



European Union
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LEARNING & SKILLS COUNCIL

ESF CO-FINANCE

TENDER: LONDON - ADULT

PROJECT SPECIFICATIONS

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FOR INFORMATION

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FOR INFORMATION

Introduction to tender

LSC London will co-finance the unemployed and economically inactive under ESF Priority 1.1. Within this Priority, activity will be delivered by all London co-financing organisations, DWP, London Council and the London Development Agency (LDA).

The LSC will be seeking to use ESF to enhance the Skills for Jobs programme and fund further activities aimed at unemployed and economically inactive participants. Central to the London LSC approach is to develop a range of employment activities that align with programmes offered by DWP (Jobcentre Plus), LDA and London Councils. The LSC, with other CFOs, is seeking to develop activities that will provide a route that will move participants from worklessness into sustainable employment, as well as community learning projects for adults that promote social cohesion. The LSC will build on current activities and continue to actively participate in City Strategy Pathfinders, Pathways to work and Local Strategic Partnerships to ensure that ESF provision meets local needs and addresses gaps within the scope of the National and Regional ESF programme. In addition, activity will remain flexible enough to reflect forthcoming strategies, such as the London Skills and Employment Board Strategy (LSEB) and Board for Refugee and Integration for London (BRIL).

In addition, to activity designed to support the unemployed and economically inactive, the LSC will also be seeking tenders that deliver specific activity to participants with disabilities or health conditions.

A final strand of activity within ESF Priority 1 is support of the Pre-Volunteer Programme (PVP). This is joint initiative between the between the LSC and LDA and aims to use the forthcoming 2012 Olympic games and Paralympics Games as a catalyst to engage London residents who are most excluded from the labour market.

Full detail of activities to be delivered via the programme are contained within the London LSC co-financing plan 2007-2013 and organisations should consider their responses against this plan, the London ESF Regional Framework January 2007 – December 2010 and the LSC London 2007 ESF Overview. Details can be found at:

<http://www.lsc.gov.uk/regions/London/ESF/2007-2013programme/>

Basic eligibility for the programme is unemployed or economically inactive, however responses will need to demonstrate engagement with the target groups below:

- Learners with learning difficulties and or disabilities;
- Disabled groups;
- Ex-offenders, including those serving a community based sentence;
- Lone parents;
- Jobseekers;
- Low income, single earner households with children where one parent is not working;
- Adults aged 50+;
- BME;
- Refugees;
- Recent Migrants

Skills for Jobs

Reference: GL/A/S01

Aim

To develop the Skills for Jobs service to unemployed people to reshape and further develop adult skills provision that is capable of delivering a range of tailored and comprehensive route ways into sustainable employment.

Service requirement

The provision will mainly (but not exclusively) cover seven cluster areas that align with programmes offered by Job Centre Plus, Olympic 2012 boroughs and City Pathfinder clusters as outlined in the ESF Co-financing Plan 2007-2010.

Projects will be welcomed from consortia of providers and supporting organisations that demonstrate a shared approach to the different elements of this provision. Providers should be able to demonstrate capacity to provide all of the activities below. Consideration will be given to providers that currently do not provide all areas from the list below, but who identify feasible partnership arrangements with providers that are able to fill any gaps in provision.

Skills for Jobs offer:

- Marketing/outreach engagement
- IAG and Screening and Assessment
- Individual Learning Plan
- Development of job and skills action plan
- Employability and occupational training tailored to individual and employer need (e.g. soft skills development, interview preparation, job specific training)
- Vocational Occupation Qualifications – Foundation and Level 1
- Developing and supporting Skills Passports
- Pre-employment support for individuals e.g. mock interviews, action planning
- “Softer” skills development e.g. anger management, motivation
- Job Brokerage
- Work placements/trials
- Placing individuals into sustainable employment
- Post-employment support - Job Brokerage (Skills Coaching/Mentoring and support)

Training delivery options for participant should take account of their individual needs and the work needs of the participants chosen vocational sector, local provision opportunities and will deliver the outputs, results and other outcomes specified below.

This specification is intended to complement Skills for Jobs (SfL) - LN/A/SO2 and fund further activities aimed at the unemployed and inactive.

Tenders should demonstrate linkage and partnership working with:

- Jobcentre Plus Districts
- London Development Agency
- London Councils
- Local Authorities
- Multi agency skills team (MAST)
- VCS sector
- Training Providers
- Sector Skills Councils

Where assessment identifies Skills for Life needs (including ESOL) at Entry Level 1 and 2, providers should refer participants to the associated LSC ESF programmes. Participants that successfully complete Skills for Life training under another programme can be referred back to relevant Skills for Jobs projects to facilitate learners' preparation for work.

Target groups & priority

The target group for support will be those unemployed (40%) and economically (60%) inactive.

Where more than one project is sought under the Specification, then the LSC will fund a package of projects that will, overall, address the London ESF Regional Framework 2007 – 2010 indicators of:

- Participants with disabilities or health conditions (22%);
- Participants who are lone parents (12%);
- Participants from ethnic minorities (56%);
- Female Participants (51%).

Geography / area of delivery

Activity should mirror JCP districts and Cluster areas:

Central South – Lambeth, Southwark and Wandsworth

Central North - Camden, Islington, Royal Borough of Kensington and Chelsea, Westminster

City Strategy Pathfinder - Brent, Ealing, Hounslow, Hillingdon, Harrow, Hammersmith & Fulham

Upper Lea Valley – Waltham Forest, Haringey, Enfield

Outer East – Barking & Dagenham, Bexley, Redbridge, Havering, Lewisham

Olympic 2012 – Tower Hamlets, Hackney, Newham, Greenwich

Croydon & South – Croydon, Merton and Sutton

Outputs

- 3000 engaged in Skills for Jobs activities

Results

- 1800 (60%) of participants continuing training/learning in mainstream

programmes (learning of minimum of 4 weeks to include, work-placements, JCP work-trials and voluntary work)

- 1500 (50%) to achieve vocational level 1 qualifications identified by employers as skills gaps
- 900 (30%) achieving a level 2 qualification (Train to Gain and Apprenticeships/Adult Apprenticeships)
- 900 (30%) of participants into employment (6 weeks of leaving the programme)
- 960 (32%) of participants to achieve sustainable employment (6 months)

Other outcomes

- Referrals to accredited and approved SfL qualifications at Entry Level 1 and Entry level 2 for participant including ESOL SfL Speaking and Listening qualifications and ESOL for Work qualifications.

Funding available

£4,500,000 @ £1,500 per participant

Start and end dates

From April 2008 – March 2010 (24 month funding period)

Contracting details

Maximum of 7 projects (one per Cluster area)

Organisations delivering IAG must be Matrix accredited or working towards accreditation.

Tendering organisations must demonstrate proportionality between the amount of funding requested and the outputs, results and other outcomes they are proposing to deliver.

The following participants are ineligible under this specification:

Employed people

Public sector workers

Participants not of working age

Skills for Jobs (Skills for Life)

Reference: GL/A/S02

Aim

To provide Employability Skills Programmes for unemployed and economically inactive participants with Skills for Life needs to enable them to move into sustainable employment. To progress participant onto ongoing training support once in employment (e.g. via other mainstream provision, including Train to Gain provision).

Service requirement

These projects should provide a supported route way through Skills for Life and Employability training for unemployed and economically inactive participants into employment.

The provision will cover all London JCP Districts and will support the joint LSC/JCP Employability and Skills Programme (ESP) where the key barrier to employment is identified as Skills for Life needs and the more generic skills such as customer service, team working and communication that have been identified by employers as skills gaps, as outlined in the LSC National Employer Skills Survey 2005.

Project will consist of 2 levels of training:

- Foundation employability training which focuses on low level SfL needs at Entry Level 1 and Entry Level 2 within an employability context
- Employability Skills Programme which focuses on employability skills with embedded SfL.

The level of training required will be tailored to individual need and will seek to address Skills for Life needs within a work context for people who require SfL training up to an inclusive of Entry level 2, or will enhance participant career prospects through employability training, with embedded Skills for Life. In the later instance this would include people with higher level vocational skills and overseas qualifications who may need support to address needs arising from their lack of spoken and/or written English.

Provision in either case will be full time where this can be supported by a JCP training allowance or part time (JCP training allowance or part time up to a maximum of 16 hours per week)

The employability aspect of the programme should be supported through the delivery of Employability training, including 'soft' skills development, such as personal presentation, time keeping etc and job preparation skills, such as CV preparation, interview technique etc.

The employment aspect should be supported by participant undergoing work tasters, experience and placements with sustainable employment as a targeted outcome.

Provision should either involve the development of Individual Learning Plans (ILP) for participant, or build upon referrals from the associated ESF funded Skills for Jobs programme. For participant that have no prior existing ILP, assessment should take the form of a diagnostic of the beneficiary's Skills for Life needs, vocational skills

needs and progression through their skills and employment pathway.

Training delivery options for participant should take account of individual needs and the work needs of their chosen vocational sector and of the local provision opportunities.

Projects will be welcomed from consortia of providers and supporting organisations that demonstrate a shared approach to the different elements of this provision:

- Initial information and advice and skills coaching
- Skills delivery
- Individual Skills plans
- Work experience; job brokerage
- Employer engagement
- Life support outside the learning programme

Tenders should demonstrate linkage and partnership working with:

- Jobcentre Plus Districts
- VCS sector
- Training Providers
- Employers
- Sector Skills Councils

And how they will deliver the outputs, results and other outcomes specified below.

Target groups & priority

The target group for support will be those unemployed (40%) and economically (60%) inactive.

Where more than one project is sought under the Specification, then the LSC will fund a package of projects that will, overall, address the London ESF Regional Framework 2007 – 2010 indicators of:

- Participants with disabilities or health conditions (22%);
- Participants who are lone parents (12%);
- Participants from ethnic minorities (56%);
- Female Participants (51%).

Geography / area of delivery

Activity should mirror JCP districts and Cluster areas:

Central South – Lambeth, Southwark and Wandsworth

Central North - Camden, Islington, Royal Borough of Kensington and Chelsea, Westminster

City Strategy Pathfinder - Brent, Ealing, Hounslow, Hillingdon, Harrow, Hammersmith & Fulham

Upper Lea Valley – Waltham Forest, Haringey, Enfield
Outer East – Barking & Dagenham, Bexley, Redbridge, Havering, Lewisham
Olympic 2012 – Tower Hamlets, Hackney, Newham, Greenwich
Croydon & South – Croydon, Merton and Sutton

Outputs

- 560 participants engaged
- 560 Individual Learning Plans (ILP) developed
- 560 participant engaging in Skills for life and/or Employability skills training

Results

- 450 accredited and approved Skills for Life qualifications at Entry Level 1 and 2 for participants including ESOL SfL Speaking and Listening qualifications and ESOL for Work qualifications, at Entry Level 3 and Level 1.
- 450 accredited and approved Employability qualifications as appropriate (where ESOL for Work qualifications are being delivered additional employability qualifications will not be a requirement)
- 157 (28%) of participants into employment (6 weeks of leaving the programme)
- 170 (30%) of participants to achieve sustainable employment (6 months)
- 280 (50%) participant to progress into further training

Other outcomes

Not applicable

Funding available

£1,400,000 @ £2,500 per participant

Start and end dates

From April 2008 – March 2010 (24 month funding period)

Contracting details

Successful Projects will be required to use the Licence to Skill Templates to support their planning and the Employability Evaluation Framework to support the project evaluation.

Maximum of 7 projects (one per cluster area)

Organisations delivering IAG must be Matrix accredited or working towards accreditation.

Tendering organisations must demonstrate proportionality between the amount of

funding requested and the outputs, results and other outcomes they are proposing to deliver.

The following participants are ineligible under this specification:

Employed people.

Public sector workers

Participants not identified with SfL needs

Participants not of working age

FOR INFORMATION

London Gas Programme	Reference: GL/A/S03
Aim	
Vocational level 2 training for unemployed people to enter the Energy sector	
Service requirement	
<p>Provision will complement the Central London Gas Programme, which is a London Region employability pilot designed to address the shortage of qualified employees in the Gas installation and maintenance sector. It seeks to do this through developing the attributes, skills and qualifications of individuals currently in receipt of unemployment benefits.</p> <p>The programme will also complement the 'Ambition Energy' project and is being led by the LSC, working in partnership with EU Skills (Energy & Utility Sector Skills Council), Jobcentre Plus, Local Authorities and providers.</p> <p>Tenders should demonstrate linkage and partnership working with:</p> <ul style="list-style-type: none"> • Employer organisations • Individual employers • EU Skills (Energy & Utility Sector Skills Council) • Jobcentre Plus 	
Target groups & priority	
<p>The target group for support will be participants in receipt of unemployment benefits with low or no qualifications, who have been identified through Job Centre Plus referrals as participant for the Central London Gas Programme.</p> <p>Tenders will need to demonstrate how they will address the London ESF Regional Framework 2007 – 2010 indicators of:</p> <ul style="list-style-type: none"> • Participants with disabilities or health conditions (22%); • Participants who are lone parents (12%); • Participants from ethnic minorities (56%); • Female Participants (51%). 	
Geography / area of delivery	
London region	
Outputs	
<ul style="list-style-type: none"> • 30 registered unemployed participants engaged 	
Results	
<p>All qualifications are Level 2</p> <ul style="list-style-type: none"> • 27 Certificate in Domestic Natural Gas Installation and Maintenance 	

- 27 NVQ in Domestic Natural Gas installation and Maintenance
- 27 Certificate in Energy Efficiency for Domestic Heating
- 27 Certificate for Domestic Electrical Installers
- 27 participants in sustainable employment (6 months)

Other outcomes

Not applicable

Funding available

£94,440 @ £3148 per participant

Start and end dates

From April 2008 – March 2010 (24 month funding period)

Contracting details

The following participants are ineligible under this specification:

Employed people.

Public sector workers

Participants not of working age

FOR INFORMATION

Transition to work (LLDD)	Reference: GL/A/S04
Aim	
A project designed to help Learners with Learning Difficulties and/or Disabilities (LLDD) progress from full time education and training to employment.	
Service requirement	
<p>The project will work with learners for a minimum of 6 weeks before they are due to leave education and/or Training and help facilitate a smooth transition to appropriate and sustainable employment. In order to do this, the tender will need to raise awareness of its services with FE providers so that there can be extensive marketing and targeting of participant. Participant will participate in a 10 week work programme, comprising 4 weeks of job readiness preparation (such as IAG, CV preparation, mentoring) and 6 weeks work experience.</p> <p>The programme would be delivered through collaboration across two local LSC areas (one North and one South of the river) and will specifically aim to:</p> <ul style="list-style-type: none"> • Prepare learners with job readiness skills (gained during the 10 week programme) • Enhance employer links by developing and enhancing employer networks • Assist learners into work, supporting them through the transition from education to employment • Provide support to those entering paid employment by mentoring for at least 10 weeks after entering the workplace (in addition to the 10 week programme) • Individuals who secured paid work would be eligible for Access to work support from Jobcentre Plus <p>The tender will be expected to demonstrate strong links with mainstream education providers. Possible partners include:</p> <ul style="list-style-type: none"> • Providers that can demonstrate experience in successfully meeting needs of LLDD • Supported employment organisations that have a strong track record working with LLDD • Job Centre Plus • Local government • Employers • IAG/Connexions service 	
Target groups & priority	
<p>Participants with learning difficulties and/or disabilities (LLDD) who are preparing to leave full-time education and training but are not yet in receipt of incapacity benefits and/or unemployment benefits.</p> <p>Where more than one project is sought under the Specification, then the LSC will fund a package of projects that will, overall, address the London ESF Regional Framework 2007 – 2010 indicators of:</p>	

- Participants who are lone parents (12%);
- Participants from ethnic minorities (56%);
- Female Participants (51%).

Geography / area of delivery

London region

Outputs

- 225 participants engaged

Results

- 63 (28%) into paid employment within 6 weeks of leaving the programme
- 68 (30%) of participants to achieve sustainable employment (6 months)

Other outcomes

Not applicable

Funding available

£787,500 @ £3500 per participants

Start and end dates

From April 2008 – March 2010 (24 month funding period)

Contracting details

Two projects, one South and one North of the river.

Tendering organisations must demonstrate proportionality between the amount of funding requested and the outputs, results and other outcomes they are proposing to deliver.

The following participants are ineligible under this specification:

Participants not identified as LLDD

Employed people

Participants not of working age

Transition to work (Sensory impairment)	Reference: GL/A/S05
<p>Aim</p> <p>Specialist employment related provision to meet the learning requirements of learners with sensory disabilities.</p>	
<p>Service requirement</p> <p>The draft LSC strategy 'Learning for Living and Working in London' identifies the need for specialist employment related provision to meet the learning requirements of participants with sensory disabilities.</p> <p>Projects will focus on meeting that need and will specifically aim to:</p> <ul style="list-style-type: none"> • Provide assessments of learners' support needs to enable them to access education and training and arrange for the provision of the support (for example, signers and materials in Braille) • Assist towards achievement of Level 1 or Level 2 qualifications • Assist people with sensory impairment into employment • Provide a minimum of two Information, Advice and Guidance sessions , to learners both prior to and during their transition to employment • Dependent on identified need, deliver regionally via a network of providers and/or outreach provision <p>Possible partners include:</p> <ul style="list-style-type: none"> • RNIB • RNID • Supported employment organisations that have a strong track record working with clients with sensory impairment • Connexions/IAG Services 	
<p>Target groups & priority</p> <ul style="list-style-type: none"> • Participants with sensory impairments (visual or hearing) <p>The 2007 London-Wide review of provision for Learners with LDD identified this hard to reach group as having specific need in terms of learning and skills provision required to prepare them for work.</p>	
<p>Geography / area of delivery</p> <p>London region</p>	

Outputs

- 100 participants assessed and given a minimum of two IAG sessions
- 100 Individual Learning Plans (ILP)

Results

- 25 (25%) participants into paid employment (6 weeks of leaving the programme)
- 28 (28%) of participants to achieve sustainable employment (6 months)

Other outcomes

- 60 qualifications achieved, of which approximately two thirds are Level 2 qualifications (40) and one third (20) are Level 1 qualifications

Funding available

£300,000 @ £3,000 per participant

Start and end dates

From April 2008 – March 2010 (24 month funding period)

Contracting details

One project across London region

Organisations delivering IAG must be Matrix accredited or working towards accreditation.

The following participants are ineligible under this specification:

Participants with no sensory impairments

Employed people

Participants not of working age

Personal Best (Pre-volunteer) programme	GL/A/06
Aim	
<p>The Personal Best (the Pre-Volunteer Programme) is a unique opportunity, which uses the excitement of the prospect of volunteering in the London 2012 Olympic and Paralympic Games, to encourage workless and socially excluded individuals to gain new skills, engage in their communities, raise their aspirations and move nearer to the job market. The programme consists of a unique accredited training course (at level 1) backed by extensive support leading to referrals into further training, volunteering opportunities or a job.</p>	
Service requirement	
<p>Personal Best is a joint initiative between the LDA and LSC. The LDA will be seeking to use ESF to deliver the engagement, advice and support element of the programme, before, during and after their accredited training. The LSC is seeking to deliver the accredited training itself.</p> <p>Individuals will be targeted by the LDA contract holder. The individuals targeted will be people who would not normally apply for a volunteer role or feel that they would not be considered for such a role, in particular those from BAME communities and those furthest from employment. It is expected that participants would not normally have a full level 2 qualification All participants that complete the programme and successfully apply for a role will be guaranteed an interview for a 2012 Games time volunteering role by LOCOG.</p> <p>LSC is seeking organisations to deliver:</p> <ul style="list-style-type: none"> • Level 1 Personal Best training course in Event Volunteering. • Interventions to prevent drop outs from training. • Provision of practical/financial support including childcare, accessibility requirements and sustainable transport options. • Effective handover of participant onto the Personal Best provider for progression onto further training/ employment. <p>Training delivery organisations will be expected to partner with an organisation applying for the LDA funding stream for Personal Best.</p>	
Target groups & priority	
Unemployed & economically inactive participants identified by the LDA Personal Best providers	
Geography / area of delivery	
London region	
Outputs	
7500 participants engaged on the Personal Best (PVP) L1	

5775 participants achieving Personal Best (PVP) level 1

Results

- 5775 participants achieving Personal Best (PVP) level 1
- 850 into employment

Other outcomes

5775 participants continuing LDA Personal Best (PVP) programme with LDA and entering employment

Funding available

£6,000,000

Start and end dates

From April 2008 – March 2010 (24 month funding period)

Contracting details

Successful organisations delivering this tender will be contractually required to work with the partner organisation appointed by the LDA. The LDA funded projects will identify participants and refer them to the Personnel Best level 1 programme.

Please note that this project will be 50% funded via ESF and 50% from LSC mainstream funds.

The following participants are ineligible under this specification:

Employed people

Participants not of working age