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LONDON LEARNING AND SKILLS COUNCIL RESPONSE TO REDUNDANCY 2009 OVERVIEW

MAYOR OF LONDON

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MAYOR'S FOREWORD

I am delighted to launch this new tendering round for the Learning and Skills Council London European Social Fund (ESF) 2007-13 programme.

This funding reflects the new challenges facing London. With these activities we are responding to the needs of people whose livelihoods the economic downturn has affected. We will ensure that support provided is tailored to their needs to help them back into employment as quickly as possible. A total of £17 million have been allocated to this bidding round to fund interventions for individuals under notice of redundancy, those made recently redundant, and those that are unemployed and further from the labour market who could be ready for work with the help of this package of support.

The London Skills and Employment Board (LSEB), which I chair, brings together the main London funding bodies to work closer together in order to provide a stronger programme for Skills and employment activities that will minimise overlap of funding and maximise European funding opportunities.

In the next few months I expect to launch further European tendering rounds, which will reflect my Economic Recovery Action Plan (ERAP), and in doing so address the needs of Londoners in these difficult times.

Good luck 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 LSC has £100m nationally to support workers affected by redundancy. A national specification with regional requirements has been developed. The London Learning and Skills Council (LSC) is launching Invitations to Tender (ITTs) for this funding. The document:

- Introduces the specification for the £17m Response to Redundancy funding, 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 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(s) 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 Response to Redundancy specification;
- The *Instructions and Information for Organisations Invited to Tender for Learning and Skills Provision* (the “Read Me FIRST” document) (available to download from the e-tendering portal with your ITT(s));
- *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>);
- 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 have set for ourselves and our providers. This plan has not yet been published but has been agreed by the London Skills and Employment Board (LSEB) and the LSC Regional Council.
- 11 The Plan identifies four priorities for 2009/10:
 - Meeting the needs of Young People

- Raising the level of Adult skills
- Reforming the System
- Equip Londoners with Skills to benefit from investment in the London 2012 Olympic Games and Paralympic Games

The Joint Action Plan

- 12 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 £100 million **nationally** to support workers affected by redundancy and is allocating this funding through a single tendering exercise – £50 million drawn from the European Social Fund (ESF) and £50 million from Train to Gain. 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.
- 13 The Government tasked the three major government departments responsible for jobs, skills and business (DWP, DIUS and DBERR) to work together and charge their agencies and organisations to develop joint action plans at a regional level aimed at supporting employers and individuals to deal as effectively as possible with the economic downturn and to ensure that the region is in the best possible shape to face the new challenges which will emerge in the future
- 14 This ITT is one of a number of interventions agreed by the key London public bodies in response to the impact of economic downturn in London. 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, DWP/Jobcentre Plus and 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.
- 15 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.
- 16 In doing this, London Jobcentre Plus, the Learning and Skills Council London Region, the London Development Agency, the Government Office for London 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.
- 17 Providers wishing to bid into this ITT must to familiarise themselves with both the JAP and the Mayor’s ERAP.
- 18 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.

Response to Redudancy

- 19 The London Region Learning and Skills Council is seeking to allocate £17 million to activity to support participants impacted by the economic downturn. The activity

under this specification is funded 50% from ESF and 50% from LSC mainstream Train to Gain funds.

- 20 Funding under the Response to Redundancy specification is from ESF Priority 2 and is wholly concerned with participants who have been recently made redundant or who have been issued with a notice of redundancy.

The 2007-13 London ESF Programme

- 21 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.
- 22 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.
- 23 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*, which is available at <http://www.london.gov.uk/lseb/>), which was issued in July 2008.
- 24 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

- 25 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.

Joint Action Plan

- 26 This ITT is one of a number of interventions agreed by the key London public bodies in response to the impact of economic downturn in London. 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, DWP/Jobcentre Plus and 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.
- 27 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.

London Skills and Employment Board

- 28 The London Skills and Employment Board (LSEB) has been established to provide leadership in improving adult skills and employment in London.
- 29 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.
- 30 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.
- 31 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.
- 32 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

- 33 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, Jobcentre Plus, LSC, the voluntary and health sectors and employers as well as the GLA and the LDA.

- 34 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 Pathfinder. 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.
- 35 To find out more about the West London CSP please go to <http://www.westlondonworking.org.uk/>.
- 36 Further contacts for the East London CSP will be detailed on the LSC London website as available and more information about CSPs is available on the DWP website at http://www.dwp.gov.uk/welfare-reform/cities_strategy.asp.

London Employment and Skills Taskforce for 2012 Action Plan

- 37 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.
- 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>.

Pan London Job Brokerage Network

- 40 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.
- 41 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
- 42 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

- 43 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.

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

- 45 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.
- 46 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.
- 47 It also aims to ensure resources across London aimed at supporting refugees are better co-ordinated.
- 48 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>).
- 49 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.
- 50 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

- 51 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
- 52 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>.
- 53 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.

- 54 More information about Train to Gain in London is available at www.skillsforlondon.org.

Community Strategies and Local Area Agreements

- 55 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.
- 56 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.
- 57 LAAs simplify some central funding, help join up public services more effectively and allow greater flexibility for local solutions to local circumstances.
- 58 Through these means, LAAs are helping to devolve decision making, move away from a 'Whitehall knows best' philosophy and reduce bureaucracy.
- 59 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/performanceframeworkpartnerships/localareaagreements>).

Diversity Works

- 60 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.
- 61 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

- 62 Pathways to Work is an 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.
- 63 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

- 64 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

- 65 A 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 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.
- 66 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

- 67 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.
- 68 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

- 69 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

- 70 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

- 71 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.
- 72 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.

73 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

74 All queries regarding the ITT must be made through the messaging service available on the e-tendering portal.

75 However, you should be aware of the following additional support:

- Launch of the Joint Action Plan and ITT clarification events were held in London on 2 February 2009 – a copy of the the presentation from this event is available on the LSC website at <http://www.lsc.gov.uk/providers/provider-procurement> (please note that where there are inconsistencies between the material in those presentations and that contained in this document and the Instructions to tenderers , the material in this document and the Instructions to tenderers document should be taken as having superseded that in the presentations);
- 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?

- 76 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.
- 77 There are four Co-financing Organisations in London within the current programme: the LSC; LDA; Department for Work and Pensions; and London Councils.
- 78 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?

- 79 The offer in line with the JAP activity under this specification will be targeted at:
- I. Redundancies:
 - a Significant redundancies (20 or more in London or those which have a large impact on a community)
 - b Small scale redundancies
 - c Individual redundancies
- 80 In London, Skills for Jobs discrete funding will be used to support those who have been out of work for longer than six months. It is not intended that this funding will support this group as well.
- 81 This funding can be used to support individuals who have recently been made redundant. Proposals should ensure that this does not duplicate Local Employment Partnership activity if this becomes more flexible and able to support customers from day 1 of their claim.
- 82 As part of the Joint Action Plan the contract for the nextsteps prime contractor will be significantly increased.
- 83 Successful proposals will need to demonstrate strong links to the nextsteps service as nextsteps will be one of the organisations that will refer individuals. However, activity funded under this specification should not duplicate nextsteps activity and should not provide solely information and advice.
- 84 Each provider will be expected to produce an Individual Learning Plan for each individual on the programme. However, this should not duplicate the Skills Action Plan that is the outcome of the nextsteps Skills Health Check – rather it should focus on the intended outcome of the learning, milestones and how this will be monitored.
- 85 Successful proposals will also need to demonstrate strong links with the Businesslink Service including skills brokerage.

- 86 The table below provides an overview of where this specification fits with other mainstream programmes.

Employment Status				
Furthest from Labour Market	Further from Labour Market	New Redundant	Under Notice of Redundancy	In Work and Low-Skilled
LSC				
Pre-level 2 provision £83m Existing ESF	Skills for jobs ESP Pre-level provision £83m Existing ESF	Response to redundancy S4J/LEP ESP	Response to redundancy TtG mainstream TtG SME flex ALR unit funding	TtG mainstream TtG SME flex ALR unit funding
Nextsteps				
D&P	D&P	Universal Plus D&P	Universal/plus (delivered in workplace) D&P (delivered in workplace)	Universal Advancement (in work trial)
Skills brokerage services				
		Skills brokerage as part of LDA package	Skills brokerage as part of LDA package	Skills brokerage

What is the Funding Model?

- 87 The specification details the nationally consistent funding model.
- 88 The minimum volumes of participants required are based on all participants requiring £1,500 of support. LSC London does not expect that all participants will require the maximum level of support and that the actual volume of participants may be considerably higher.

Who Can Apply?

- 89 Please note that only organisations that have been accepted onto the LSC's Qualified Provider Framework and had applied to deliver Employer Responsive will be invited to tender for activity under the Response to Redundancy 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.
- 94 All projects will need to work closely with both Jobcentre Plus (both the Rapid Response Teams and the prime contractor) and with the nextsteps prime contractor for London as these organisations will refer individuals to providers. The process for how this will happen in different circumstances is detailed in the JAP and proposals should demonstrate an understanding of this. Proposals should demonstrate how they will work with both organisations to ensure that they can maximise the number of referrals.
- 95 Projects will also need to work closely with the Businesslink Service as the Businesslink Service will be working with at risk businesses and businesses that have notified DBERR of redundancies.
- 96 Projects must evidence job start outcomes **and** progression into further workplace training delivered through either Train to Gain or an apprenticeship. Therefore providers that also have a Train to Gain and/or apprenticeship contract will need to demonstrate close working between the different parts of their business and providers that do not have Train to Gain and/or apprenticeship contracts will need to evidence how they will work with providers that do have these contracts to ensure smooth progression routes.

Is My Project Eligible for Funding?

- 97 The London LSC will only fund projects that will deliver the activity set out within the specification and that clearly meet the associated criteria.
- 98 Given the 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?

- 99 Only one ITT for the specification can be submitted by an organisation. Each proposal must cover at least one entire JCP district and one proposal could cover up to all six London JCP districts.

How Much Can I Apply for and for How Long?

- 100 Projects will be contracted from April 2009 . The 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?

- 101 Only newly redundant and individuals issued with notices of redundancy are eligible under this specification.
- 102 Participants must be resident or work in Greater London.

What Should Support Cover?

- 103 The specification provides the detail of what the package of support should look like.
- 104 Provision should have employment as an outcome.
- 105 The target groups will have varying existing skill levels and needs. Proposals should demonstrate how they will:
- Meet the needs of individuals with varying skill levels from below level 2 to higher skill levels.
 - Deliver flexible provision – this could include starting re-training in a new sector as well as more general employability skills support.
- 106 It is anticipated that participants receiving the full range of activity would take up to eight weeks or 75 or more guided learning hours (glh) but it is dependent on the individual's skills level.

Will I be Required to Provide Financial Support to Participants?

- 107 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?

- 108 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.
- 109 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?

- 110 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.

- 111 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.
- 112 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 <http://www.berr.gov.uk/bbf/state-aid/rules/index.html> for further information.

Will I be Required to Publicise LSC/ESF Support?

113 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.

114 Further guidance will be given to successful applicants.

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

115 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?

116 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?

117 We are looking to fund up to six projects to deliver aligned provision to London's six Jobcentre Plus (JCP) geographical districts. These are:

- **City and East London** – Tower Hamlets, Hackney, City of London and Newham;
- **Central London** – Camden, Islington, Westminster, Royal Borough of Kensington and Chelsea;
- **LSW** – Lambeth, Southwark and Wandsworth;
- **South London** – Merton, Kingston, Bromley, Richmond, Croydon, Sutton, Greenwich, Bexley and Lewisham;
- **North and North East London** – Waltham Forest, Havering, Barking and Dagenham, Redbridge, Haringey, Enfield and Barnet
- **West London** – Hammersmith and Fulham, Hillingdon, Brent, Harrow, Ealing and Hounslow.

- 118 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.
- 119 Providers need to consider the range and type of interventions required from low-skilled individuals to high skilled Level 5 and above.
- 120 Providers will need to demonstrate the capacity to deliver across at least one full Jobcentre Plus district either as an individual supplier or part of a consortia or partnership bid.

What Sector(s) Should Projects Target?

- 121 Proposals 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.
- 122 Jobcentre Plus are notified about notices to make staff redundant and through the process outlined in the Joint Action Plan will make this information available.

How Will the Contract Work?

- 123 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.
- 124 Payments will only be made against outputs and results delivered so it is very important that you forecast these realistically.
- 125 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.
- 126 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>.
- 127 Successful providers will be invited to a briefing in late March to agree the contract

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

- 128 The European Programme Management Unit for London has launched a web portal which details regional information and links to all the CFOs (<http://www.lda.gov.uk/esf>).

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

- 129 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?

- 130 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.
- 131 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
- 132 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?

- 133 All participants supported by ESF must be legally resident and have the right to work in the United Kingdom.
- 134 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.
- 135 Further information about this area is available on the Home Office web site (<http://www.ukba.homeoffice.gov.uk>).

Definition of Employed

- 136 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

137 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

138 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

139 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

140 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).

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

142 Please note that only newly redundant and individuals under notice of redundancy are eligible for funding under this specification.

Refugees and Asylum Seekers

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

144 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.

145 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

146 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.

147 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

148 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

149 All participants must be aged 18 or over.

Offenders and people in prison

150 Only participants who are newly redundant or under notice of redundancy are eligible for this specification.

EU Nationals

151 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.

152 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>.

- 153 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.
- 154 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.
- 155 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.
- 156 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 citizen;
 - 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.
- 157 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.
- 158 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).
- 159 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?

- 160 It is proposed that activity is quality assured through the accredited status of the provider rather than the qualification. However, providers should deliver accredited qualifications or units of accredited qualifications where this is possible and appropriate to meet the needs of individuals.
- 161 The activity should not be used to provide unaccredited ESOL qualifications or to provide fee remission for ESOL learners.

What are the Crosscutting Themes?

- 162 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.
- 163 The programme has three cross-cutting themes:

Equality and Diversity

- 164 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

- 165 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.
- 166 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.

- 167 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>.
- 168 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 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>.
- 169 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>).
- 170 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>.
- 171 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

- 172 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.
- 173 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

174 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 substantial changes cannot be made during the contract negotiation process.

How to Submit the Tender

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

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

- 177 Tenders published after the deadline, for whatever reason, will be automatically rejected.
- 178 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

179 The tendering selection process consists of the following stages:

- Assessment and Moderation
- Contract Award Panel and tender Clarifications

Assessment and Moderation

180 There are five national questions and one regional question within the ITT questionnaire. The national questions each carry a maximum score available of 100 and the regional question (Q6) is worth a maximum of 200 points. Along with each question you will see tips listed – these explain what is being looked for in the answer you provide for that question. Please note that, unlike in some previous tendering rounds there are no minimum scores required that could individually result in a failed bid.

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

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

183 Proposals will be ranked according to their overall score.

Contract Award Panel and Tender Clarifications

184 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. It will be decided by the Panel which organisations will be invited to attend Clarification meetings in week commencing 23 March 2009. As the London Region is looking to award a single contract for each of the six JCP districts in London, it is anticipated that a maximum of two providers per JCP district are invited to tender Clarifications.

185 Providers should be aware that Clarification meetings must be held from the 23-26 March 2009 and ensure the appropriate staff will be available to attend these Clarifications of their tender if they are selected for this stage.

Publicising Results and Feedback

186 Once tender Clarifications have been held and the final decisions on selection of providers is 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.

187 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

188 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.

189 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
DIUS	Department for Innovation, Universities and Skills
DWP	Department for Work and Pensions
E2E	Entry to Employment
EC	European Commission
EPMU	European Programme 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 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
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