



European Union
European Social Fund
Investing in jobs and skills



Leading learning and skills

**LONDON LEARNING AND SKILLS COUNCIL
ESF APPRENTICES REDEPLOYMENT SUPPORT
PROGRAMME 2009 OVERVIEW**

MAYOR OF LONDON

Contents

Foreword by the Mayor of London	3
1 Introduction	4
2 Background	5
3 Key Initiatives	8
4 Frequently Asked Questions	15
5 How to Apply	27
6 The Assessment and Contracting Process	29
Annex – Glossary	31

MAYOR'S FOREWORD

I am delighted that the LSC is investing up to £3.5 million of ESF to support apprentices at risk of losing their placements.

This Invitation to Tender addresses a serious problem arising from the recession, whereby young people, well on their way through apprenticeship training are being made redundant and are therefore unable to complete that apprenticeship. The programme is expected to support up to 1,000 apprentices to complete their training. I believe that this provides valuable support to London during the economic downturn.

It is vital we maintain our commitment to investing in London's young people in order to deploy their talents to the benefit of the city's economy as growth resumes. This Invitation to Tender is therefore very welcome indeed. I look to the LSC, employers and other partners to work together to make the most of the opportunities this funding provides.

I wish you all the best with your applications.

A handwritten signature in black ink, appearing to read 'Boris Johnson', with a long horizontal flourish extending to the right.

Boris Johnson

Mayor of London

1 Introduction

Purpose of the Document

- 1 On 21 October 2008, Skills Secretary John Denham announced a package of measures in response to the economic downturn. As part of this package the Learning and Skills Council (LSC) has made available £50 million through the European Social Fund (ESF) and £50 million through Train to Gain to boost skills interventions for individuals under notice of redundancy, those made recently redundant, and those that are unemployed and further from the labour market, but could be made ready for work with this skills development support package. To complement this provision, LSC London is launching an Invitation to Tender (ITT) to make available funding from its 2007-10 ESF programme (Priority 1) to support apprentices who have been made redundant, or have been issued with a notice of redundancy. The document:
 - Introduces the specification for the LSC London Region ESF Apprentices Redeployment Support Programme, the LSC in general and the London LSC in particular;
 - Outlines some of the main rules and regulations on the use of the funding;
 - Provides further information on the process by which tenders will be selected for funding, managed and monitored.
- 2 If you are considering submitting an ITT, you should read through this document to determine if your proposed activity would be eligible for funding. Also, you will need to be able to abide by the rules, regulations and management information requirements of the programme.
- 3 This document should be read in conjunction with:
 - The ITT you have been invited to tender for subsequent to your expression of interest in delivering ESF under the provision areas indicated in your Qualified Provider Framework (QPF);
 - The LSC London Region ESF Apprentices Redeployment Support Programme specification;
 - The “Read Me FIRST” document (which is part of the ITT on the Bravo system);
 - *The Mayor’s Economic Recovery Action Plan* (available at <http://www.london.gov.uk/mayor/publications/2008/docs/economic-recovery-action-plan.pdf>);
 - The *London Joint Action Plan* (available at <http://www.lsc.gov.uk/regions/London/ESF/20072013programme/>);
 - The National Apprenticeship Service Prospectus (available at <http://www.apprenticeships.org.uk/>);
 - The London LSC *European Social Fund Co-financing Plan for January 2007 – December 2010* (available at <http://www.lsc.gov.uk/regions/London/ESF/>).
 - The *London European Social Fund Regional Framework January 2007 – December 2010* (available at <http://www.lda.gov.uk/server/show/ConWebDoc.2216>).

2 Background

The Learning and Skills Council

- 4 The LSC exists to make England better skilled and more competitive. The LSC's single goal is to improve the skills of England's young people and adults to ensure we have a workforce of world-class standard. The LSC is responsible for planning and funding high quality education and training for everyone in England other than those in universities.
- 5 Our vision is that by 2010, young people and adults in England have knowledge and skills matching the best in the world and are part of a truly competitive workforce.
- 6 The LSC's Statement of Priorities (published with the Government's Investment Strategy and the Grant Letter) sets out the LSC's focus for 2009/10 (available at <http://readingroom.lsc.gov.uk/lsc/National/nat-statementofpriorities200910-nov08.pdf>).
- 7 The Statement of Priorities sets out how the LSC will work with its partners to deliver these targets by focussing on three key priorities:
 - Meeting the needs of young people
 - Improving adult skills
 - Reforming the FE system
- 8 The LSC has a national office based in Coventry and has regional offices in each of the nine regions of England (including London).

The London Region Learning and Skills Council

- 9 Within London, the LSC has a regional office and an area office covering five London sub-regions:
 - London Central covers the London boroughs of Camden, Islington, Lambeth, Southwark, Wandsworth, the Royal Borough of Kensington and Chelsea, and the City of Westminster;
 - London East covers the London boroughs of Newham, Hackney, Tower Hamlets, Havering, Redbridge, Barking and Dagenham, Bexley, Greenwich, Lewisham, and the City of London;
 - London North covers the London boroughs of Barnet, Enfield, Haringey, and Waltham Forest;
 - London South covers the London boroughs of Bromley, Croydon, Sutton, Merton, Kingston, and Richmond;
 - London West covers the London Boroughs of Brent, Ealing, Hammersmith and Fulham, Harrow, Hillingdon, and Hounslow.
- 10 The [London Learning and Skills Plan](#) outlines the actions that the London LSC will be taking over the 2009/10 year and the targets the LSC has set for itself and its providers.
- 11 The Plan identifies four priorities for 2009/10:
 - Meeting the needs of young people
 - Raising the level of adult skills

- Reforming the system
- Equipping Londoners with skills to benefit from investment in the London 2012 Olympic Games and Paralympic Games

The 2007-13 London ESF Programme

- 12 Since the last programming period (2000-2006) there have been substantial changes to the ESF programme overall, which will have a significant impact on how the programme is delivered and administered. These changes impact on the organisations that distribute ESF funds (the Co-financing Organisations) but also on those organisations that will deliver projects on the ground. It is therefore important that if you are thinking of submitting a tender to deliver activity that you read all the relevant guidance.
- 13 At a strategic level, the most significant change is the transfer of the management of the Structural Funds to the Mayor of London. Following the review of Greater London Authority (GLA) powers completed in July 2006, the new programme comes under the strategic direction of the Mayor, whose office was responsible for drawing up the London ESF Regional Framework. The Mayor has devolved administration of ESF funds in London to the European Programmes Management Unit (EPMU) at the LDA.
- 14 The Regional Framework sets out the vision for the new programme for London, highlighting the region's key challenges and opportunities, the areas where resources are to be targeted, and the overall level of outputs that the programme should achieve by 2013. More emphasis is being placed on tackling the low employment rate, reflecting the emerging priorities of the LSEB and its skills and employment strategy (*London's Future: The Skills and Employment Strategy for London 2008-2013* – available at <http://www.london.gov.uk/lseb/>), which was issued in July 2008.
- 15 Another change is that the programme priorities have been simplified. There are now only two main priorities, as opposed to the five policy fields under the 2000-06 programme, which has been broken down into sub-measures:
- Priority 1 – Extending employment opportunities:
 - 1.1: Improving the employability and skills of the unemployed and economically inactive people;
 - 1.2: Employment and skills activities targeted at young people who are not in education, employment or training (NEET) or at risk of becoming NEET;
 - 1.3: Community grants programme for those groups furthest from the labour market (please note that the community grants programme will be delivered in London through the LDA);
 - Priority 2 – Creating a skilled and adaptable workforce
 - 2.1: Increasing the number of employees with improved Skills for Life;
 - 2.2: Increasing the number of employees with improved level 2 skills;
 - 2.3: Increasing the number of employees with improved level 3/ 4 skills.
- 16 As well as simplifying the programme priorities there is also greater clarity in the delivery arrangements. For this programme there are now only four Co-financing Organisations (CFOs) in London:
- The LSC;
 - The LDA;

- Department for Work and Pensions (acting as the CFO for Jobcentre Plus); and
- London Councils.

17 The London LSC *European Social Fund Co-financing Plan for January 2007 – December 2010* makes it clear that it is crucial that ESF is effectively targeted and adds value to mainstream programmes, without duplicating provision offered by other London CFOs or mainstream LSC funds. This principle is reinforced within the JAP and the ERAP.

3 Key Initiatives

- 18 This section is included to inform providers of good practice being promoted and developed through national skills and employment initiatives and also those across London. Demonstrable links to these initiatives will be a key part of all ESF projects.

The Joint Action Plan

- 19 Last October, Skills Secretary John Denham announced a package of measures in response to the economic downturn. As part of this package, the LSC has a £100 million package nationally (£17 million in London) to support workers affected by redundancy. This funding – £50 million drawn from ESF and £50 million from Train to Gain – was allocated through a single tendering exercise (launched in January 2009). This support will ensure those affected by redundancy are provided with the high-quality training and education support that they need to enable them to continue in or re-enter sustainable employment and contribute positively to the local labour market.
- 20 The [London Joint Action Plan](#) (JAP) has been informed by the [Mayor's Economic Recovery Action Plan](#) (ERAP), is an important component of the joint investment plan which the LSC, Jobcentre Plus and the LDA have been charged to develop by the LSEB, and it will feed into the work of the London Higher Economic Group that is co-chaired by the Minister for London and the Mayor.
- 21 In particular, the regional JAP will put into place effective mechanisms which will support those under notice of redundancy and the newly redundant, as well as continuing to help the long-term unemployed back into sustainable work.
- 22 In doing this, London Jobcentre Plus, the London LSC, LDA, the Government Office for London (GOL) and others will work to their strengths and minimise overlap. The Plan is clear about what is needed, where responsibility lies and how each element will be resourced. Where there are gaps (spatial, product or volume) in the current service offer, we will seek to address these through the use of ESF and other means.
- 23 The JAP sets out the following:
- The London Labour Market;
 - The principles of the London Region Rapid Response;
 - The offer; and
 - “At risk” employers and individuals.

LSC Measures in Response to the Economic Downturn

- 24 The London LSC's Response to Redundancy programme (under which project delivery began from April) is one of a number of interventions agreed by the key London public bodies in response to the impact of economic downturn in London. Through this programme the London LSC allocated approximately £17 million to activity to support participants who have been recently made redundant or who have been issued with a notice of redundancy.
- 25 In addition, following the Prime Minister's announcement at the Employment Summit on 12 January 2009 of a package of measures for people who have been unemployed for six months to help them to get a job, DIUS announced an investment

of £83 million from April 2009 over 16 months to fund an extra 75,000 places specifically for people who have been unemployed for six months.

- 26 This training offer is intended to provide a significant uplift to an individual's level of skills or enable them to develop new skills that will help them to move into a job, including in a different occupation. The LSC has worked urgently during March and April 2009 with colleges that deliver both employer responsive and adult learner responsive activity to identify areas of their current provision that matches local labour market opportunities and can be delivered flexibly to meet the needs of those unemployed for six months. Such colleges will be close to local employers and understand their needs, and will also be in a position to ensure individuals continue to be supported through the relevant funding stream to complete their qualification.
- 27 Both the Response to Redundancy offer and the offer to those unemployed for six months involve a seamless training offer that supports other LSC employer responsive provision, particularly Train to Gain and Apprenticeships.
- 28 This ITT is intended to complement this provision by supporting apprentices who have been made redundant or have been issued with a notice of redundancy.

London Skills and Employment Board

- 29 The London Skills and Employment Board (LSEB) has been established to provide leadership in improving adult skills and employment in London.
- 30 The LSEB is chaired by the Mayor of London and is employer-led to ensure that its work is driven by the needs of employers and that skills provision meets the existing and future needs of the London workforce.
- 31 The Board published its strategy *London's Future: The Skills and Employment Strategy for London 2008 – 2013*, the Board's first Skills and Employment Strategy for London. It sets out a blueprint for the changes required to improve employment and skills outcomes for Londoners and London employers over the next five years.
- 32 The LSEB will set the framework for the spending of over £400 million per annum through the London LSC's adult skills budget. In addition, it will have the ability to influence and direct the spending and priorities of other key agencies such as Jobcentre Plus and the LDA.
- 33 The Board will work within the framework of the National Skills Strategy and will be accountable to the Secretary of State for Innovation, Universities and Skills. For further information visit the Mayor's website <http://www.london.gov.uk/lseb>.

City Strategy Pathfinders

- 34 The London LSC is a member of the Consortia that are developing two City Strategy Pathfinders (CSP) in London. Pathfinder partnerships aim to join up employment and skills agencies and services to increase their effectiveness. The CSP is a DWP initiative looking at the reform of the welfare system. The Pathfinders focus on the alignment of partner resources to offer a more cohesive and seamless service to individuals and employers. The consortium of local partners established for each of the London CSPs include local authorities, Jobcentre Plus, LSC, the voluntary and health sectors and employers as well as the GLA and the LDA.
- 35 Where projects plan to work in West or East London in boroughs where the CSPs are operating (Brent, Ealing, Hammersmith and Fulham, Harrow, Hillingdon and Hounslow in West London, and Greenwich, Hackney, Tower Hamlets, Newham and

Waltham Forest in East London) they must demonstrate links to the work being piloted through the City Strategy Pathfinders. In particular, projects should look into how they can support the 'Single Points of Access' and 'New Deal for Families' work packages in East London and the 'West London Personal Advice Offer' and 'Outreach' work packages in West London. Projects should seek to support the aims of the CSPs to reduce worklessness and eradicate child poverty.

36 To find out more about:

- The West London CSP please go to <http://www.westlondonworking.org.uk/>;
- The East London CSP please go to <http://www.eastandsoutheastlondoncitystrategy.org.uk/>;
- CSPs in general, please go to the DWP website at http://www.dwp.gov.uk/welfare-reform/cities_strategy.asp.

London Employment and Skills Taskforce for 2012 Action Plan

37 The London Employment and Skills Taskforce for 2012 (LEST) Action Plan sets out how London can use the special opportunities presented by the London 2012 Olympic Games and Paralympic Games – the spotlight it throws on the city, the deadline it sets, its uniqueness – to make a permanent reduction in the level of worklessness across the city, starting now.

38 It sets out a vision of how London will be different as a result of the Games, and outlines an action plan to realise this vision.

39 To download the report, go to <http://www.lda.gov.uk/server/show/nav.00100i003001>.

Relay London Jobs (Pan London Job Brokerage Network)

40 Relay London Jobs is the brand name for the Pan London Job Brokerage Network, one of the key initiatives within the action plan set out by the LEST. Its aim is to link people, work and training more effectively. The service engages, supports and develops job brokerage organisations across London, sharing vacancies and improving existing brokerage services through a number of functions:

- Dissemination of employment opportunities to the entire network with an initial focus on London 2012 vacancies;
- Training and development for Relay Member organisations and their job brokers, including both accredited and non-accredited funded courses;
- Facilitation of pre-employment training for jobseekers with certifications related to London 2012 vacancies;
- Implementation of a common quality assurance framework, ensuring that jobseekers, employers and funding bodies have confidence in receiving a consistently high quality of service from Relay Member organisations;
- Promotion of partnership working and networking amongst job brokerage organisations to encourage the sharing of specialist knowledge and Best Practice, and to facilitate joint delivery opportunities.

41 Already well over 100 organisations delivering job brokerage services in London are registered members of Relay London Jobs. Through their membership of the network their employees are benefiting from training opportunities in areas such as Employment Law, Equality and Diversity, Back-To-Work Benefits Awareness, Understanding Modern Construction and Employer Engagement.

- 42 More information on Relay London Jobs is available at <http://www.lda.gov.uk/server.php?show=ConWebDoc.2275>.

Employer Accord Central Office

- 43 Led by Working Ventures UK, in partnership with the LDA, London Business Board, Job Centre Plus and the LSC, the London Employer Accord is a partnership between public sector employment and training agencies and employers to deliver real benefits to Londoners. The Employer Accord concept stems from a recommendation in the LEST Action Plan. The Accord is a 'deal' between employment and skills bodies and employers, whereby employers open up opportunities in return for a more integrated, responsive and bespoke service and the provision of job/training-ready candidates. The purpose of the Employer Accord is to meet the recruitment requirements of the employer whilst enabling disadvantaged Londoners to get poverty-ending employment, linking people to jobs being created. It will achieve this by matching and establishing partnerships between employers and relevant employment and skills bodies.

London Refugee Economic Action (LORECA) / London Enriched: the London Mayor's Strategy for Refugee Integration

- 44 LORECA is a pan-London initiative aimed at supporting London's refugees to become economically active, and fully utilize the skills they have to offer. LORECA aims to reduce the high levels of economic exclusion faced by London's refugees, by influencing decision-makers to develop policies and practices that enable refugee Londoners to realise their potential. It also aims to ensure resources across London aimed at supporting refugees are better co-ordinated.
- 45 A key objective for 2008 is supporting the development of *London Enriched: The Mayor's Draft Strategy for Refugee Integration in London*, including the consultation which ran from mid-July to 29 October 2007 (available at <http://www.london.gov.uk/mayor/equalities/immigration/strategy.jsp>).
- 46 LORECA produces various products to support its stakeholders, including policy briefings, research reports, a directory of service providers in London, and a digital library of resources on refugee employment-related issues.
- 47 Providers seeking to fund projects which support refugees will be expected to liaise with LORECA. To find out more please refer to the LDA website (<http://www.lda.gov.uk/server/show/ConWebDoc.2063>) or the LORECA website (www.loreca.org.uk) or contact LORECA at info@loreca.org.uk.

Train to Gain

- 48 The LSC's 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. Train to Gain gives employers access to a Skills Broker who will carry out a needs analysis of training and help assess what skills the business has now and what is needed in the future
- 49 New flexibilities in the Train to Gain service were agreed for 2008/09. The new flexibilities are summarised at <http://readingroom.lsc.gov.uk/lsc/National/nat-TtGFlexibilities-dec08.pdf>.

- 50 Additional flexibilities were also agreed for small and medium sized enterprises to enable them to deliver units of qualifications from January 2009. Further guidance relating to this is available by following the link above.
- 51 More information about Train to Gain is available at <http://www.traintogain.gov.uk/> and more information about Train to Gain in London is available at www.skillsforlondon.org.

Apprenticeships

- 52 Apprenticeships are a key part of the post-16 education offer and will play a central role in the Government's plans for growing skills in the economy. *World-class Apprenticeships: Unlocking Talent, Building Skills for All*, published by the Department for Innovation, Universities and Skills (DIUS) and the Department for Children, Schools and Families (DCSF) in January 2008, indicated the Government's intention to increase the Apprenticeship opportunities available through those employers already offering high-quality Apprenticeships.
- 53 The National Apprenticeship Service (NAS) was announced in January 2008 and officially launched in April 2009. Reporting to the Departments for Innovation, Universities and Skills (DIUS) and Children, Schools and Families (DCSF), the service will drive forward the Government's ambition for Apprenticeships. The service aims to bring about a significant growth in the number of employers offering Apprenticeships.
- 54 The NAS will assume total responsibility for the delivery of Apprenticeships that includes: Employer Services; Learner Services; and a web-based vacancy matching system. This online system enables individuals to search and apply for live vacancies and allows employers, and their training providers to advertise their vacancies to a wide range of interested applicants.
- 55 For more information on Apprenticeships, please go to <http://www.apprenticeships.org.uk/>.

Other LSC Initiatives

- 56 For more information about LSC initiatives, including those specifically focussed on youth, adult and employer provision, please go to <http://www.lsc.gov.uk/whatwedo/>.

Community Strategies and Local Area Agreements

- 57 The Sustainable Community Strategy sets out where the Local Authority area has come from, where it is at, and where it wants to be with social, economic and environmental goals incorporated in a joined up way to contribute to sustainable development. It will set out a long term ambition for each borough.
- 58 Local Area Agreements (LAA) set out the priorities for a local area agreed between central government and a local area (the local authority and Local Strategic Partnership) and other key partners at the local level.
- 59 LAAs simplify some central funding, help join up public services more effectively and allow greater flexibility for local solutions to local circumstances.
- 60 Through these means, LAAs are helping to devolve decision making, move away from a 'Whitehall knows best' philosophy and reduce bureaucracy.

- 61 Providers are advised to look at demonstrating added value within projects to complement other local initiatives (for more information please see <http://www.communities.gov.uk/localgovernment/performanceframeworkpartnerships/localareaagreements>).

Diversity Works

- 62 Diversity Works for London is the Mayor of London's campaign to engage organisations in harnessing the benefits of a diverse workforce and supplier base, providing all Londoners with a chance to share in the city's opportunities and prosperity.
- 63 The website includes practical tools to implement diversity in the workplace. Providers can consider using these tools when working with employers within ESF projects (for more information, please see <http://www.diversityworksforlondon.com>).

Pathways to Work

- 64 Pathways to Work is an initiative funded through the Department for Work and Pensions which targets people on Employment and Support Allowance (formerly Incapacity Benefit) to support them back into work. Support includes:
- An intensive work-focused interview
 - Services of a Personal Adviser or external provider to directly support the customer to move closer to or into work
 - Completion and review of an action plan detailing the steps the customer needs to move towards or return to work
 - In-work support to help sustain employment.
- 65 Providers targeting people on Employment and Support Allowance are advised to ensure their provision complements this initiative (for more information please see <http://www.dwp.gov.uk/welfarereform/pathways.asp>).

Skills for Life

- 66 Skills for Life include supporting adult learners with improving their basic literacy, numeracy, language and ICT skills. English for Speakers of Other Languages (ESOL) training forms part of Skills for Life.

ESOL for Work Qualifications

- 67 A suite of English language qualifications was launched on 16 October 2007. The ESOL for Work qualifications will make it easier for employers and migrant workers to get the functional English language skills they need. The qualifications offer a new solution specifically tailored to the needs of employers and will encourage employers to contribute to the cost of training their staff.
- 68 The LSC recommends providers to use these qualifications where appropriate when delivering ESOL training at Entry Level 3 or above (for more information, please see http://www.dfes.gov.uk/readwriteplus/ESOL_for_Work).

Further Education and Skills

- 69 Providers delivering skills applicants are advised to refer to relevant Government reports when planning projects. In particular, the Leitch Report recommends that the UK should aim to be a world leader on skills by 2020 and sets out a vision for how this should be delivered.

- 70 The Government outlined its response to Leitch in a report released in July 2007: *World Class Skills: Implementing the Leitch Review of Skills in England*. Both the Leitch Report and the Government response can be found <http://www.dius.gov.uk/publications/leitch.html>.

Unionlearn

- 71 Unionlearn was established by the TUC to help unions to become learning organisations, with programmes for union representatives and regional officers and strategic support for national officers. Providers applying for project funding under priority 2.1 should consider linking with union learning projects within their identified sector (for more information, please see <http://www.unionlearn.org.uk>).

Next Step – Information, Advice and Guidance

- 72 Next Step is a network of providers delivering advice and information around training and work to adults. Tendering organisations should refer to Next Step to develop partnerships (<http://www.nextstep.org.uk>).

Skills for Business – Sector Skills Councils

- 73 The Skills for Business network aims to boost the productivity and profitability of the UK by identifying and tackling skills gaps and shortages on a sector by sector basis. In short, they aim to get the right people with the right skills in the right place at the right time.
- 74 The Skills for Business network is made up of 25 Sector Skills Councils (SSCs) – each one is an employer-led, independent organisation. The UK Commission for Employment and Skills and the Alliance of Sector Skills Councils underpin the network.
- 75 Projects tendering for ESF under this ITT are advised to liaise with the relevant SSC for the identified sector being targeted (see <http://www.sscalliance.org/>).

Support Available

- 76 All queries regarding the ITT must be made through the messaging service available on the e-tendering portal.
- 77 Further information about the 2007-13 ESF programme and the LSC ESF programme is available on the LSC website at <http://www.lsc.gov.uk/regions/London/ESF>.

4 Frequently Asked Questions

What is ESF Co-financing?

- 78 The ESF was set up to improve employment opportunities in the European Union and raise living standards. It aims to help those most in need to fulfil their potential by giving them better skills and better job prospects.
- 79 ESF supports the EU's goal of increasing employment by giving unemployed and disadvantaged people the training and support they need to enter jobs. It also equips the workforce with the skills needed by businesses in a competitive global economy.
- 80 Co-financing is the system through which ESF funding is distributed. A number of organisations, including the LSC, are Co-financing Organisations (CFOs) which match the ESF with the same amount from their own budget. The purpose of co-financing is to add value to government programmes through additional activity that would not otherwise have been funded, as well as to simplify processes and reduce bureaucracy for providers. Co-financing means bringing together ESF funds and match funding into a single pot for providers to access as a single funding stream, without the need for providers to secure their own match funding.
- 81 There are four CFOs in London within the current programme: the LSC; LDA; Department for Work and Pensions (acting as the CFO for Jobcentre Plus); and London Councils.
- 82 As the programme is part-funded by the European Union, ESF rules and regulations must always be applied when delivering projects. More information on ESF can be found at <http://www.esf.gov.uk>.

How does the Programme Complement Other Skills and Employment Activity in London?

- 83 The London LSC has worked with other CFOs to put together a comprehensive programme of complementary specifications for London which is additional to mainstream activity.
- 84 Our ESF activity has been informed by the strategic work of the London Skills and Employment Board and builds on the emerging good practice from key skills and employment initiatives.
- 85 There is further guidance around Key Initiatives in Section 3.
- 86 This specification aims to procure complement provision for individuals recently made redundant or under notice of redundancy that is now being delivered (as described in Section 3 above) by supporting apprentices who have been made redundant, or have been issued with a notice of redundancy.

How Much Funding is Available?

- 87 The total funding available through the ITT is set out in the specification.

What is the Funding Model?

- 88 The specification details the funding model.

Who Can Apply?

- 89 Please note that only organisations that have been accepted onto the LSC's Qualified Provider Framework for the provision sought under the Apprentices Redeployment Support Programme and that have been invited to tender to deliver this provision will be invited to tender for activity under this specification.
- 90 Any organisation from the public, private or third sector that is legally formed (except sole traders), that is able to deliver ESF provision can apply for funding. Individuals cannot apply for ESF.

Are There Any Requirements to Work in Partnership?

- 91 The London LSC encourages partnership working in the delivery of projects although this is not a requirement of the programme.
- 92 Each project delivering under a partnership must have a **lead partner** organisation which submits the tender and is responsible for entering into contractual agreements with the LSC. The lead partner should have agreements in place with all organisations receiving ESF funding as part of the project.
- 93 All **delivery partners** must be listed in the questionnaire with clear information on the specific activity each partner will undertake and the anticipated funding they will receive. Tendering organisations should also detail **strategic partners**, which include organisations that are not involved in project delivery but may provide strategic direction to align projects to regional priorities or referral organisations.

Is My Project Eligible for Funding?

- 94 The London LSC will only fund projects that will deliver the activity set out within the specification and that clearly meet the associated criteria.
- 95 Given the level of interest in the programme it is likely that a number of projects that meet the specification will not be selected. The LSC is undertaking a full open and competitive tendering process to select the best projects to deliver the identified activity.

How Many Tenders Can I Submit?

- 96 Only one ITT for the specification can be submitted by an organisation.

How Much Can I Apply for and for How Long?

- 97 The specification sets out the amount of funding available, the period funding is available for and how many projects the London LSC is seeking to support in this area and tendering organisations should use this as a guide when completing the questionnaire.

Can I Sub-contract the Delivery of the Project?

- 98 Only one level of sub-contracting is permissible. Successful applicants who are working with sub-contractors or in partnerships will be required to provide the LSC with a copy of any sub-contract they have entered into.
- 99 Partnerships are encouraged where the lead partner is the accountable body for the partnership and responsible for submitting the tender. The LSC will issue a contract to the successful lead organisation that submits the tender. The questionnaire should give clear information on what each partner will undertake to assist the project

in meeting its objectives. Although applicants will need to develop a working agreement to ensure that all parties subscribe to the successful delivery of the project, are aware of their roles, and are aware of the finances associated with their element of the delivery, this is not considered as sub-contracting.

What is State Aid and How Does it Affect my Project?

- 100 State Aid rules aim to ensure fair competition and a single common market. The European Community founding Treaty generally forbids State-funded aid that would favour certain businesses or goods production and therefore seriously distort competition.
- 101 Aid to individuals and most grants to public and not-for-profit organisations, such as voluntary, charitable and cultural bodies, are not governed by state aid rules. These organisations are only affected when they are involved in commercial activities or compete with commercial organisations. Where either of these circumstances applies, you will be required to declare your exemption from state aid requirements.
- 102 Where a tender is working with employers, ESF will provide a significant financial contribution to the cost of employee training. To comply with European Regulations on State Aid employers may be required to contribute to the cost of training. Applicants are encouraged to consult <http://www.berr.gov.uk/bbf/state-aid/rules/index.html> for further information.

Will I be Required to Publicise LSC/ESF Support?

- 103 Yes. For your project, this means:
- Ensuring that all the participants, trainers and other individuals are aware of the fact that their project is funded by ESF and the LSC;
 - Using newsletters, posters, and the media as appropriate to publicise the project;
 - Ensuring that all materials include an acknowledgement of ESF support and make use of ESF and LSC logos.
- 104 Further guidance will be given to successful applicants.

Can I Apply to Other Funding Streams to Carry Out the Same Activity?

- 105 You cannot be funded twice for the same activity. This constitutes double funding and, if discovered, your contract will be terminated. The outputs achieved with co-financed funds can only be counted once by the London Programme and cannot be included in the returns required by any other UK funding stream.

What is Added Value?

- 106 It is a requirement of ESF funding that all activity must demonstrate added value. Added value means that the activity would not have taken place or would have happened in a different, less effective way without ESF support. Tendering organisations are required to show how their activity links with and complements other existing local provision. Activity needs to be over and above existing provision, and cannot duplicate mandatory public sector provision.

Where Should Projects be Delivered?

- 107 We are looking for a balance of provision which will support apprentices and employers across London. Providers will need to demonstrate the ability to deliver all

the elements of the service requirement either as an individual supplier or part of a consortia or partnership bid.

108 One or two projects will be sought to cover the London region. Applicants will need to demonstrate how they will deliver the Apprentices Redeployment Support Programme across either:

- The whole of the London region; or
- Boroughs north or south of the River Thames, with funding and outputs and results tendered for on a pro rata basis based on the number of boroughs

109 Participants must be resident or work in Greater London.

What Sector(s) Should Projects Target?

110 Applicants will need to demonstrate how they will respond to redundancies in different sectors across London. It is not possible at this time to accurately predict where the highest number of redundancies across London will be and so proposals should demonstrate how provision is flexible enough to meet the need in particular sectors where this is required.

111 The LSC and its providers may be notified about apprentices that have been made redundant and will establish a process to make this information available.

How Will the Contract Work?

112 Successful tendering organisations will submit monthly claims to the LSC evidencing the eligible outputs and results that have been delivered. More detail about the outputs and results sought is provided in the specification.

113 Payments will only be made against outputs and results delivered so it is very important that you forecast these realistically.

114 Successful organisations under this programme will be required to complete either a Short Record version of the LSC's Individual Learner Record (ILR) or the ILR for all participants. This is the primary way in which progress will be monitored. Claims submitted on a monthly basis against contracted outputs, results and milestones will relate back to the Short Records or ILRs or additional evidence requirements where evidence cannot be obtained from the Short Record or ILR. Electronic copies will need to be completed and submitted via the LSC electronic data management system and the organisation must retain hard copies for later inspection.

115 Further information about LSC data collection and the Short Record and ILR is available on the Information Authority website at <http://www.theia.org.uk/ilr/>.

How Can I Find Out More About the Activity of the Other Co-financing Organisations?

116 The European Programme Management Unit within the LDA has launched a web portal which details regional information and links to all the CFOs (<http://www.lda.gov.uk/server.php?show=nav.00100I003002002>).

Do All Projects Need to Engage With All Priority Target Groups of Participants?

117 The LSC has specific result targets for the ESF programme around engagement of BME groups, lone parents, disabled people, women and older people. As provision

needs to be responsive to the impact of the economic downturn on people in employment it is difficult to specify whether all projects will engage with all ESF priority target groups. However, providers will be required to demonstrate how they meet the equalities and diversities targets of the Regional ESF Framework.

What are the Eligible Items of Expenditure for ESF Projects?

- 118 ESF is a source of revenue funding and is not intended for capital equipment over £1,000. However, revenue costs associated with the use of a capital infrastructure, rent, hiring and staff costs associated with running and sustaining the equipment are eligible.
- 119 There are some costs that are NOT eligible. These are:
- Loan and current account
 - Other financial charges
 - Consultancy fees for activities such as filling in applications, or management fees, or commissions
 - Staff time spent in filling in applications
 - Buying equipment or buildings (threshold for ESF is £1,000 per item)
 - Depreciation charges
 - Costs of finance leases
 - Charging again for equipment or buildings which have previously attracted ESF funding
 - Any expenditure that does not clearly relate to the project
 - Any expenditure that is not supported by written evidence
- 120 You can include all the eligible costs for your project in the tender. Tendering organisations should take care to make adequate provision for administrative costs and the costs of complying with all contracting requirements.

Who is Eligible to Benefit from Support?

- 121 All participants supported by ESF must be legally resident and have the right to work in the United Kingdom.
- 122 All intended participants taking advantage of ESF supported training must be legally resident in the UK with no restrictions on individuals taking up employment. Documentary evidence of an individual's legal residency and their right to work must be checked prior to them starting the programme. Tendering organisations should note that it is a legal requirement for all employers to check new employees' right to work in the UK.
- 123 Further information about this area is available on the Home Office web site (<http://www.ukba.homeoffice.gov.uk>).
- 124 For this specification, learners must be apprentices aged 16 years and over in any sector who have been made redundant or have been issued with a notice of redundancy. The Programme will prioritise redundant apprentices and those under notice of redundancy who are/have been in the following categories:
- Apprentices who had/have employed status;
 - Apprentices who are near to completing their Framework;

- Apprentices who require a work based training placement with an employer to complete their Framework where the existing employer can no longer support the work based placement.

125 The further sections below describing specific elements of ESF eligibility should be read subject to the specification eligibility restrictions above.

Definition of Employed

126 In determining status on the day they commence on an ESF project and on leaving the project, a participant is employed if they are in paid employment. The participant must work 8 hours or more per week. This includes :

- Employees (people who work for a company and have their National Insurance paid directly from their wages); and
- Self-employed (people who work for themselves and generally pay their National Insurance themselves).

Definition of Worklessness

127 Worklessness is defined as all those who are out of work but would like to get a job. Worklessness includes people who are unemployed and claiming Jobseekers' Allowance or Employment and Support Allowance (formerly Incapacity Benefit) and all those who are economically inactive. Many of the workless are outside the labour market voluntarily, perhaps due to family responsibilities or early retirement for example.

Definition of Unemployed

128 In determining status on the day they commence on an ESF project and on leaving the project, participants are unemployed if they are not in paid employment and available to start work and looking for work, or waiting to start a job that has already been obtained.

Definition of Economically Inactive

129 In determining status on the day they commence on an ESF project and on leaving the project, participants are economically inactive if they are not employed, but who also do not satisfy the criteria for unemployment. People who are economically inactive must be:

- Of working age;
- Not employed;
- Not self-employed; and
- Not actively seeking work.

Definition of Full Time Education or Training

130 In determining status on the day they commence on an ESF project and on leaving the project, a participant is in full time education or training if they satisfy one of the following criteria:

- In full-time education either in a school, a FE Institution or a HE institution;
- In full-time Work-based learning (including apprenticeships, Entry to Employment and NVQ learning);
- Other education or training (including independent colleges or training centres or receiving training or education but not currently employed).

131 “Full time” refers to education or training that is at least 12 guided learning hours a week for a minimum of ten weeks.

Definition of NEET and At Risk of Becoming NEET

132 In determining status on the day they commence on an ESF project and on leaving the project, a participant is NEET if they are aged 14-19 and are not in:

- Full-time education either in a school, a FE Institution or a HE institution; or
- Work-based learning (including apprenticeships, Entry to Employment and NVQ learning; or
- Other education or training (including independent colleges or training centres or receiving training or part-time education but not currently employed); or
- Employment.

133 Participants aged 14 and 15 are at risk of becoming NEET when they leave school, for example those identified by the Connexions Service as needing ‘support’ or ‘intensive support’.

Refugees and Asylum Seekers

134 People with refugee status are eligible for ESF support, as refugees have already been given permission to stay.

135 Under current legislation, asylum seekers do not have permission to work. As an individual has to be able to work to benefit from ESF support, most activity funded by ESF will not be available to asylum seekers. However, it is permitted for asylum seekers to benefit from some pre-vocational activities (not vocational guidance). Allowable activities are:

- Initial English for speakers of other languages, other basic skills (literacy, numeracy and IT) where they are not part of provision that leads to employment;
- Orientation provisions to raise awareness of the rights and responsibilities of asylum seekers and labour market needs;
- Provision of information about further education and voluntary work they can participate in;
- General advice about what awaits those given leave to remain in Britain (information about law, culture, housing, welfare, health, educating, and employment); and
- Involvement in voluntary activity within the asylum community.

136 Please refer to the specification to see the activity that this Programme will fund. It is the tendering organisation’s responsibility to ensure that any asylum seekers on projects are eligible for support and that the relevant documentation is retained as evidence, otherwise the beneficiaries may be deemed as ineligible for ESF support and funding could be claimed back by the LSC.

Definition of BME

137 A participant will be from a Black or Minority Ethnic group (BME) if they identify themselves under any ethnicity category apart from:

- White – British;
- White – Irish;
- White – Other.

138 Please note that the Regional Framework refers to support for participants from BAME (Black, Asian and Minority Ethnic) groups and that such groups may include participants from white minority ethnic groups.

Public Sector

139 ESF funding cannot be used to support activity for people working in the public sector. Please note this does not include people working for private firms contracted to work by the public sector.

Age Restrictions

140 All participants must be aged 16 or over.

Offenders and people in prison

141 The value that vocational and other training can have on people while they are in custody is recognised, but ESF is primarily aimed at people who are available to work in the job market. The following eligibility criteria apply to people in custody.

- People sentenced to less than two years can access ESF at any point during their sentence.
- People sentenced to more than two years can only access ESF during the last two years of their sentence.

EU Nationals

142 Ten countries became EU member on 1 May 2004. Nationals from these accession countries have been eligible to benefit from ESF programmes in England since 1 May 2004 if they are legally resident in the UK, and fulfil the normal ESF eligibility requirements for the programme and measure concerned. From 1 May 2004, nationals from Cyprus and Malta have the same access to ESF programmes as nationals from the existing 15 EU Member States.

143 If a national from the eight central and eastern European countries (Czech Republic; Estonia; Hungary; Latvia; Lithuania; Poland; Slovakia and Slovenia) is an employee benefiting from ESF they must have a worker's registration certificate from the Workers Registration Scheme or be able to prove that they are exempt from the requirement to register. For further information on the Worker's Registration Scheme contact the Home Office Worker Registration Team (telephone 0114 259 6262) or see <http://www.ukba.homeoffice.gov.uk>.

144 This does not apply to nationals from Malta and Cyprus or nationals from the eight accession countries who are already working legally in the UK and have been in the labour market for an uninterrupted period of twelve months or longer on 1 May 2004.

145 Nationals from the eight central and eastern European accession countries who are not registered, but who are seeking work and who are self-sufficient also have the right to reside in the UK and so are eligible for ESF. By self-sufficient, we mean that individuals are not in receipt of benefits. ESF cannot be used to provide financial support to nationals from the eight central and eastern European accession countries who would not otherwise be self sufficient.

146 Romania and Bulgaria became EU members on 1 January 2007, with the United Kingdom labour market being opened gradually to citizens of these countries. Initially this will mainly be restricted to highly skilled workers and low skilled workers who will fill vacancies in the agriculture and food processing sectors.

- 147 Romanian and Bulgarian citizens will not generally have the right to work in the United Kingdom. Bulgarian and Romanian citizens, except where exempt from the requirement, will need to obtain a work authorisation document before they commence employment. Workers should hold either an accession work card or a Seasonal Agricultural Workers Scheme work card in order to be legally employed in the United Kingdom, and to be eligible for ESF support from 1 January 2007. The following groups are exempt from the requirement to obtain these work authorisation documents:
- Those with permission to work by means of a work permit or leave to remain giving permission to work in the UK;
 - Those who are spouses of an European Economic Area (EEA) country or a British citizens;
 - Individuals who have completed, on or after 31 December 2006, 12 months continuous lawful employment in the UK;
 - Individuals who have leave to remain in the UK and that leave is not subjected to restrictions on taking employment;
 - Those who are highly skilled and in possession of a registration certificate confirming that they have unrestricted access to the labour market;
 - Students who intend to work less than 20 hours a week and are in possession of a registration certificate confirming that they have this restricted permission to take employment.
- 148 Those who are self employed and wish to access ESF must be able to show that they are genuinely self employed and that their business activities are registered with HM Revenue and Customs.
- 149 These arrangements do not apply to citizens of those member states that joined the European Union on 1 May 2004. The Worker Registration Scheme does not apply to Bulgarian and Romanian nationals, applying only to citizens of those countries that joined the European Union on 1 May 2004 with the exception of Malta and Cyprus (see above).
- 150 Further information can be found on the UK Border Agency website at <http://www.ukba.homeoffice.gov.uk/eucitizens>.

Does All Learning Provision Need to be Accredited?

- 151 The general types of qualification results to be achieved are listed under each specification.
- 152 All learning aims must be listed on the LSC's Learning Aims Database (LAD) <http://providers.lsc.gov.uk/lad> and qualifications must be accredited by an awarding body and listed on the QCA's "openQuals" database (<http://www.accreditedqualifications.org.uk>).
- 153 Unless otherwise stated, this round seeks to fund qualifications which are 'NVQ equivalent' as set out in the specifications. NVQ equivalence can be judged in the following ways and applicants need to consider how their provision fulfils these criteria:
- Notional NVQ Level as shown on the 'Key Details' tab in the Learning Aims Database (see Annex 3);
 - Including a breakdown of the guided learning hours to ensure equivalence;

- The learning experience: type of learning (e.g. work based); duration of learning; depth of learning/progression opportunities; and
- Cost of learning.

154 In addition, all providers delivering information, advice and guidance (IAG) must be working towards or already accredited against the Matrix Standard for quality and improvement, which ensures that providers of publicly funded IAG services demonstrate their commitment to high standards of delivery. Please see <http://www.matrixstandard.com/index.php> for further details.

What are the Rules Regarding Delivery of Skills for Life / ESOL Qualifications?

155 All basic skills activity supported by the London LSC ESF programme will need to be Qualifications and Curriculum Authority (QCA) accredited. Similarly, any ESOL provision **must** be QCA accredited. These criteria can be checked for specific provision on the LSC's Learning Aims Database (<http://providers.lsc.gov.uk/lad>) under the 'Shared Annual Values' tab. These include:

- Certificates in Adult Literacy and Numeracy at Entry Level 3, Level 1 and Level 2. These can be identified in the LAD, under the 'Shared Annual Values' tab, as learning aims where 'Counts towards Skills For Life National Target' = 'Y'.
- ESOL qualifications that are externally accredited/ certified by a QCA recognised national awarding body. This can be identified in the LAD, under the 'Shared Annual Values' tab, as learning aims where 'Skills For Life Type' = 03.

156 All deliverers of basic skills provision must undertake an initial and diagnostic assessment of beneficiaries' skills needs using an appropriate assessment tool based on the national literacy and numeracy standards.

157 Tutors and training staff delivering basic skills and ESOL provision must be suitably qualified in line with the Government's 'Skills for Life' and 'Success for All' Strategies. Guidance on Basic Skills teacher training and qualifications can be found at <http://www.dfes.gov.uk/readwriteplus>.

What are the Cross-cutting Themes?

158 The 2007-13 London ESF programme and the LSC requires providers to show how they will support the three cross-cutting themes of equality and diversity, sustainable development and health.

159 The programme has three cross-cutting themes:

Equality and Diversity

160 Tendering organisations should be aware of the following key documents relating to equality and diversity:

- Various London Mayoral Strategies and Schemes covering refugees, older people, children and young people, disability, gender, race and sexual orientation (available at <http://www.london.gov.uk/londonissues/equalityanddiversity.jsp>);
- The LSC *Single Equality Scheme: Our Strategy for Equality and Diversity* (released on 30 April 2007) – this document describes how the LSC will fulfil its statutory duties to promote equality of opportunity and avoid discrimination, demonstrating its commitment to placing the promotion of equality and diversity at the centre of every aspect of its work. It is intended to meet the requirements for

a race equality, disability equality and gender equality scheme and to implement these in an inclusive way which takes account of religion and/or belief, sexual orientation and age (available at <http://readingroom.lsc.gov.uk/Lsc/National/nat-singleequalityscheme-30apr07.pdf>);

- The LSC also has a strategy detailing our commitment to learners with learning difficulties and/or disabilities entitled *Learning for living and work: improving education and training opportunities for people with learning difficulties and/or disabilities* (available at http://readingroom.lsc.gov.uk/lsc/National/Learning_for_Living_and_Work_Complete_2.pdf).

Sustainable Development

- 161 Sustainable development is a process that seeks to ensure a better quality of life for everyone, now and for generations to come. It does this by integrating social, environmental and economic considerations equally into everything we do. It recognises that social, economic and environmental issues are interdependent and therefore activity in one of these areas should not be pursued in isolation but with consideration for each of the other areas as well.
- 162 Government Office for London and the London Development Agency have developed a set of Sustainable Development Principles, consistent with the Sustainable Development Framework for London, to help guide regeneration in London's European Programmes. These Principles were designed to help applicants consider and integrate each of the social, economic and environmental elements of sustainable development into their project design, development and delivery. For more details go to http://www.gos.gov.uk/gol/European_funding/Objective3/SusDeveuro/?a=42496.
- 163 In March 2005 Central Government launched the UK's new Strategy for Sustainable Development, *Securing The Future* designed to bring social progress, the environment and the economy all together at the heart of policymaking. For details go to <http://www.sustainable-development.gov.uk>.
- 164 More recently, the Government produced a new strategy for waste management in the UK, which further endorses the objectives outlined within *Securing the Future* across all the four agreed priorities. Additionally, the Climate Change Act outlines the UK's response to dealing with the associated effects, setting a target of an 80% reduction on carbon emissions, based on 1990 levels, by 2050 and a 26% reduction by 2020. More details about climate change and waste strategy can be found at <http://www.defra.gov.uk> and at <http://www.decc.gov.uk/>.
- 165 Each region has produced a Sustainable Development Framework that sets out how they will integrate sustainable development into their region and contribute to delivering the UK's strategy. London's Sustainable Development Framework sets out a vision for London and a set of objectives to help integrate sustainable development into policy development and the decision-making process. For further details go to <http://www.london.gov.uk/londonissues/sustainability.jsp> and the London Sustainable Development Commission (<http://www.londonsdc.org>).
- 166 The Mayor recognises both the environmental and economic threats of climate change and has committed to reducing carbon emissions by 60% (based on 1990 levels) by 2025 and 80% by 2050. A further strategy relating to climate change adaptation is due to be released for public consultation in early 2009, which will

further underpin the targets outlined in the Climate Change Action Plan. More details about the above can be found at <http://www.london.gov.uk/mayor/environment/strategy.jsp>.

- 167 The LSC has also published its sustainable development strategy entitled *From Here to Sustainability: The Learning and Skills Council's Strategy for Sustainable Development* and that document, as well as a Progress Report updating actions against that Strategy and the latest Sustainable Development Action Plan, are available at <http://www.lsc.gov.uk/whatwedo/sustainable-development.htm>.

Health

- 168 Health is a cross-cutting theme for the London LSC and for the ESF programmes and is therefore embedded in its delivery. Good health is central to the well-being of people and communities. A healthy and educated population is the foundation for sustainable development. Economic development has a major role to play in improving the health of Londoners and tackling health inequalities. A wide range of factors contribute to the health of individuals including: their age, sex and genetic predisposition; individual lifestyles; social and community networks; and social-economic cultural and environmental conditions in which they live. Integration of health into ESF programmes should be undertaken in tandem with action to promote sustainable development.
- 169 The Mayoral Health Inequalities Strategy, which was published for consultation in January 2008, sets out London wide action to reduce health inequalities in London, focused around five themes, Life Chances for Health, Healthy Places, Existing Health Inequalities, Individual and Community Participation and London as a Learning City. There will be clear links to the ESF programmes through the actions proposed. For further information and updates, please see <http://www.london.gov.uk/mayor/health/strategy/index.jsp>.

5 How to Apply

Submitting a Good Quality Tender

170 Prior to completing your tender, you should do the following:

- Decide if your proposed project fits the London LSC ITT specification and ESF eligibility criteria – you should identify if your project fits the key features of London LSC ESF project and if your project is eligible for ESF support. You should also be clear that your organisation has the necessary expertise, systems and capacity to deal with the extra volume of work and the requirements of managing the contract. The lead organisation will be responsible for compliance with all contractual requirements.
- You should read through the tender specification under the ITT carefully. Does it specifically fit the activity that you are proposing? You should note the indicative number of projects sought to be supported, the amount of funding available for that tender specification, beneficiary groups, and spatial distribution to be targeted and outputs and results that the specification seeks.
- Do some research – it is essential that you undertake research into the specification under which you intend to submit your tender in order to inform the development of your work programme. Remember that activities must aim to fill a supply and demand need, must be relevant to the priorities set out in the specification and must take into account the needs of your target group. Participants and representative bodies should also be involved throughout the lifetime of your project activity, to ensure that you meet the objectives you set out in your work programme.
- Plan your project – you should ensure that you plan your project thoroughly, deciding exactly what ESF funding should be spent on, how this activity constitutes additional activity, who is going to deliver your project, how much it will cost, who it will benefit and how (what outcomes they will achieve).
- Consider who else needs to be involved – you are encouraged to involve a range of organisations, with different backgrounds and experiences, to come together as equal partners. Involving partners can help reduce the risk of duplication and offer fresh insight and a range of skills.
- Complete your tender – please ensure you complete all sections of the tender thoroughly as all the information will be used to assess your proposal. It is important that the person responsible for delivering the project is involved in developing the tender in order to ensure that the proposal, should it be successful, is deliverable. It is the responsibility of the tendering organisation to ensure that the project is deliverable, as changes cannot be made during the contract clarification process.

How to Submit the Tender

171 Please see the instructions in the Instructions for tenderers document available on the Bravo e-tendering portal.

172 European Commission guidelines on Open and Competitive Tendering state that any tenders received after the deadline cannot be accepted.

- 173 Tenders published after the deadline, for whatever reason, will be automatically rejected.
- 174 Tendering organisations are welcome to publish their tender in advance of this deadline but tenders will not be opened and assessed until after the deadline. The onus is on applicants to prove that a tender was published before the deadline.

6 The Assessment and Contracting Process

Tendering selection process

175 The tendering selection process consists of the following stages:

- Assessment and Moderation
- Contract Award Panel and tender Clarifications

Assessment and Moderation

176 The scoring for each question within the ITT is set out in the specification. Along with each question you will see tips listed – these explain what is being looked for in the answer you provide for that question.

177 Two assessors, both trained specifically for the scoring of this ITT, will assess each tender proposal and award a score for each question.

178 Their assessments will then be moderated by a different member of LSC staff from the appropriate Skills team to ensure consistency.

179 Proposals will be ranked according to their overall score.

Contract Award Panel and Tender Clarifications

180 The ranked list of tenders will be appraised by a Contract Award Panel, which will include strategic London and LSC representatives (including representatives from other London CFOs and from the GLA). The role of the Panel will be to ensure a balanced package of projects to support the London LSC ESF programme priorities. The Panel will also consider the ability of organisations to deliver realistic achievable projects that meet ESF requirements and feedback received from other CFOs may inform this consideration. Contracts are intended to be issued to the highest scoring tenders, but the Panel may also take into account geographical coverage offered by the final package of proposed projects to ensure coverage across London.

Publicising Results and Feedback

181 Once the final decisions on selection of providers are made, all organisations applying will be notified of the outcome through the Bravo e-tendering portal where they submitted their tenders. The LSC will ensure that all proposals receive feedback on their proposal. Where a proposal is unsuccessful, the applicant will be informed as to the reason. All feedback will be provided through the LSC e-tendering portal.

182 The day after notification of the outcome, a 10-day standstill (or Alcatel) period will begin. Following this period, contracts can proceed to be signed. In the interests of openness and transparency we will publish summary details of successful project applications – these will be posted on our website.

Complaints Procedure

183 In the event of a proposal for funding being unsuccessful, should the organisation, after receiving feedback feel that they have cause for complaint the organisation may invoke the LSC's Complaints Procedure.

184 This procedure is available on the LSC's national website at <http://readingroom.lsc.gov.uk/lsc/2005/externalrelations/complaintlsc/procedure-for-dealing-with-complaints-about-the-lsc.pdf>.

Annex – Glossary

APL	Accreditation of Prior Learning
BACS	Banking Automated Clearing System
BAME	Black, Asian and Minority Ethnic Group
BME	Black and Minority Ethnic Group
CSCS	Construction Skills Certificate Scheme
CSP	City Strategy Pathfinder
CFO	Co-financing Organisation
DBERR	Department for Business, Enterprise and Regulatory Reform
DCSF	Department for Children, Schools and Families
DIUS	Department for Innovation, Universities and Skills
DWP	Department for Work and Pensions
E2E	Entry to Employment
EC	European Commission
EPMU	European Programmes Management Unit
ERAP	Economic Recovery Action Plan
ESF	European Social Fund
ESOL	English for Speakers of Other Languages
FE	Further Education
GLA	Greater London Authority
GLE	Greater London Enterprise
GLH	Guided Learning Hour
GOL	Government Office for London
IAG	Information Advice and Guidance
ICT	Information and Communications Technology

IELTS	International English Language Testing System
ILR	Individual Learning Record
ITT	Invitation to Tender
JAP	Joint Action Plan
JCP	Jobcentre Plus
LAA	Local Area Agreement
LAD	Learning Aims Database
LAR	Learning Aim Reference
LDA	London Development Agency
LEST	London Employment and Skills Taskforce for 2012
LLDD	Learners with Learning Difficulties and/or Disabilities
LOCOG	London Organising Committee for the Olympic Games
LORECA	London Refugee Economic Action
LSC	Learning and Skills Council
LSEB	London Skills and Employment Board
LVSTC	London Voluntary Sector Training Consortium
MAST	London Multi-Agency Skills Team
NARIC	National Recognition Information Centre
NAS	National Apprenticeship Service
NEET	Not in Education, Employment or Training
NRF	Neighbourhood Renewal Fund
NVQ	National Vocational Qualification
OFSTED	Office for Standards in Education
OLASS	Offender Learning and Skills Service
OSAT	On-site Assessment and Training

PFA	Provider Financial Assurance
QCA	Qualifications and Curriculum Authority
QIP	Quality Improvement Plan
QPF	Qualified Provider Framework
RSP	Regional Skills Partnership
SR	Short Record
SLA	Service Level Agreement
SME	Small/Medium Enterprise
SSC	Sector Skills Council
TTG/T2G	Train to Gain