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Leading learning and skills

**LONDON LEARNING AND SKILLS COUNCIL**  
**2007 EUROPEAN SOCIAL FUND OVERVIEW**

**MAYOR OF LONDON**

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## **Foreword by the Mayor of London**

Welcome to the first Learning and Skills Council London Region Invitation to Tender for the new 2007-2013 European Social Fund (ESF) Programme. UK Government has rightly decided to give my office, as London's regional government, a leading role in determining the overall priorities for the capital's new ESF programme. This is particularly timely given the parallel work by the new London Skills and Employment Board, which I chair, bringing greater focus and effectiveness to mainstream skills and employment spending in the capital.

I particularly welcome the increased focus we have been able to give the ESF to tackle worklessness, which is higher in London than in any other English region.

I have also been concerned, working with the four co-financing organisations (the Learning and Skills Council, Jobcentre Plus, the London Development Agency and London Councils) that we make this ESF programme as streamlined and integrated as possible. I hope this will make it significantly easier for providers to navigate the system and identify the elements of the programme of greatest interest to them.

I look forward to the bidding rounds engaging a wide range of providers, who will be key to the success of the 2007-13 ESF programme ensuring it makes a real difference for London and Londoners.

Ken Livingstone  
Mayor of London

# 1 Introduction

## Purpose of the Document

- 1 The London Learning and Skills Council (LSC) is launching its first round of Invitations to Tender (ITTs) under the 2007-13 European Social Fund (ESF) programme. This document will assist tendering applicant organisations to tender for activities under this tendering round. The document:
  - Introduces the 2007-13 ESF programme in London, 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 a tender, 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(s) you have been invited to tender for subsequent to your expression of interest in delivering ESF under the provision areas indicated in your Pre Qualification Questionnaire (PQQ);
  - The specifications listed under each of the ITT(s) you have been invited to tender for;
  - The *Instructions and Information for Organisations Invited to Tender for Learning and Skills Provision* (the “Read Me” document) (available to download from the e-tendering portal with your ITT(s));
  - The London LSC *European Social Fund Co-financing Plan for January 2007 – December 2010* (available on the London LSC website at <http://www.lsc.gov.uk/regions/London/ESF/2007–2013programme/>);
  - The *London European Social Fund Regional Framework January 2007 – December 2010* (available on the London Development Agency (LDA) website at <http://www.lda.gov.uk/server/show/ConWebDoc.2216>).

## 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 *Our Statement of Priorities: Better Skills, Better Jobs, Better Lives* sets out the LSC's focus for the 2008/9 to 2010/11 (available at <http://www.lsc.gov.uk/aboutus/lscstrategy/statementofpriorities/>). The targets contained in the Statement of Priorities reflect an aim to raise the educational achievement of all children and young people and to narrow the gap in achievement between children from low income families and their peers. For adults, the aim is to improve the skills of the population and deliver a world class skills base by 2020, improving the skills of those in work and importantly those currently not working and excluded from the labour market.
- 7 The Statement of Priorities sets out how the LSC will work with its partners to deliver these targets by focusing on three key priorities:
  - Creating demand for learning and skills;
  - Transforming the FE system to meet demand;
  - Delivering better skills, better lives, better jobs.
- 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 2007/08 year and the targets the LSC have set for ourselves and our providers (available on the London LSC website at <http://www.lsc.gov.uk/regions/London/Aboutus/Annualplans/>).
- 11 The Plan identifies five priorities for 2007/08:
  - Improve educational opportunities for all young people;
  - Tackle London's skills and employment gap;
  - Raise the effectiveness and performance of the learning and skills sector;
  - Integrate skills within economic development and local and regional regeneration;

- Equip 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.
- 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 London Skills and Employment Board (LSEB) and the draft Skills and Employment Strategy which was issued for consultation on 30 October 2007.
- 15 Secondly, 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
    - Measure 1.1: Improving the employability and skills of the unemployed and economically inactive people;
    - Measure 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;
    - Measure 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
    - Measure 2.1: Increasing the number of employees with improved Skills for Life;
    - Measure 2.2: Increasing the number of employees with improved level 2 skills;
    - Measure 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 GLA has placed increased emphasis on minimising duplication between the CFOs and the organisations have worked together to put forward a complementary programme. The Regional Framework details the funding share for each CFO and tendering organisations are advised to review each CFO's specifications to identify which CFO programme is most closely aligned to their project proposal.

### **London LSC and ESF**

- 18 The London LSC is operating as a CFO in London under the following areas and with the following percentages of the overall amount of ESF available in London under the 2007-13 ESF programme:
- Priority 1 – Extending employment opportunities:
    - Measure 1.1 – 22.3% of ESF in London;
    - Measure 1.2 – 100% of ESF in London;
  - Priority 2 – Creating a skilled and adaptable workforce:
    - Measure 2.1 – 85% of ESF in London;
    - Measure 2.2 – 100% of ESF in London;
    - Measure 2.3 – 100% of ESF in London.
- 19 The London LSC *European Social Fund Co-financing Plan for January 2007 – December 2010* makes it clear that, with the decrease in ESF nationally and correspondingly within London, 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.
- 20 The London LSC will prioritise ESF to support areas identified in the Regional Framework and the London Learning and Skills Plan. Moreover, the London LSC will apply the following principles to the ESF programme:
- Work closely with London CFOs and the GLA in designing and developing plans, tendering and procuring provision;
  - LSC ESF activity does not duplicate and displace existing provision, or ESF provision offered by other London CFOs;
  - Subject ESF and match funding to Open and Competitive Tendering (OCT);
  - Focus ESF where there is significant need and adds greatest value;
  - Procure high quality provision that is demand led and meets the needs of the learner.

- 21 The amount of funding that may be made available through the ITT is as follows (please note that not all of the funding specified below may be made available through the ITT as some funding may be held back for procurement at a later date to respond to emerging priorities):

ESF Priority	LSC Provision Area	Funding to Allocate (£)
1.1	Adult	8,987,733
1.2	Youth	27,755,052
2.1	Employer	8,225,639
2.2	Employer	9,677,223
2.3	Employer	7,526,729
<b>Total</b>		<b>62,172,376</b>

### Support Available

- 22 All queries regarding the ITT must be made through the messaging service available on the e-tendering portal.
- 23 However, you should be aware of the following additional support:
- ITT clarification events were held in London on 13, 14, 15 and 21 November 2007 – the presentations from those events are available on the LSC website at <http://www.lsc.gov.uk/providers/esf-procurement/esf-events/> (please note that where there are inconsistencies between the material in those presentations and that contained in this document and the Read Me document, the material in this document and the Read Me document should be taken as having superseded that in the presentations);
  - Further information about the 2007-13 ESF programme and the LSC ESF ITT is available on the LSC website at <http://www.lsc.gov.uk/providers/esf-procurement/> and on the London LSC website at <http://www.lsc.gov.uk/regions/London/ESF/2007-2013programme/>.
- 24 Additional support for voluntary and community sector organisations or organisations working with this sector is available from the London Voluntary Sector Training Consortium (<http://www.lvstc.org.uk/>).

## 2 Frequently Asked Questions

### What is ESF Co-financing?

- 25 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 fulfill their potential by giving them better skills and better job prospects.
- 26 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.
- 27 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.
- 28 There are four Co-financing Organisations in London within the current programme: the LSC; LDA; Department for Work and Pensions; and London Councils.
- 29 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?

- 30 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.
- 31 Our specifications have been informed by the strategic work of the London Skills and Employment Board and build on the emerging good practice from key skills and employment initiatives. The London LSC ESF ITT complements the activity of the other CFOs.
- 32 There is further guidance around Key Initiatives in Section 3.

### How Much Funding is Available?

- 33 The total funding available through the ITT is set out in Section 1. Budgets have been allocated to each specification and an indicative figure is given for the number of projects.

## Who Can Apply?

- 34 Please note that only organisations that have successfully passed the LSC Pre Qualification Questionnaire (PQQ) and have indicated an interest in delivering ESF in the relevant provision areas in their PQQ will be invited to tender for activity under the LSC ESF ITT.
- 35 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?

- 36 The London LSC encourages partnership working in the delivery of projects although this is not a requirement of the programme.
- 37 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.
- 38 All **delivery partners** must be listed in the questionnaire with clear information on the specific activity each partner will undertake. Please note that delivery partners include main referral organisations to the project. 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.

## Is My Project Eligible for Funding?

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

## How Many Tenders Can I Submit?

- 41 Only one tender for each specification can be submitted by an organisation.
- 42 You may apply for more than one specification, but you must complete a separate questionnaire for each ITT you apply against.

## How Much Can I Apply for and for How Long?

- 43 Projects will be contracted from April 2008. Each project specification specifies 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.

## Who is Eligible to Benefit from Support?

- 44 Each specification sets out the target participant groups as appropriate.

45 Participants must be resident or work in Greater London.

### **Will I be Required to Provide Financial Support to Participants?**

46 Tendering organisations should demonstrate that they have considered the needs of the participant group(s) to be supported and included any costs associated with fully supporting such groups through their proposed project. Types of support may include provision for childcare, travel, beneficiary allowances and additional support needs (such as signers). However, tendering organisations should consider the impact of other support mechanisms (such as discounts on London travel for certain groups and the Education Maintenance Allowance) when determining appropriate levels of support required.

### **Can I Sub-contract the Delivery of the Project?**

- 47 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.
- 48 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?**

- 49 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.
- 50 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.
- 51 Where a tender is working with SMEs, 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 the following websites:
- <http://www.berr.gov.uk/bbf/state-aid/rules/index.html>.
  - <http://www.dti.gov.uk/ccp/stateaid/>

- [http://www.gov-london.gov.uk/european\\_structural\\_funds/state\\_aid/index.asp](http://www.gov-london.gov.uk/european_structural_funds/state_aid/index.asp)

## **Will I be Required to Publicise LSC/ESF Support?**

- 52 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.
- 53 Further guidance will be given to successful applicants.

## **Can I Mix Different Funds Together to Support an Activity?**

- 54 Co-financed funds can be used to support part of a larger project funded from a variety of sources. The tender can make reference to the wider project to put the proposed activity in context. However, you should focus on explaining the element of the project that the co-financed ESF will finance and the results that it will buy. ESF results declared in the tender should not be declared on tenders for other funding streams. The tender will be judged solely on the activity delivered with the co-financed funding. **You should make it clear in the tender if the LSC ESF Co-financing element of the wider project is dependent on the rest of the activity being funded.**
- 55 Co-financed funds cannot be used to match against other European funding streams.

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

- 56 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?**

- 57 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?**

- 58 All geographical areas of London are to be considered for project delivery. The specification will indicate any specific geographical restrictions on the activity sought to be delivered. The focus of the

programme is addressing the needs of target groups therefore it is essential that applicants explain how their geographic targeting will achieve this.

### **What Sector(s) Should Projects Target?**

- 59 Certain specifications request projects to be sector specific and are expected to identify a particular sector and provide justification within the application. Where there is a sector focus it is important that the programme is supported by employers and reflects sector needs (e.g. through Sector Skills Councils).

### **How Will the Contract Work?**

- 60 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 individual specifications.
- 61 Payments will only be made against outputs and results delivered so it is very important that you forecast these realistically.
- 62 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.
- 63 Further information about LSC data collection and the Short Record and ILR is available on the LSC website at <http://www.lsc.gov.uk/providers/Data/Datacollection/ILR/>.

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

- 64 The European Programme Management Unit for London will soon launch a web portal which will detail regional information and link to all the CFOs. A link to this portal will be provided on the London LSC website.
- 65 The three other co-financing organisations are:
- LDA (<http://www.lda.gov.uk/server/show/nav.00100i003003>);
  - London Councils (<http://www.londoncouncils.gov.uk/cat.asp?cat=933&st=2>);
  - Department for Work and Pensions (Jobcentre Plus) ([http://www.dwp.gov.uk/supplyingdwp/what\\_we\\_buy/european\\_social\\_fund.asp](http://www.dwp.gov.uk/supplyingdwp/what_we_buy/european_social_fund.asp)).

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

- 66 The LDA has specific output targets for the whole programme around engagement of BME groups, lone parents, disabled people, women and older people. The engagement targets for particular specifications are set out within the specifications. Tendering organisations need to set out which equalities groups will be targeted within the application form.
- 67 There are further priority target groups for which there are no engagement targets but that we may be seeking to support through individual specifications. These groups include refugees, asylum seekers, those with carer responsibilities, homeless people, ex-offenders and recent migrants.

## **What is a Small Or Medium Sized Enterprise?**

- 68 Some specifications refer to supporting employees in Small or Medium Sized Enterprises (SMEs). This includes micro-enterprises (up to 10 employees) and voluntary organisations. For ESF purposes, a SME is defined as an enterprise that:
- Employs fewer than 250 employees at the time the application is made, including part-time, seasonal and temporary staff
  - Has an annual turnover not exceeding €50 million, and/or an annual balance sheet at their accounting date with assets, less liabilities, worth no more than €43 million; and
  - Has no more than 25% of capital or voting rights controlled by a public body.

## **What are the Eligible Items of Expenditure for ESF Projects?**

- 69 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.
- 70 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 £1000 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
- 71 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?**

- 72 All participants supported by ESF must be legally resident and have the right to work in the United Kingdom.
- 73 There are specific requirements under each priority and the individual specifications detail specific eligibility criteria that apply to that specification. These criteria will restrict eligibility for any projects subsequently supported by ESF.
- 74 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.
- 75 Further information about this area is available on the Home Office web site (<http://www.workingintheuk.gov.uk/>).

### **Definition of Employed**

- 76 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**

- 77 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 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**

- 78 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**

- 79 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**

80 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:

- 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).

81 “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**

82 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.

83 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**

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

85 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.
- 86 Please refer to the individual specifications 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**

- 87 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.
- 88 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**

- 89 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**

- 90 All ESF participants must be aged 16 or over unless they are being supported under Priority 1.2 and are NEET or at risk of becoming NEET.

### **Offenders and people in prison**

- 91 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**

- 92 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.

- 93 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 (Tel 0114 259 6262) or see <http://www.workingintheuk.gov.uk/>.
- 94 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.
- 95 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.
- 96 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.
- 97 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
- 98 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.
- 99 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).
- 100 Further information can be found on the Home Office website [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk).

### **Does All Learning Provision Need to be Accredited?**

- 101 The general types of qualification results to be achieved are listed under each specification.
- 102 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/>).
- 103 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.
- 104 Where a specification under Priority 2 seeks non-accredited qualifications as a result, this qualification must be identified as an area of need by the relevant Sector Skills Council.
- 105 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?**

- 106 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.
- 107 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.
- 108 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 Crosscutting Themes?**

- 109 The 2007-13 London ESF programme and the LSC requires providers to show how they will support the three crosscutting themes of equality and diversity, sustainable development and health.
- 110 Specifications identify the target groups that the project is expected to support. Applicants should, however, also consider how they will comply with these three themes and refer to them where relevant. Implementing all three themes will be a contractual obligation and will be monitored during delivery.

## **Equality and Diversity**

- 111 The LSC is committed to ensuring that public funds are distributed equally so that all of London's diverse communities can benefit from our programmes. Specifications identify the proposed recruitment targets for priority groups of individuals, but unless otherwise directed by the specifications, you should be able to demonstrate that you aim to attract beneficiaries from all groups and operate an 'open door' policy. Your Equal Opportunities Policy should show that equality issues are embedded in your organisation. Your tender should demonstrate how equal opportunities are embedded in the proposed delivery of your project and this will be assessed.
- 112 Successful applicants will be monitored to ensure that equal opportunities' implementation occurs throughout the delivery provider

organisation(s) and projects should ensure that they have explained their policy to both employees and beneficiaries.

- 113 The principles of promoting equality and diversity and ensuring that no groups are excluded from society are central to the Mayor's approach in London. This means a clear focus on promoting equality across the key dimensions of race, gender, disability, age, faith, and sexual orientation.
- 114 The LDA Report *What Works in Tackling Worklessness?* (available at [http://www.lda.gov.uk/upload/pdf/what\\_works\\_with\\_tackling\\_worklessness.pdf](http://www.lda.gov.uk/upload/pdf/what_works_with_tackling_worklessness.pdf)) suggests that minority groups (including BME groups, lone parents and disabled people) are under represented within the London workforce and face disproportionate numbers of barriers in finding and maintaining work. It also identifies the need for language, orientation and skills-related provision to support some newcomers, including refugees, asylum seekers, and recent migrants, in fully contributing to the London economy. Providers working with refugees and asylum seekers should also refer to the Mayor's draft strategy for Refugee Integration in London and the work of LORECA (see <http://www.london.gov.uk/mayor/equalities/immigration/strategy.jsp> for further information)
- 115 There is a range of legislation that underpins the equality agenda. The Equality and Human Rights Commission was established in October 2007 and has wide-ranging powers to tackle discrimination and prejudice.
- 116 The Equality Act 2006 includes new powers to outlaw discrimination on the grounds of religion and belief in relation to goods and services, and creates a duty on public authorities to promote equality of opportunity between men and women. The Act will also facilitate the introduction of rules to prohibit discrimination in relation to goods and services for lesbian, gay and bisexual people.
- 117 Mainstreaming the promotion of equality requires a systematic process of identifying issues and integrating equality and diversity into all aspects of planning, implementation, monitoring and evaluation. It involves identifying lessons learned, promoting and disseminating good practice in equal opportunities and creating a culture of continuous improvement.
- 118 Promoting equality plays a fundamental role in all Priority Axes within this programme. The guiding principle is that all policies, programmes and services should be designed, developed and monitored with London's diversity in mind, and should proactively tackle barriers to economic participation and success. The Programme will also actively promote equality amongst all the agencies it works with in order to encourage wider engagement with the principles of equality and diversity beyond the Programme itself.
- 119 Equality and diversity issues should be integrated into all aspects of project planning and implementation, including monitoring and evaluation. Projects will be required to demonstrate a clear understanding of target groups within the geographic area or

communities on which they are focused, using relevant demographic baseline data.

- 120 Monitoring data from successful projects will have to include gender, disability status and the breakdown of ethnic minority groups, drawing on Commission for Racial Equality guidelines.
- 121 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://www.lsc.gov.uk/aboutus/equality-diversity/ses.htm>);
  - 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](http://readingroom.lsc.gov.uk/lsc/National/Learning_for_Living_and_Work_Complete_2.pdf)).
- 122 Many people are either reluctant to declare a disability, or not even aware that they have a disability. Projects will need to consider methods for improving the capture of disability data.
- 123 This programme seeks to support the integration of refugees and asylum seekers in line with the Mayor's developing strategy and the work of LORECA (please see Section 3 for more information).

### **Sustainable Development**

- 124 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.
- 125 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](http://www.gos.gov.uk/gol/European_funding/Objective3/SusDeveuro/?a=42496).

- 126 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/>.
- 127 It has identified five principles with a more explicit focus on environmental limits and four agreed priorities:
- Sustainable consumption and production;
  - Climate change;
  - Natural resource protection;
  - Sustainable communities.
- 128 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 Bill (which is due to receive its Royal Assent in November 2007) outlines the UK's response to dealing with the associated effects, setting a target of a 60% reduction on carbon emissions, based on 1990 levels by 2050. More details about the Climate Change Bill and Waste strategy can be found at <http://www.defra.gov.uk/>.
- 129 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/>).
- 130 The Mayor of London has developed a number of environmental strategies, linked to the delivery of the London Plan (which is the Regional Spatial Strategy). These strategies play a key role in delivering environmental improvements within London and focus on issues such as air quality, biodiversity, noise, municipal and business waste management, water and energy.
- 131 In addition, with the publication of the Stern Review in November 2006 - which cited climate change as the most serious market failure ever to challenge the world- and the concerns raised in the International Panel on Climate Change earlier this year - which highlighted the fact that the effects of Climate Change have been accelerated by human activity - the Mayor has responded to these issues through the release of the Climate Change Action Plan.

- 132 In this document, 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 the New Year, which will further underpin the targets outlined in the CCAP. More details about all of the above can be found at [www.london.gov.uk](http://www.london.gov.uk).
- 133 The Department for Education and Skills has also recognised the fundamental role that this sector has to play in delivering sustainable development by equipping people with the skills and knowledge needed to actively integrate it into their work and home lives. In response, they have developed their 'Sustainable Development Action Plan for Education and Skills' that sets out how they will fulfil this role, please see <http://www.dfes.gov.uk/aboutus/sd/docs/SDactionplan.pdf>.
- 134 In 2006, the Learning and Skills Council commissioned a survey of sustainable development practice in the Further Education system. In their report *Sustainable Development in the Learning and Skills Sector: A National Baseline Survey*, the Learning and Skills Development Agency found that 'there is evidence that the learning and skills sector is making progress on implementing the sustainable development agenda in most areas'. The report is available on the LSDA website at <http://www.lsneducation.org.uk/pubs/pages/062427.aspx>.
- 135 The LSC has also published its sustainable development strategy entitled *From Here to Sustainability: The Learning and Skills Council's Strategy for Sustainable Development* (available at <http://www.lsc.gov.uk/whatwedo/sustainable-development.htm>).

## Health

- 136 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.
- 137 The Regional Framework states:
- '4.24 The Leitch Review of Skills (Prosperity for all in the global economy – world class skills) highlighted that health problems, including depression and obesity, are more common in unskilled and low-income households. Leitch goes on to say that skills can impact upon health either directly, by providing information on improving health, or indirectly, by improving income and making a healthy lifestyle more affordable. The Review concludes by stating that whilst it is difficult to estimate the potential health benefits of skills improvements,*

*these are likely to be greatest at the lower end of the skills distribution. The report also highlights that;*

- *Unemployment rates are a key indicator of health inequalities*
- *Worklessness is directly associated with mental and physical health and with poverty and other factors impacting on health.*
- *Prosperity is increasingly seen as a route to health and skills are a driver of Prosperity*

*4.25 Alongside tackling the barriers to work that ill health present, reducing worklessness is also a key objective for improving the general health of London. Studies show a much greater proportion of the population with ill health live in low income households with employment the preferred way of the government in reducing poverty. Health inequalities are particularly obvious in London with the London Health Commission noting that the average life expectancy being around 8% higher for women and men living in Kensington and Chelsea (80.5 for men, 85.8 for women) compared to Newham (73.9 for Men, and 78.8 for women).*

*4.26 The GLA Act will give the Mayor a new duty to produce a Health Inequalities Strategy (HIS) for London. The ESF programme will be co-ordinated with the emerging HIS.*

*4.27 Improving the aspirations and attitudes of the regional population around work and skills will help address the market failure associated with many of those who are of working age but are not seeking employment. Promoting the health benefits of employment to the regional population will help to achieve this”*

138 London has a unique mix of high need and high cost, and co-existing extremes of wealth and poverty and poor and good health seen in no other city in the world. Furthermore, there is an increasing recognition of the need to tackle the wider determinants of health. London faces unique health challenges: one of the lowest rates nationally of working age employment, high rates of child poverty, continued health inequalities, high levels of deprivation, an ethnically diverse population, disproportionately high levels of HIV, Tuberculosis, teenage pregnancy, mental illness, drug & alcohol dependency, and sexually transmitted infections as well as the need for essential improvements to housing and infrastructure. Poverty, unemployment and social exclusion affect people's life choices which have implications for physical and emotional health. A number of these are already existing key principles for the ESF Regional Framework.

139 Mental health is a particular London issue and has been identified as a mayoral priority. London has a higher than average prevalence of common mental health problems and the second highest rate of common mental health problems in England after the North West region and the highest rate of depressive disorder in England. It is estimated that approximately 385,000 men and 620,000 women in London aged

16-to-74 year old would have had a common mental health problem at any one time (2003 data). 43% of incapacity benefit claimants have mental and behavioural disorders which is higher than the national average. The economic costs of mental ill health are estimated at approximately 4% of GDP. It is a major contributor to worklessness and social exclusion. This is exacerbated by the stigmatisation of mental ill health. Furthermore there is a clear link to the crime and disorder agenda as well as work to support excluded groups.

- 140 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. This concept of 'wider determinants of health' is now well established. How economic and physical development is undertaken to create sustainable communities can have a profound affect on the population's health. It therefore needs to be undertaken in such a way to maximise the health benefits and minimise the negative impacts. Integration of health into ESF programmes should be undertaken in tandem with action to promote sustainable development.
- 141 Action to promote health and reduce inequalities in health, must therefore reflect inequalities in the determinants of health including education, employment, social cohesion and community inclusion, as well as inequalities in health outcomes. An individual's experience of the determinants of health is largely determined by their position in the 'social hierarchy' (that is their income, educational attainment and social class) and their ability to have control over their life and lead a life they value
- 142 The Government's Tackling Health Inequalities: A Programme for Action (2003) and public health white paper Choosing Health: Making healthier choices easier (2004) have identified employment and workplace health as key to improving the health of the population. Choosing Health also highlights the Corporate Social Responsibility leadership role of the NHS in achieving more in this area.
- 143 The forthcoming Mayoral Health Inequalities Strategy due to be published for consultation in early 2008 will set 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/reducing.jsp>.
- 144 The principles outlined below are closely linked to the principles of the health inequalities strategy which will set the London policy context. They should be used to inform plans and support a consideration of the

health cross cutting theme by co-financing bodies. They will be closely linked to the delivery of the Mayor's vision for Sustainable London

*The Mayor's vision for London is an exemplary, sustainable world city, which enables all people to enjoy a good quality of life without compromising either the needs of future generations, or the planet's environmental limits, based on the three interwoven objectives of economic development, social inclusion, and environmental improvement.*

145 Plans or projects should:

- Seek to improve the well-being of all Londoners as well as narrowing the gap between those with the best and worst health outcomes
- Promote a social model of health, with an emphasis on the wider determinants especially skills and employment
- Promote physical and mental wellbeing
- Demonstrate how they address identified inequalities between geographical areas and between different groups and communities
- Recognise the role of long term strategic action to reduce current and future health inequalities
- Consider the role of primary health care venues for both engagement of individuals and referral routes
- Work with employers within the health and social care sectors and also engage with the workplace health agenda.

146 These should be read in conjunction with the sustainable development principles as health is an integral element of sustainable development.

### 3 Key Initiatives

147 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.

#### London Skills and Employment Board

148 The London Skills and Employment Board (LSEB) has been established to provide leadership in improving adult skills and employment in London.

149 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.

150 The Board is tasked with developing a strategy for adult training in London and ensuring its implementation. The Board has now released its draft adult skills strategy *Skills and Employment in London: Proposals for the London Skills and Employment Board's Strategy* for public consultation.

151 The LSEB will set the framework for the spending of over £400 million per annum through the London Learning and Skills Councils 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.

152 The Board will work within the framework of the National Skills Strategy and will be accountable to the Secretary of State for Education and Skills. For further information visit the Mayor's website <http://www.london.gov.uk/lseb/>.

#### City Strategy Pathfinders

153 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 Department for Work and Pensions (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, JobcentrePlus, LSC, the voluntary and health sectors and employers as well as the GLA and the LDA.

154 Where projects plan to work in West or East London in boroughs where the CSPs are operating (Brent, Ealing, Hammersmith and Fulham, Harrow, Hillingdon, Hounslow in West London, and Greenwich, Hackney, Tower Hamlets, Newham, 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.

- 155 To find out more about the West London CSP please go to <http://www.westlondonworking.org.uk/>.
- 156 Further contacts for the East London CSP will be detailed on the LSC London website as available.

## **London Employment and Skills Taskforce for 2012 Action Plan**

- 157 This report 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.
- 158 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.
- 159 To download the report go to <http://www.lda.gov.uk/server/show/nav.00100i003001>.

## **Pan London Job Brokerage Network**

- 160 The network will provide improved, co-ordinated services to match individuals and jobs, training and volunteering opportunities wherever these are located across London. Its purpose is to improve the quality of service provided by existing agencies across London via a tailored programme of capacity building, and to ensure that Games-related and Employer Accord vacancies are filled using agreed client referral protocols. It will work closely alongside the five Borough local labour schemes, with a central team being co-located with this service in Stratford.
- 161 An interim team is in place working with JCP, the LSC, and representatives of the London Councils and five Borough Unit (BOOST) to develop comprehensive model. This will pilot the model and work out operational practices with partners across London, with full delivery planned to start in Q4 2007/2008. Already 70 agencies have become members of the Confederation and the model is currently being tested
- 162 The service will involve capacity building member organisations through training in good practice methods of support, including training to become disability confident being developed with the Employers Forum on Disability to ensure disabled people are supported in appropriate ways to access jobs and training.

## **Employer Accord Central Office**

- 163 The Employer Accord concept stems from a recommendation in the London Employment and Skills Taskforce (LEST) for 2012 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.

- 164 The key mechanism to deliver these partnerships is an Accord Central Office (ACO), which will work with employers and employer organisations to engage with Jobcentre Plus and other employment and skills bodies to ensure that commitments are delivered. This will be supported by a high level advisory group, made up of senior level contacts from employers and key employment and skills bodies.

### **London Multi-Agency Skills Team**

- 165 The London Multi-Agency Skills Team (MAST) is a unique innovative regional model for collaboration between the LDA, London LSC, Jobcentre Plus, and other partners.
- 166 MAST influences partner investment, planning and delivery to provide a coordinated response that can improve the employability and quality of life of Londoners who have poor skills.
- 167 It means that the London's major public investors in skills have a continual dialogue, bringing greater cost effectiveness and impact to addressing skills and employment needs, which in turn helps to tackle some of the root causes of child poverty, and fragmented families and communities.
- 168 MAST works with significant national and regional developments including the FE Demonstration Pilots and the forthcoming Skills for Jobs programme.
- 169 The work began with a focus on Skills for Life - the essential building blocks for all skills. The scope has now broadened, applying the same principles to the wider skills and other support needed to improve employability and inclusion.

### **License to Skill Toolkit**

- 170 A product of the London Skills for Life Strategy and evidence base has been the development of the 'License to Skill' Employability templates or toolkit. The LDA requires that organisations adopt these templates when planning ESF projects.
- 171 The templates identify the need for different types of programmes shaped by individuals' needs and goals not by provider or funder convenience – importantly they respond to employer need.
- 172 All the main funders are signed up to working with the templates and they are being used in a number of ways throughout the project lifecycle in underpinning initiatives. The templates have been used within the LSC Employability Demonstration Pilots.

- 173 License to Skill Employability templates have been drawn up to help providers develop their provision so that it is more effective in meeting differing needs and goals.
- 174 You can download the latest version of the License to Skill Template Toolkit at <http://www.jhconsulting.org.uk/strategy.asp>.

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

- 175 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.
- 176 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.
- 177 It also aims to ensure resources across London aimed at supporting refugees are better co-ordinated.
- 178 A key objective for 2007 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 (<http://www.london.gov.uk/mayor/equalities/immigration/strategy.jsp>).
- 179 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.
- 180 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](http://www.loreca.org.uk) or contact LORECA at [info@loreca.org.uk](mailto:info@loreca.org.uk).

### **Train To Gain**

- 181 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.
- 182 Providers working with employer led training should liaise with the Train to Gain service where appropriate to ensure employers are able to access the full range of services available (please see <http://www.traintogain.gov.uk/> for further information).

### **Community Strategies and Local Area Agreements**

- 183 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.

- 184 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.
- 185 LAAs simplify some central funding, help join up public services more effectively and allow greater flexibility for local solutions to local circumstances.
- 186 Through these means, LAAs are helping to devolve decision making, move away from a 'Whitehall knows best' philosophy and reduce bureaucracy.
- 187 Boroughs are currently in the process of negotiating their LAAs. 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/performanceframework/partnerships/localareaagreements/>).

### **Diversity Works**

- 188 Diversity Works for London (DWfL) 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.
- 189 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**

- 190 Pathways to Work is a new initiative funded through the Department for Work and Pensions which targets people on Incapacity Benefit to support them back into work. Support includes:
  - An intensive work focused interview
  - Services of an Incapacity Benefits Personal Adviser 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.
- 191 Providers targeting people on Incapacity Benefit 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

- 192 Skills for Life includes 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

- 193 A new suite of English language qualifications was launched on 16 October 2007 by Minister of State for Lifelong Learning, Further and Higher Education, Bill Rammell MP. The new 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.
- 194 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](http://www.dfes.gov.uk/readwriteplus/ESOL_for_Work)).

## Further Education and Skills

- 195 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. The Leitch Report can be found at <http://www.dfes.gov.uk/furthereducation/>.
- 196 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

- 197 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

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

## Skills for Business – Sector Skills Councils

- 199 The Skills for Business network aims to boost the productivity and profitability of the UK. We're doing this by identifying and tackling skills gaps and shortages on a sector by sector basis. In short, we're trying to get the right people with the right skills in the right place at the right time.

- 200 The Skills for Business network is made up of 25 Sector Skills Councils (SSCs) - each one is an employer-led, independent organisation. The Sector Skills Development Agency (SSDA) underpins the network and is responsible for funding, supporting and monitoring the SSCs.
- 201 Projects tendering for ESF under this ITT are advised to liaise with the relevant Sector Skills Council for the identified sector being targeted (<http://www.ssda.org.uk/>).

## 4 How to Apply

### Submitting a Good Quality Tender

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

- Decide if your proposed project fits a London LSC ITT specification and ESF eligibility criteria – you should identify if your project fits the key features of London LSC ESF projects 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.
- Choose your tender specification – you should read through the tender specifications under the ITT(s) carefully. Do any specifically fit the activity that you are proposing, and if more than one is possible, which is the best fit? When you have chosen the tender specification that best suits your activity (a proposal can be submitted under one specification only), you should note the indicative number of projects sought to be supported, the amount of funding available for that tender specification, beneficiary groups, sectors 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. You should try to encourage a range of target groups, or the agencies that represent them, to help you develop your programme activities, particularly in areas where specialist or specific knowledge is required. 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 substantial changes cannot be made during the contract negotiation process.

### **How to Submit the Tender**

- 203 Please see the instructions in the Read Me document.
- 204 European Commission guidelines on Open and Competitive Tendering state that tenders received after this deadline cannot be accepted.
- 205 Tenders published after the deadline, for whatever reason, will be automatically rejected.
- 206 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.

## **5 The Assessment and Contracting Process**

### **Tendering selection process**

207 The tendering selection process consists of the following stages:

- Assessment and moderation
- Evaluation Panel

### **Assessment and Moderation**

208 The questions within the ITT questionnaire explains what is being looked for in the answer to each assessment question and indicates the maximum number of points available for your answer (and, where relevant, the minimum number of points that need to be scored). The assessment questions are each worth a different number of points.

209 Two assessors, both trained in using the assessment guidance, will assess each tender proposal and this assessment will generate a score.

210 This assessment will be moderated to ensure consistency.

211 Proposals will be ranked according to their overall score.

### **Evaluation Panel**

212 The ranked list of tenders will be appraised by an evaluation 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.

### **Publicising Results and Feedback**

213 Once results have been ratified, all organisations applying for ESF from the LSC will be notified of the outcome. 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.

214 The day after notification of the outcome, a 10-day standstill (or Alcatel) period will begin. Following this period, contract clarification will begin. In the interests of openness and transparency we will publish summary details of successful project applications – these will be posted on our website and that of GLA.

215 Proposals that have been selected through this selection process will be passed on for contract clarification. A contract may still not be awarded if an organisation fails to address any areas identified as part of the contract clarification process.

## Complaints Procedure

216 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

217 Procedure. 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>.

## Contract Clarification

218 In addition to any areas highlighted through the assessment and evaluation of a tender, the following areas may be covered during the contract clarification process:

- Quality assurance – all tendering organisations should be aware that ESF projects funded by the LSC are subject to inspection by Ofsted and the LSC will seek assurance that prospective providers have appropriate quality systems and procedures in place in line with the requirements of the Common Inspection Framework;
- Adherence to the requirements of the London LSC ESF programme (including requirements set out in this document around areas such as qualifications of Skills for Life teachers and tutors and Matrix accreditation);
- Partnership/sub-contracting;
- Equality and diversity;
- Sustainable development;
- Health.

## 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
DIUS	Department for Innovation, Universities and Skills
DWP	Department for Work and Pensions
E2E	Entry to Employment
EC	European Commission
ESF	European Social Fund
ESOL	English for Speakers of Other Languages
FE	Further Education
GLA	Greater London Authority
GLE	Greater London Enterprise
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
JCP	Jobcentre Plus
LAA	Local Area Agreement

LAD	Learning Aims Database
LAR	Learning Aims 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
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
RSP	Regional Skills Partnership
SR	Short Record
SLA	Service Level Agreement
SME	Small/Medium Enterprise

SSC	Sector Skills Council
SSDA	Sector Skills Development Agency
TTG/T2G	Train to Gain