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Investing in jobs and skills



Leading learning and skills

LEARNING & SKILLS COUNCIL

ESF CO-FINANCING

LONDON EMPLOYER RESPONSIVENESS

PROJECT SPECIFICATIONS

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FOR INFORMATION

Contents

Introduction to tender..... 3

Specifications

Skills for Life for employed staff
Vocational Level 1 and embedded basic skills
Level 2 Engagement..... **Error! Bookmark not defined.**
Re-skilling or up-skilling employees
going through industrial change
Domestic Energy Assessor Training
Level 3 – Leadership and Management **Error! Bookmark not defined.**

FOR INFORMATION

Introduction to tender

LSC London will co-finance ESF activity within Priority 2, which falls under the LSC budget area of Employer Responsiveness. Activity within Priority 2 splits into three categories.

Basic Skills

Tenders under this ESF Priority will deliver employability skills (as demanded by the employer) and complement the major regeneration opportunities (such as the 2012 Olympics). A key element will be directed towards ensuring that participants can improve their basic skills and/or gain NVQ Level 1, linked to employment requirements, and then progress to Level; 2 and Level 3 training.

Level 2

A key principle of the 2007-2013 ESF programme is that it does not duplicate or compete with the current infrastructure for level 2 provision, in particular Train to Gain, but adds value. ESF will be used to support employees who are ineligible for learning which is fully subsidised through public funding routes.

Level 3

As with Level 2 ESF activity, tenders under this area will need to demonstrate added value and not duplicate or displace mainstream activity. This means that tenders and the successful Projects will need to focus on skills gaps identified in Sector Skills Agreements (SSA) that are supported by the relevant Sector Skills Council.

In addition, ESF funding will be focused to target groups or communities which are achieving a lower than average proportion of higher level qualifications.

All participants must be employed in order to access funding. However, Tenderers will need to demonstrate how they address key priority groups, including:

- disabled people
- ethnic minorities
- over 50's
- lone parents

In addition to the specification, tendering organisations should consider their responses against the London ESF Regional Framework January 2007 – December 2010, the LSC London Co-financing plan 2007 – 2010 and the LSC London 2007 ESF Overview. Links to all of these documents are available on the LSC website:

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

Skills for Life for employed staff

Reference: GL/E/S01

Aim

To provide Skills for Life training to support the sustainability of employment status for people in employment who have skills needs **below** level 2.

Service requirement

The project will deliver Skills for Life provision to employees, contextualised to the working environment, with a focus on Entry 1 and Entry 2.

Provision will cover SfL in the context of generic skills such as customer service, team working and communication, report writing, health and safety, data records that have been identified by employers as skills gaps, as identified in the LSC National Employer Skills Survey.

Project will involve selected training provider recruiting participants to participate in project, through liaison with brokers, employers and project partners and promoters.

Provision should include

- assessment of participants ' Skills for Life needs
- the development of Individual Learning Plans
- delivery of Skills for Life support at Entry Level 1 and Entry Level 2
- Financial management services i.e. welfare and benefit support services, social security, working tax credits, managing personal finances

Training delivery options for participants should take account of their individual needs and work duties and the work needs of their employers.

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.

Exit strategies for participants from the project should explore and identify future learning options at an appropriate level, such as progression to higher Skills for Life from Entry Level 3 to Level 2 and programmes such as Train to Gain.

Organisations responding to the specification should demonstrate links to Train to Gain provision.

The projects should aim at including 20% participants to move up 2 SfL levels: so people assessed as being ready for Entry 1 provision, having achieved that could then move on to Entry 2 if this is appropriate for them and their employer.

Tenders should demonstrate linkage and partnership working with:

- Sector Skills Councils
- Employer organisations.

- Individual employers.
- Train to Gain Brokers
- Training providers

Target groups & priority

The target group for support will be those with skills needs below a level 2 and those identified by Train to Gain Brokers as requiring SfL support below Entry 3.

Specifications should explain how the following sub-groups will be targeted:

- People with disabilities/health conditions (15% - minimum);
- People aged 50+ (20%- minimum);
- People from ethnic minorities (37%- minimum);
- Females (50%- minimum).

Geography / area of delivery

Employees in the London region below level 2

Outputs

- 1600 participants engaged
- 1600 Skills for Life assessment
- 1600 Individual learning plans (ILP)

Results

Accredited and approved Skills for Life qualifications (literacy, numeracy and ESOL) at Entry level 1 and 2 plus ESOL E3 - L1 for individual participants

- Literacy E1 and E2 accredited (15%)
- Numeracy E1 and E2 accredited (15%)
- ESOL E1 and E2 accredited and ESOL SfL Speaking and Listening qualifications and ESOL for Work qualifications Entry Level 3 to level 1 (70%)

Other outcomes

- 800 (50%) of participants to progress to Train to Gain provision

Funding available

£2,391,793 @ £1500 per participant

Start and end dates

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

Contracting details

Up to four projects working with Employees across the London region.

The following participants are ineligible under this specification:

Unemployed people.

Public sector workers.

People who already have a relevant level 1 or higher qualification.

FOR INFORMATION

Vocational Level 1 and embedded basic skills	Reference: GL/E/S02
Aim	
<p>To provide vocational level 1 and embedded Skills for Life Training to support the increase of supply of people with lower level skills relevant to employer needs.</p>	
Service requirement	
<p>The project will deliver NVQ level 1 and embedded Skills for Life provision to employees.</p>	
<p>The provision will cover sectors where Sector Skills Councils have identified skills gaps and projects will need to demonstrate close links with the relevant SSC/s. This will cover both skills specific to particular jobs and the more generic skills such as customer service, team working and communication that have been identified by employers as skills gaps.</p>	
<p>Project will involve selected training provider recruiting participants to participate in project, through liaison with employers and project partners and promoters.</p>	
<p>Provision should involve the development of Individual Learning Plans for participants. This should involve assessment of participants ' Skills for Life needs and the delivery of Skills for Life support, embedded within NVQ provision and stand alone, to address participants ' who have Skills for Life needs.</p>	
<p>Training delivery options for participants should take account of their individual needs and work duties and the work needs of their employers.</p>	
<p>Exit strategies for participants from the project should explore and identify future learning options at an appropriate level.</p>	
<p>The following sectors have been identified as having particular gaps at level 1 and Skills for Life:</p>	
<ul style="list-style-type: none"> • Retail • Care • Food and drink • Manufacturing • Apparel • Transport and Logistics. 	
<p>Each project can either focus delivery in one sector or across two or more sectors if capacity to do this can be demonstrated.</p>	
<p>Projects will also be considered in other sectors where a need can be demonstrated through SSC reports, analysis, Sector Skills Agreements or other relevant evidence.</p>	
<p>Organisations responding to the specification should be either Train to Gain</p>	

providers or have links with a Train to Gain provider.

Tenders should demonstrate linkage and partnership working with:

- Sector Skills Councils
- Employer organisations.
- Individual employers.

Target groups & priority

The major target group for support will be those with no qualifications or qualifications below level 1. Priority should be given to employees in small and medium sized businesses (below 249 employees).

Specifications should explain how the following sub-groups will be targeted:

- People with disabilities/health conditions (15%);
- People aged 50+ (20%);
- People from ethnic minorities (37%);
- Females (50%).

Geography / area of delivery

Employees working in the London region and Sectors identified

Outputs

- 2300 participants engaged
- 2300 Individual Learning plans (ILP)
- 2300 Skills for Life assessments

Results

- Retail - Certificate in Introduction to Retail (NVQ Level 1)
- Care – Certificate in Care Skills (NVQ Level 1)
- Food and drink – Food & Drink Manufacturing Operations at L1
- Transport and Logistics - Various elements of Logistics (Carry & Deliver or Warehousing Operations) at L1
- Accredited and approved Skills for Life qualifications at the appropriate level for individual participants including ESOL SfL Speaking and Listening qualifications and ESOL for Work qualifications.
- Other vocational qualifications at level 1 that have been identified by the relevant SSCs as appropriate.

1150 participants to achieve Level 1 qualifications

Other outcomes

1150 (50%) of participants to progress to Train to Gain provision

Funding available

£4,600,000 @ £2000 per participant

Start and end dates

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

Contracting details

Up to six projects working with Employees across the London region.

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:

Unemployed people.

Public sector workers.

People who already have a relevant level 1 or higher qualification in the particular sector.

FOR INFORMATION

Level 2 Engagement	Reference: GL/E/S03
Aim	
<p>Support employees in the workplace to achieve an appropriate level 2 qualification that are not eligible for free training under the conditions of Train to Gain.</p>	
Service requirement	
<p>'World Class Skills: Implementing the Leitch Review of Skills in England' makes it clear that in order to sustain and improve our position in the global economy, the balance of intermediate skills needs to be shifted from level 2 to level 3. This means that significantly more people need to be qualified to level 2 and that progression routes need to be in place to level 3.</p> <p>The report sets the challenging target of 79% of adults to be qualified to at least full level 2 by 2011. As 75% of the 2020 workforce are in work now, upskilling employed people is vital to achieving this target.</p> <p>The Train to Gain service provides impartial, independent advice on training to businesses across England. It can help businesses improve their productivity and competitiveness by ensuring that employees have the right skills to do the best job. If a business's skills needs are assessed as being at full level 2 and the employee isn't already qualified to level 2 then this provision is free.</p> <p>A key principle of the London ESF Framework is that ESF will not duplicate existing programmes. Therefore the focus of this specification is the funding for level 2 provision targeted at individuals who already have a full level 2 qualification (that might not be relevant to their role and / or out of date) and self-employed people (not eligible for public funding within the Train to Gain programme).</p> <p>The qualifications should be full level 2. Exceptions to this may be considered where a need has been identified by the relevant SSC for a qualification that is not a full level 2.</p> <p>Training delivery options for participants should take account of their individual needs and work duties and the work needs of their employers.</p> <p>Exit strategies for participants from the project should explore and identify future learning options at an appropriate level.</p> <p>A particular need has been identified in the following sectors:</p> <ul style="list-style-type: none"> • Fitness workers. • Child-minders. • IT skills across all sectors. • Health and social care (both health and care, and business administration qualifications for employees who are not employed in the public sector) • Sports coaches. • Freight drivers. 	

- Leisure assistants.
- Plant training in the construction sector.

Projects will also be considered in other sectors where a need can be demonstrated through SSC reports, analysis, Sector Skills Agreements or other relevant evidence.

Each project can either focus delivery in one sector or across two or more sectors if capacity to do this can be demonstrated.

Organisations responding to the specification should be either Train to Gain providers or have links with a Train to Gain provider.

Organisations seeking to deliver in a sector where a National Skills Academy has a presence in London support should be demonstrated.

Tenders should also demonstrate linkage and partnership working with:

- Sector Skills Councils
- Employer organisations. / employer membership or associations
- Individual employers.
- Train to Gain providers / brokerage organisations
- Trade Unions

Target groups & priority

Employees who are not eligible for free level 2 provision under Train to Gain.

Specifications should explain how the following sub-groups will be targeted:

- People with disabilities/health conditions (15%)
- People aged 50+ (20%)
- People from ethnic minorities (37%)
- Females (50%).

Geography / area of delivery

Employees working in the London region and Sectors identified.

Outputs

- 4500 participants engaged
- 4500 participants assessed
- 4500 participants to receive Individual Learning plan (ILP)

Results

- Fitness workers – qualifications approved by SSC
- Child-minders – NVQ 2 Children's Care Learning and Development

- IT skills across all sectors – ITQ level 2
 - Health and social care (both health and care, and business administration qualifications) – NVQ 2 Business Administration, NVQ2 Health and Social Care.
 - Sports coaches – NVQ 2 Instructing Exercise and Fitness
 - Freight drivers – London Freight Booster including London Centric Units.
 - Leisure assistants – NVQ2 Operational Services in the Leisure Industry
 - Plant training in the construction sector – NVQ 2 Plant Operations, NVQ 2 Plant Maintenance, NVQ 2 Specialised Plant and Machine Operations.
 - Accredited and approved Skills for Life qualifications at the appropriate level for individual participants.
 - Other qualifications at level 2 that have been identified by the relevant SSCs as appropriate.
- 2925 (65%) participants to achieve level 2 qualifications

Other outcomes

Not applicable

Funding available

£7,409,500 @ £1,629 per participant

Start and end dates

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

Contracting details

Up to 20 projects working with employees across the London region.

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:

- Unemployed people.
- Public sector workers.
- Volunteers.

Re-skilling or up-skilling employees going through industrial change

Reference: GL/E/S04

Aim

Provision to up-skill or re-skill employees going through industrial change.

Service requirement

In all sectors it is vital that employees have the most relevant skills. In some sectors the skills requirements and qualifications do not change rapidly but in other sectors significant changes in skill requirements can become apparent and it is important that employees working in these sectors are able to gain the required skills in order for the business to remain competitive. This can be a particular issue for businesses that employ less than 250 people who have been shown to invest less in training compared to larger employers.

The sectors where SSCs have identified that this is a particular issue are:

- Manufacturing
- Plant and machine operatives
- Graphic communication
- Food and drink industries
- Renewable energy – particularly cross skilling of plumbers and electricians

Projects will also be considered in other sectors where a need can be demonstrated through SSC reports, analysis, Sector Skills Agreements or other relevant evidence.

Each project can either focus delivery in one sector or across two or more sectors if capacity to do this can be demonstrated.

Organisations responding to the specification should be either Train to Gain providers or have links with a Train to Gain provider.

Projects:

- will involve selected training provider recruiting participants to participate in project, through liaison with employers and project partners and promoters.
- should involve the development of Individual Learning Plans for participants.
- delivery options for participants should take account of their individual needs and work duties and the work needs of their employers.
- exit strategies for participants from the project should explore and identify future learning options at an appropriate level.

Organisations responding to the specification should be either Train to Gain providers or be prepared to work in partnership with a Train to Gain provider.

Organisations wishing to deliver in a sector where a National Skills Academy has a presence in London should demonstrate a working partnership.

Tenders should also demonstrate linkage and partnership working with:

- National Skills Academies
- Sector Skills Councils
- Employer organisations and networks
- Individual employers
- Train to Gain providers
- Train to Gain broker organisations

Target groups & priority

Employees working for small and medium sized businesses (under 250 employees) going through industrial change that are not eligible for support through Train to Gain.

Specifications should explain how the following sub-groups will be targeted:

- People with disabilities/health conditions (15%)
- People from ethnic minorities (37%)
- People aged 50+ (20%)
- Females (50%).

Geography / area of delivery

Employees working in the London region and Sectors identified

Outputs

- 800 participants engaged
- 800 participants to receive assessment
- 800 participants to receive an Individual Learning plan

Results

- Graphic Communications – Certificate in Printing and Graphic Communications, industry standard short courses.
- Manufacturing - Business Improvement Techniques (BIT)
- Food and drink industries – Business Improvement Techniques (BIT)
- Plant and machine operatives – Courses as identified by the SSC
- Renewable energy – relevant qualifications as identified by the BPEC including Domestic Solar Hot Water Heating Systems and GAS LOGIC Solar Thermal Hot Water Systems
- Other vocational qualifications at level 2 that have been identified by the relevant SSCs as appropriate.

The qualifications should be full level 2. Exceptions to this may be considered where a need has been identified by the relevant SSC for a qualification that is not a full level 2.

520 (65%) of participants to achieve level 2 qualification

Other outcomes

Not applicable

Funding available

£1,300,000 @ £1,629 per participant

Start and end dates

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

Contracting details

Up to 6 projects working with Employees within the London region

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:

Unemployed people.

Public sector workers.

Employees in businesses that employ 250 or over people.

FOR INFORMATION

Domestic Energy Assessor Training

Reference: GL/E/S05

Aim

To deliver Domestic Energy Assessor training leading to a Level 3 Domestic Energy Assessor qualification

Service requirement

The London Energy Partnership study, 'Skills Gap in the Energy Efficiency and Renewable Energy Sector in London' looks at the skills needs of the energy efficiency and renewable energy sector in London. One of the recommendations of this report identifies that more Domestic Energy Assessors are required. This is one of the growing sectors within London is key in supporting the Mayor's sustainability objectives.

Projects:

- Will involve selected training provider recruiting participants to participate in the project, through liaison with employers and project partners and promoters.
- Should involve the development of Individual Learning Plans for participants.
- Delivery options for participants should take account of their individual needs and work duties and the work needs of their employers.
- Exit strategies for participants from the project should explore and identify future learning options at an appropriate level.

Organisations responding to the specification should either be Train to Gain providers or have links with a Train to Gain provider.

Projects should only deliver qualifications that are approved by the relevant Sector Skills Council

Tenders should also demonstrate linkage and partnership working with:

- London Energy Partnership/Asset Skills
- Specialist providers

Target groups & priority

Proposals should identify the groups of employees targeted and have regard to the following groups targeted by ESF funding:

- People with disabilities/health conditions (15%)
- People aged 50+ (20%)
- People from ethnic minorities (37%)
- Females (50%).

Geography / area of delivery

Employees working in the London region

Outputs

- 200 participants engaged
- 200 participants to receive assessment
- 200 participants to receive an Individual Learning plan (ILP)

Results

- 160 individuals achieve Domestic Energy Assessor qualifications. This is a C&G accredited level 3 qualification.

Other outcomes

Not applicable

Funding available

£300,000 @ £1,500 per participant

Start and end dates

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

Contracting details

Up to 2 projects working with Employees across the London region.

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:

Unemployed people.
Public sector workers.

Level 3 – Leadership and Management

Reference: GL/E/S06

Aim

To deliver employer led supervisory skills, and leadership and management training to employees in sectors where the Sector Skills Councils (SSCs) have identified that there is a need.

Service requirement

For organisations to be effective it is important that employees entering their first supervisory/management/leadership role are given the support to be able to gain the skills required to carry out this job effectively. London has an increasingly highly skilled workforce. Already 43% of jobs require level 4 or higher qualifications. By 2020, this will increase to around 50%, which is significantly higher than the rest of the UK. Information from a number of SSCs shows that there are skills gaps at levels 3 and 4, particularly around leadership and management and supervisory skills.

Proposals should demonstrate how they will:

- Target existing managers who do not have the required skills.
- Target employees who have the potential to move into a higher level management position.
- Assess which qualification will be appropriate for each participant.
- Develop an individual learning plan for each participant.
- Take account of the individual needs of each participant, their work duties and the needs of their employers.

Each project should meet the specific needs of the sector and must include evidence for example Sector Skills Agreements, reports or analysis from the relevant SSC to show the existing skills gap/s and how that will be addressed through the project.

The purpose of ESF funding is to complement and not duplicate other funding streams. Proposals therefore should identify how ESF funding will work with mainstream funding including Train to Gain.

The sectors where a need has been identified are:

- Built Environment
- Construction
- Land-based
- Creative and Cultural sector
- Audio visual sector
- Financial Services
- Food and drink
- Health and Care
- Hospitality
- Logistics

- Retail
- Transport

Each project can either focus delivery in one sector or across two or more sectors if capacity to do this can be demonstrated.

Proposals to address needs in other sectors will be considered where there is strong evidence from the relevant SSCs that there is a need and project proposer has strong evidence to demonstrate demand.

Tenders should also demonstrate linkage and partnership working with:

- SSCs
- Other employer networks / membership organisations.
- Train to Gain networks (providers and brokerage organisations).

Target groups & priority

Proposals should identify the groups of employees targeted and have regard to the following groups targeted by ESF funding:

People with disabilities/health conditions (15%)

People aged 50+ (20%)

People from ethnic minorities (37%)

Females (50%)

Not all projects need to recruit the exact proportions of the groups above, for example, a single project could target people from minority ethnic groups in particular. Projects proposing to focus on a specific target group should explain the rationale for their focus and set out clearly in their proposal how they plan to achieve their target.

Geography / area of delivery

Employees working in the London region

Outputs

- 1415 participants engaged
- 1415 participants to receive assessment
- 1415 participants to receive an Individual Learning plan (ILP)

Results

920 participants to gain a supervisory skills/leadership and management qualification at level 3 or level 4 across all the projects agreed under this specification.

The proposals should demonstrate that the qualifications delivered are what employers need through providing evidence from SSCs. Where sector specific leadership and management qualifications exist then these are the qualifications that

should be delivered.

Other outcomes

Not applicable

Funding available

£4,245,047 @ £3,000 per participant

Start and end dates

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

Contracting details

Up to 6 projects working with employees across the London region.

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:

- Unemployed people
- Public sector workers

FOR INFORMATION