the cost of the training will have to be secured.

Beneficiary groups/sectors to be targeted	Target locations
<ul style="list-style-type: none"> • All beneficiaries must have left school within the past 24 months (ie 16-18 year olds) • They must have been employed for a minimum of six months, but not currently be in training. The employer must be an SME and in the private sector. For young people working through employment agencies, the placement company can be regarded as the employer. • All beneficiaries must live and/or work in Suffolk 	<p>One project in each of the three LSC Suffolk economic development areas -</p> <ul style="list-style-type: none"> • Waveney • Haven Gateway – Suffolk • Western <p>Separate tenders must be submitted per economic development area.</p>

Activities to be supported (as a minimum)

- Research into the barriers and reasons why these young people do not take up learning opportunities and the development of innovative ways of engaging them, including a pilot of the programme with 10% of the current cohort.
- First-steps learning to re-engage young people
- Information, Advice and Guidance with Individual Learning plans agreed with Connexions PA, young person and employer
- Skills for Life – literacy, numeracy and ICT

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<ul style="list-style-type: none"> • Key Skills • Entry level, level 1 2 or 3 accredited vocational provision • Assistance with beneficiary costs directly attributable to learning participation including excess travel and childcare where this is additional to work-related arrangements. • A sustainability action plan, detailing future support and options for young people. 			
Outputs/outcomes (minimum requirements)			
	Contract 1 Waveney 1	Contract 2 Haven Gateway 1	Contract 3 Western 1
• Production of a research report identifying the barriers and reasons why young people are not engaged in training			
• Beneficiaries taking part with signed commitment from the employer	80	125	145
• IAG delivered and Individual learning plans developed	80	125	145
• Key Skills qualifications delivered (literacy and numeracy are counted separately)	120	188	218
• Beneficiaries achieving at least 2 units towards NVQ or equivalent	60	94	109
• Beneficiaries achieving at least 50% NVQ or equivalent	40	63	73
• Beneficiaries progressing to mainstream education/training or continuing to the full NVQ (Or equivalent)	40	63	73
ESF policy field/measure	4.2 Adaptability and entrepreneurship – meeting emerging skills shortages		Max funding available
			£770,000 between all 3 projects