



**European Union**  
**European Social Fund**  
Investing In Jobs and skills

# LEARNING AND SKILLS COUNCIL NORTH WEST

## ESF CO-FINANCE

### ADULT SPECIFICATIONS

**MARCH 2008**



Leading learning and skills

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**Title: Knowsley and St Helens - Priority Sector Routeway**

**Reference: NW/ADULT/S16**

### **Aim**

The overall strategic aim of services sought under this specification is to support the delivery of an integrated employment and skills system. This is one of a suite of tender specifications that will procure activity that will contribute to the Skills for Jobs framework.

This programme aims is to help people develop employability skills to enable them to enter sustainable employment in growth and key employability priority sectors within Merseyside, for example:

- Port and Maritime industries
- Logistics
- Sport & Leisure
- Tourism & Hospitality
- Retail

The programme will deliver sector focussed activity and will be a key strand of the Liverpool/Merseyside City Region City Employment and Skills Strategy (CES). This programme will also support emerging Local Employment Partnership (LEP) activity and complement achievement of the Skills and Jobs pledges.

### **Service requirement**

Skills for Jobs aims to tackle worklessness by reducing the number of individuals not in employment through more effective engagement, and to move individuals into sustainable jobs through coaching, skills development, ongoing support, and the achievement of qualifications. This will be achieved by linking people who want to work with employers/sectors where there are vacancies and preparing individuals to secure and sustain employment.

The LSC has developed three Skills for Jobs Routeways which aim to reduce the number of individuals not in employment (please refer also to the Introduction and Guidance to Skills for Jobs); this specification relates to the Sector Routeway – Demand Led Programmes with Employers.

Working with Sector Skills Councils, demand led sector routeways will be developed which are designed by the sector to direct and support eligible learners through pre-employment training into identified sustained employment, ideally with training to Level 2 via Train to Gain. This can include the Skills for Work model – 2 weeks customised pre-recruitment training linked to a maximum 3 week Work Trial as part of the Routeway.

The primary target sectors throughout the region will be:

- Identified regional priority Sectors such as Logistics, Health and Social Care, Construction, Manufacturing, the Public Sector, Retail, Tourism and Hospitality.
- Other Sectors with identified job growth potential such as Call Centres, Passenger

## Transport

Within Greater Merseyside Priority Sector Routeways are:

- Port and Maritime industries
- Logistics
- Sport & Leisure
- Tourism & Hospitality
- Retail

### **Routeway Activity Stages**

The employer focussed Sector Routeway programmes will need to include the following 5 stages of activity. These need to be considered from the perspectives of both the employer and individual. These 5 stages are outlined below; within each stage we have defined a range of activities which could be delivered. These are identified as examples of the types of activities which should be included and other appropriate activities can be factored in as necessary to achieve the Skills for Jobs objective.

Some of these activities will be provided through provision that is already funded. Proposals need to show how best value will be achieved by maximising the utilisation of provision that is already funded. Applicants must also ensure that where Jobcentre Plus provision is funding any of these activities then these should not be included in the proposal put forward to the LSC however the applicant should demonstrate how they will link into that JCP provision.

The two routeways outlined would mainly comprise of activities and support drawn from the list below as deemed appropriate to meet the aim of Skills for Jobs. Other appropriate activities can be factored in as necessary to achieve the Skills for Jobs objective. Proposals should *clearly* demonstrate how it links with other ESF Priority One LSC or Jobcentre Plus funded activity.

### **Stages 1 and 2 - Employer and Learner Engagement**

- Individual job and skills diagnostic and assessment services
- Development of job and skills action plan
- Sector focussed direct learner recruitment via partners
- Learner support
- Job scoping/broking support
- Responsive recruitment support
- Gain commitment to volume recruitment
- Engagement with employers to:
  - Design routeway requirements
  - Establish entry requirements
  - Establish Components
  - Ensure Job Interview Guarantees

### **Stage 3 – The Pre Employment Phase**

- Employability skills training

- Skills for Life
- ESOL for Work
- Learner support
- Pre employment support for individuals e.g. CV writing, mock interviews, skills passports etc.
- Work placements
- Pre recruitment bespoke training based to meet the needs of employers
- Job Interview guarantee (pre employment support and bespoke training leading to guaranteed interviews)
- Employability and occupational training tailored to Individual and sectoral need
- Mentoring and support services
- Skills Coaching
- Specialist provision
- “Softer” skills development (assertiveness, anger management, motivation)
- Training and assessment services delivered on employers’ premises
- Links to appropriate existing provision

#### **Stage 4 – The Entry to Employment Phase**

- Job Interview Guarantee programmes (pre employment support training leading to guaranteed job interviews).
- Work Trials/Skills for Work (Skills for Work comprises of two weeks pre-employment training and three weeks work trial before the individual enters paid employment and ideally moves into ongoing learning through Train to Gain or an apprenticeship if appropriate. This option allows access to a wide range of jobseekers that can benefit from five weeks of training and support to achieve agreed recruitment standards.)
- Supported employment for Learners with Learning Difficulties and/or Disabilities including coaching
- Mentoring and support services
- Support to develop employer Equality and Diversity policy and practice
- Transitional support from Welfare to Workforce
- Coordination of learner support as a bridge between employment and training.
- Specialised provision

#### **Stage 5 – The Post Employment Phase**

- Development of a job and skills action plan
- Transitional support from Welfare to Workforce
- Post recruitment bespoke training based to meet the needs of employers (leading to T2G)
- Supported employment for Learners with Learning Difficulties and/or Disabilities including coaching
- Post employment mentoring and support for individuals
- Post recruitment bespoke training based to meet the needs of employers
- Progression through to Train to Gain/Adult Apprenticeships/Further “in work” learning

Please be aware that the LSC is not willing to consider proposals which only seek to deliver particular stages or actions within the stages detailed above and therefore

applicants should ensure that their proposals contain activities that will deliver *all* of the defined progression stages.

The achievement of entering employment is not seen as the end of the learner's Skills for Jobs journey as we wish to ensure that in work support ensures sustainability of employment and, where appropriate, also pulls through to level 2 learning via Train 2 Gain.

Support may require that new services be developed to tackle specific gaps or need; or may extend existing good practice by geographical location or by client group. It will be essential for Skills for Jobs contractors to work in close co-operation and liaison with providers of Information, Advice and Guidance (IAG) services.

Skills for Jobs activity will support existing priorities including those in local/multi area agreements, joint delivery plans with Jobcentre Plus, growth areas, and City Strategies.

Skills for Jobs activity will support emerging Local Employment Partnership activity, and complement achievement of the Skills and Jobs pledges as appropriate. It will necessarily need to cross reference with, and complement, the mainly client engagement focussed activities procured by Jobcentre Plus (JCP) through their ESF Priority One Co-Financing round, City Employment Strategy ESF Priority 1 Complementary Strand and also LSC procured, ESF funded, Offender Learning provision. It is recognised that the balance of JCP led and LSC led activities contributing to the learner's journey to sustainable employment will vary in local areas.

The success of the Routeways approach demands the effective utilisation and co-ordination of existing provision and support (LSC funded and funded from other sources). Therefore a partnership working approach will be essential and provider behaviour will need to ensure the avoidance of the duplication of provision. The offer to participants must align and enhance existing funded activity *not* replicate it. We would expect that protocols will be developed with key partners to ensure smooth transition for customers and sharing of information etc e.g. Jobcentre Plus, learning providers.

Successful applicants will be required to work closely with employers, their intermediaries and other representative bodies. In particular, the principles of the programme will require the successful applicants to:

- I. Develop customised training programmes with an initial focus on employment in the Merseyside growth and key employability priority sectors, with a particular focus on the Retail and Tourism and Hospitality Sectors. Each sector will require a specific customised programme to cater for their needs, but it is thought that they will share common principles as outlined below.
- II. Provide evidence of strong working relationships with employers and their representative bodies within the growth and key employability priority sectors in which they are seeking to deliver the programme;
- III. Deliver a programme that provides a 'fit for purpose' menu of learning outcomes

and activities capable of responding to the needs of a diverse client group and the range of job opportunities;

- IV. Provide all learners with the support and opportunity to progress from activities to positive outcomes, particularly interviews for employment or other sustainable employment prospects (preferably with further training) and progression to further learning;
- V. Add value to and take full account of existing provision and programmes – particularly mainstream LSC and Job Centre Plus provision and seek to incorporate participation on this provision, where appropriate, within the delivery of a customised programme. For example, providers should maximise access to Skills for Life provision via existing mainstream routes;
- VI. Demonstrate good working relationships with Jobcentre Plus (JCP) and experience of working within benefit agency rules and regulations as they relate to the particular client groups.

The LSC is committed to help meet the objectives of the Liverpool/Merseyside City Region City Employment Strategy (CES) including helping *‘to build skilled, working communities, eliminating child poverty and increasing opportunity and social mobility’* and applicants should demonstrate how they will align and work with the CES and in particular address the particular neighbourhood disparities in skill levels and worklessness in Deprived Area Fund (DAF) eligible wards (see Annex A).

Applicants will also need to demonstrate how they will work with a range of partners and providers to develop a comprehensive menu of progression opportunities and ensure smooth transition arrangements for clients to navigate through provision. It is expected that partners will include JobCentre Plus, and also organisations delivering via the Merseyside City Employment Strategy Priority 1 Complementary Strand.

Applicants will therefore need to indicate the engagement and delivery partners they will utilise at neighbourhood level, particularly those from the local Voluntary, Community and Faith sector.

### **Delivery Specification**

LSCGM are seeking providers who can deliver on a creative and flexible basis, working with individuals to develop a customised programme that meets individual learning styles and needs. Potential providers should articulate how they will do this within their application(s). As a guide we would expect at least the following to form part of the programme:

We expect the average length of stay on the programme to be 14 weeks and providers should work on the basis that individuals will participate for 16 hours per week.

The expectation is that participants will be able to continue to receive their benefits from JCP whilst undertaking the programme. However, providers must ensure clients wishing to participate on the programme discuss their personal circumstances with regard to their continued eligibility for benefits with their JCP Advisor before starting the

programme. JCP will provide advice and support for individuals with regard to “in work” benefit calculations where appropriate.

Providers will be required to meet appropriate contractual JCP reporting requirements, which will be discussed in detail at contract negotiation stage.

There may be opportunities for some participants to extend their hours beyond 16 per week as they approach the end of the programme linked to helping them to adjust to full time employment. The eligibility criteria and operation of this arrangement is currently under discussion with JCP and more details will be available at the contract negotiation stage.

Providers should budget and detail estimates of costs within their application in respect of support for participant travel and childcare costs etc.

### **Provider Eligibility**

It is recognised that to meet the needs of the beneficiary groups described above, individual applicants may not have the full range of experience and knowledge required. For this reason, we are interested to hear from consortium groups of providers and applicants who can demonstrate clearly within their proposals their plans to involve other agencies, partners, networks and providers with expertise in all the areas required.

Consortia/ Partnership applicants must describe and detail the capacity and make up of the partnerships/consortia if it already exists or if it is to be developed how this will be taken forward.

Applicants will be able to demonstrate a track record in the successful delivery of programmes that address the particular needs of the client groups and also the effective management of partnership programmes of this type. Details of the relevant experience of staff involved in the programme will need to be supplied.

### **Transport and Accessibility Barriers**

In February 2003, The Government’s Social Exclusion Unit published “Making the Connections: Final Report on Transport and Social Exclusion”. The report examined the link between social exclusion, transport and the location of services and recommended a new framework of accessibility planning be built into Local Transport Plans for 2006-2011.

LSC Greater Merseyside has worked closely with Merseytravel, as well as with the Local Transport Plan Partnership- supporting the production of both the Local Transport Plan and the Accessibility Strategy. Our organisations continue to work together to ensure that accessibility barriers as they relate to learning and skills are addressed. Improving people’s accessibility to transport will be one of the many interventions required to reduce significantly the levels of worklessness and social exclusion, and to support the economic regeneration of the Liverpool City Region.

Within Merseyside, there are a number of current developments that provide additional

support for both individuals and businesses, many of which are interconnected. We would therefore expect applicant organisations to ensure that individuals and businesses are made aware (through active signposting and referral) of the additional transport support that may be available and appropriate, and this should be reflected within tender submissions.

Current developments and initiatives include;

- Neighbourhood Travel Teams within each of the Merseyside Local Authority areas who can assist with personalised journey planning and help individuals make informed choices about what employment and skills training opportunities are within their reach;
- 'Dial a Link'- the demand responsive bus service;
- 'Workwise Merseyside' which includes a number of initiatives: Scooter Commuter, WorkWise Travel Card, 'How to Get to' Guides, and WorkWise Wheels. More information can be obtained from [www.workwisemerseyside.org](http://www.workwisemerseyside.org)

### **Target groups & priority**

Skills for jobs is intended to create better engagement of disadvantaged adults who are both economically inactive or on benefits, and who need additional training, upskilling and support to prepare them for employment; and in-work training and help to enable them to sustain and progress in employment.

The target group for this tender specification are adults (aged 19+) who are residents of the geographical locations identified and who are not currently in employment but who want to work and lack skills and qualifications necessary to compete in the local job market. Within this broad category, groups facing specific barriers and experiencing significant disadvantages will be prioritised reflecting local and sub-regional needs, as detailed below:

- Lone parents
- Adults living in workless households
- Incapacity Benefit claimants
- Income Support benefit claimants
- Adults with Learning Difficulties and/or Disabilities (including those with Mental Health Issues)
- Ex Offenders and Offenders under supervision in the community
- People over 50 years of age
- Homeless people
- People with Skills for Life needs below Level 2

Provision should be targeted at individuals from these groups according to their relative contribution to the economically inactive population in Greater Merseyside. The [North West Strategic Analysis and Sub Regional Analysis Reports](#) which are available on the LSC's website. Applicants are advised that these reports are being reviewed and updated documents will be placed on our website at the beginning of December 2007.

Applicants should also detail the proportion of their outcomes and outputs that will be delivered to residents of Merseyside's DAF wards.

Where applicants are seeking to support offenders who are serving their sentence, or are under probation supervision, in the community, it is important that applicants are aware that the current ESF programmes being delivered until July 2008 continue to generate evidence of effective practice and that their proposals demonstrate how they will build on this.

There are established local partnerships responsible for employment, learning and skills for offenders. Applicants will need to specify how they will work with these partnerships so that offenders in the community benefit from a holistic, integrated package of support which takes account of their sentence requirements.

For ESF purposes, unemployment is defined as a period where a person is not in paid employment (subject to certain exceptions). Claiming a benefit allowance from Jobcentre Plus is not needed as evidence of unemployment. However, it is your responsibility to make sure that you accurately record the length of time all the beneficiaries were unemployed before they started on an ESF project.

The following are considered as periods of unemployment. Time spent:

- on Jobseeker's Allowance;
- on Income Support;
- on Incapacity Benefits;
- on Invalid Care Allowance;
- on a New Deal Option or Gateway (except the employment option);
- in custody.

The following conditions **do not affect** qualifying periods of unemployment for beneficiaries:

- periods of unpaid work;
- casual or temporary work of not more than four weeks;
- part-time work of less than 16 hours a week in total, provided that the skills needed for the work will not lead to greater involvement in the labour market;
- time spent on an earlier ESF project where the current project will develop the previous one. Where you cannot clearly show this, the beneficiaries will need to serve the qualifying period again. Beneficiaries may only continue to work on the current project if you agree; and
- time spent on government-funded programmes under four weeks long such as New Deals or work-based learning where people are **not** considered part of the workforce.

The following **do not count** as periods of unemployment:

- time spent on work-related government programmes such as New Deal
- where people are considered to form part of the workforce;
- days for which Statutory Sick Pay or Statutory Maternity Pay have been claimed;

- time spent in compulsory education; and
- time spent on training or education courses that last longer than four weeks.

Where individuals are in part-time employment or casual or temporary work of not more than 4 weeks, beneficiaries may not be employed in the public sector. This is because ESF is not usually available for training individuals who have permanent jobs in the public sector, as the Commission believes that direct training of public employees should be supported by the Member States.

For ESF purposes, people who are economically inactive are:

- of working age;
- not employed;
- not self-employed; and
- not actively seeking work.

Skills and employment training under skills for jobs will need to be compliant with existing benefit regulations, for example the 16-hour rule to those in receipt of Job Seekers Allowance or Job Seekers Income Support.

Applicants must also note that the normal eligibility criteria will apply to existing provision which may form part of the Routeway. For mainstream LSC provision this criteria can be found at: [http://www.lsc.gov.uk/providers/funding-policy/Furthereducation/Funding\\_Guidance\\_for\\_Further\\_Education\\_in\\_200708.htm](http://www.lsc.gov.uk/providers/funding-policy/Furthereducation/Funding_Guidance_for_Further_Education_in_200708.htm) For provision funded by other agencies, applicants should contact those agencies to obtain their eligibility criteria.

### Geography / area of delivery

LSC Greater Merseyside welcomes applications offering coverage of the boroughs of Knowsley and St Helens with particular emphasis and targeting on delivery throughout the DAF wards (Annex A). Further discussions will take place around the targeting of priority groups and areas at contracting stage.

### Outputs

The outputs to be delivered are:

Outputs	Knowsley	St Helens
Beneficiaries receiving training	179	186
Beneficiaries working towards a qualification/certificate	107	112
Beneficiaries accessing job interviews	125	130
Beneficiaries receiving Individual Training and	143	149

Progression Plans		
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## Results

The results to be delivered are:

Results	Knowsley	St Helens
Qualifications/ Certificates achieved	43	45
Beneficiaries accessing employment	107	112
Beneficiaries remaining in sustainable employment (after 13 weeks)	75	78
Progression onto further learning	64	67

## Other Outcomes

**Not applicable**

## Funding available

There is a total of £912,395 available for this programme. This will be split by borough as follows:

Priority Sector Routeway	
Borough	Amount of Funding
Knowsley	£446,684
St Helens	£465,711

It is anticipated that the average unit cost would be no greater than £2,500 per beneficiary and indeed we expect that for many it will be a lot less. We therefore expect applications that can demonstrate value for money comparable to the client group targeted.

## Start and end dates

**Projects must not start activity before 1 August 2008 and must complete all of their activity by 31<sup>st</sup> December 2010 (including evaluation and dissemination activities).**

Projects must not recruit individuals if there is insufficient time available to allow them to achieve the outcomes of the project. The LSC reserves the right to extend the end date

of individual contracts where necessary.

### **Contracting details**

LSC Greater Merseyside would expect no more than 2 contracts to deliver this programme.

The Learning and Skills Council intends to contract the activity within this tender specification against a set of deliverables, such as starts, qualifications, job outcomes, companies assisted; as applicable with the activity defined in the Outputs and Results section of this Tender Specification. Each key deliverable will be assigned a unit cost and the LSC will pay against this profile of activity. Successful applicants will be required to submit regular learner and performance related information to the LSC and the LSC will normally reconcile contracts on a quarterly basis, which will affect future profile payments, or seek to recover funds where necessary.

The Learning and Skills Council may also choose to invite projects to be retained on a reserve list to enable them to be funded at a later point.

## Annex A

LOCAL AUTHORITY DISTRICT	Ward	Working Age Population	Total IS/IB/JSA Customers	% WA Population
St. Helens	Parr and Hardshaw	4,398	2,060	46.84
St. Helens	Broad Oak	5,411	1,955	36.13
St. Helens	West Sutton	5,279	1,895	35.90
St. Helens	Queen's Park	5,167	1,845	35.71
St. Helens	Marshalls Cross	4,639	1,380	29.75
		<b>24,894</b>	<b>9,135</b>	
Sefton	Linacre	7,480	4,155	55.55
Sefton	Derby	7,049	2,525	35.82
Sefton	Litherland	6,941	2,320	33.42
Sefton	St Oswald	7,593	2,450	32.27
Sefton	Ford	7,021	2,195	31.26
Sefton	Netherton and Orrell	7,122	2,180	30.61
		<b>43,206</b>	<b>15,825</b>	
Liverpool	Smithdown	7,305	4,553	62.33
Liverpool	Vauxhall	3,993	2,388	59.80
Liverpool	Everton	5,261	3,078	58.51
Liverpool	Abercromby	8,891	5,136	57.77
Liverpool	Breckfield	6,364	3,507	55.11
Liverpool	Speke	5,081	2,720	53.53
Liverpool	Picton	9,628	5,044	52.39
Liverpool	Clubmoor	7,518	3,785	50.35
Liverpool	Pirrie	7,469	3,750	50.21
Liverpool	Netherley	4,774	2,306	48.30
Liverpool	Granby	6,790	3,270	48.16
Liverpool	Dovecot	8,062	3,699	45.88
Liverpool	St. Mary's	7,224	3,240	44.85
Liverpool	Dingle	8,433	3,694	43.80
Liverpool	Tuebrook	9,102	3,896	42.80
Liverpool	County	8,455	3,587	42.42
Liverpool	Valley	5,657	2,387	42.20
Liverpool	Anfield	8,327	3,468	41.65
Liverpool	Broadgreen	8,581	3,356	39.11
Liverpool	Old Swan	7,675	2,861	37.28
Liverpool	Kensington	8,250	3,018	36.58
Liverpool	Warbreck	11,727	4,285	36.54
Liverpool	Melrose	7,616	2,208	28.99
		<b>172,183</b>	<b>79,236</b>	

Knowsley	Princess	3,161	2,015	63.75
Knowsley	Longview	3,189	1,905	59.74
Knowsley	Cantril Farm	2,629	1,540	58.58
Knowsley	Cherryfield	3,252	1,720	52.89
Knowsley	Kirkby Central	3,537	1,830	51.74
Knowsley	Northwood	2,655	1,360	51.22
Knowsley	Halewood West	3,127	1,255	40.13
Knowsley	St. Michaels	3,238	1,270	39.22
Knowsley	St. Gabriels	3,270	1,240	37.92
Knowsley	Tower Hill	5,674	2,130	37.54
Knowsley	Halewood South	3,379	1,250	36.99
Knowsley	Whitefield	4,446	1,610	36.21
Knowsley	Page Moss	4,015	1,385	34.50
Knowsley	Park	4,208	1,385	32.91
Knowsley	Knowsley Park	3,741	1,220	32.61
Knowsley	Prescot East	3,586	1,080	30.12
		57,107	24,195	
Halton	Windmill Hill	1,441	770	53.44
Halton	Castlefields	4,033	1,720	42.65
Halton	Halton Lea	3,803	1,515	39.84
Halton	Riverside	2,797	995	35.57
Halton	Grange	3,866	1,185	30.65
Halton	Kingsway	3,538	1,080	30.53
		<b>19,478</b>	<b>7,265</b>	

**Totals**

**361,455**

**154,714**

**Title: Greater Merseyside (Merseyside Phasing-In Area) – Skills Coaching**

**Reference: NW/ADULT/S17**

### **Aim**

The aim of this tender specification is to seek providers to deliver and co-ordinate skills coaching support; helping individuals to identify appropriate skills interventions to enable them to sustain employment and to progress within the workplace.

### **Service requirement**

This specification is part of the LSC's Skills For Jobs Framework which aims to support the delivery of an integrated employment and skills system (please refer also to the Introduction and Guidance to Skills for Jobs). In delivery terms this means connecting skills and employment in a clear journey for individuals through the stages of learner/ employer engagement, pre-employment, entry to employment and post employment looking towards sustainable employment through workplace skills development/further learning.

This service is aimed at enhancing - The Post Employment Phase of the Journey.

We are seeking providers to deliver and co-ordinate flexible skills coaching support that meets individual needs.

The role of skills coaching support is:

1. To ensure that participants effectively make the transfer between pre and post employment through the design/ delivery of a customised in work skills coaching programme that meets the needs of the individual and the employer during the initial period of employment (approx 4- 6 weeks).
2. To support individuals who have just made this transition into work to identify and access opportunities for further learning enabling them to develop "learning for life" plans in an employment setting supporting progression up the career ladder e.g. facilitating referrals to Train to Gain and other work based learning options, taking account of current and proposed in work IAG services.

LSC Greater Merseyside are seeking providers who can deliver on a creative and flexible basis delivering support that meets individual learning styles and needs. Potential providers should articulate how they will do this within their application(s).

As a minimum we would expect the applicant to be able to demonstrate they have the following:

- Skills coaching staff with appropriate IAG/ learning and development qualifications, a good understanding of the learning and skills agenda and experience of initial skills delivery to meet a broad range of customer needs.
- Appropriate linkages/ referral mechanisms to the LSC's Train to Gain Service.

- A good well established working relationship with JCP personal advisors, providers delivering the “Engagement through to Retention” programme tendered via DWP/ JCP (ESF Priority 1 funds) and other activities delivered via City Employment Strategy providers.

Applicants must detail the professional qualifications of their staff as they relate to the delivery of the service including appropriate Criminal Records Bureau (CRB) checks.

Applicants will be required to market their services to JCP local offices, JCP Prime Contractors, LSC Routeway Providers, Jet Services and other local delivery partners and be able to set up appropriate referral mechanisms. It will be essential for Skills Coaching contractors to also work in close co-operation and liaison with providers of Information, Advice and Guidance (IAG) services.

Applicants will be able to demonstrate a track record in the successful delivery of services/ programmes that address the particular needs of the client groups and also the effective management of partnership programmes of this type.

The transition to employment is not seen as the end of the learner’s Skills for Jobs journey as we wish to ensure that in work support ensures sustainability of employment and, where appropriate, also pulls through to level 2 learning via Train 2 Gain.

Skills for Jobs activity will support existing priorities including those in local/multi area agreements, joint delivery plans with Jobcentre Plus, growth areas, and City Strategies.

Skills for Jobs activity will support emerging Local Employment Partnership activity, and complement achievement of the Skills and Jobs pledges as appropriate. It will necessarily need to cross reference with, and complement, the mainly client engagement focussed activities procured by Jobcentre Plus (JCP) through their ESF Priority One Co-Financing round, City Employment Strategy ESF Priority 1 Complementary Strand and also LSC procured, ESF funded, Offender Learning provision. It is recognised that the balance of JCP led and LSC led activities contributing to the learner’s journey to sustainable employment will vary in local areas.

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The LSC is committed to help meet the objectives of the Liverpool/Merseyside City Region City Employment Strategy (CES) including helping ‘*to build skilled, working*

*communities, eliminating child poverty and increasing opportunity and social mobility*' and applicants should demonstrate how they will align and work with the CES and in particular address the particular neighbourhood disparities in skill levels and worklessness in Deprived Area Fund (DAF) eligible wards (see Annex 1).

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Consortia/ Partnership applicants must describe and detail the capacity and make up of the partnerships/consortia if it already exists or if it is to be developed how this will be taken forward.

### **Transport and Accessibility Barriers**

In February 2003, The Government's Social Exclusion Unit published "Making the Connections: Final Report on Transport and Social Exclusion". The report examined the link between social exclusion, transport and the location of services and recommended a new framework of accessibility planning be built into Local Transport Plans for 2006-2011.

LSC Greater Merseyside has worked closely with Merseytravel, as well as with the Local Transport Plan Partnership- supporting the production of both the Local Transport Plan and the Accessibility Strategy. Our organisations continue to work together to ensure that accessibility barriers as they relate to learning and skills are addressed. Improving people's accessibility to transport will be one of the many interventions required to reduce significantly the levels of worklessness and social exclusion, and to support the economic regeneration of the Liverpool City Region.

Within Merseyside, there are a number of current developments that provide additional support for both individuals and businesses, many of which are interconnected. We would therefore expect applicant organisations to ensure that individuals and businesses are made aware (through active signposting and referral) of the additional transport support that may be available and appropriate, and this should be reflected within tender submissions.

Current developments and initiatives include;

- Neighbourhood Travel Teams within each of the Merseyside Local Authority areas who can assist with personalised journey planning and help individuals make informed choices about what employment and skills training opportunities are within their reach;
- 'Dial a Link'- the demand responsive bus service;
- 'Workwise Merseyside' which includes a number of initiatives: Scooter Commuter, WorkWise Travel Card, 'How to Get to' Guides, and WorkWise Wheels. More information can be obtained from [www.workwisemerseyside.org](http://www.workwisemerseyside.org)

## Target groups & priority

Skills for jobs is intended to create better engagement of disadvantaged adults who are both economically inactive or on benefits, and who need additional training, upskilling and support to prepare them for employment; and in-work training and help to enable them to sustain and progress in employment.

The target group for this tender specification are adults (aged 19+) who are residents of the geographical locations identified and who are in the process of making the transition back into work. Within this broad category, groups facing specific barriers and experiencing significant disadvantages will be prioritised reflecting local and sub-regional needs, as detailed below:

- Lone parents
- Adults living in workless households
- Incapacity Benefit claimants
- Income Support benefit claimants
- Adults with Learning Difficulties and/or Disabilities (including those with Mental Health Issues)
- Ex Offenders and Offenders under supervision in the community
- People over 50 years of age
- Homeless people
- People with Skills for Life needs below Level 2

Provision should be targeted at individuals from these groups according to their relative contribution to the economically inactive population in Greater Merseyside. The North West Strategic Analysis and Sub Regional Analysis Reports which are available on the LSC's website. Applicants are advised that these reports are being reviewed and updated documents will be placed on our website at the beginning of December 2007.

Applicants should also detail the proportion of their outcomes and outputs that will be delivered to residents of Merseyside's DAF wards.

Where applicants are seeking to support offenders who are serving their sentence, or are under probation supervision, in the community, it is important that applicants are aware that the current ESF programmes being delivered until July 2008 continue to generate evidence of effective practice and that their proposals demonstrate how they will build on this.

There are established local partnerships responsible for employment, learning and skills for offenders. Applicants will need to specify how they will work with these partnerships so that offenders in the community benefit from a holistic, integrated package of support which takes account of their sentence requirements.

Applicants must also note that the normal eligibility criteria will apply to existing provision which may form part of the Routeway. For mainstream LSC provision this criteria can be found at: [http://www.lsc.gov.uk/providers/funding-policy/Furthereducation/Funding\\_Guidance\\_for\\_Further\\_Education\\_in\\_200708.htm](http://www.lsc.gov.uk/providers/funding-policy/Furthereducation/Funding_Guidance_for_Further_Education_in_200708.htm)

For provision funded by other agencies, applicants should contact those agencies to obtain their eligibility criteria.

### **Geography / area of delivery**

LSC Greater Merseyside welcomes applications covering the 5 boroughs of Merseyside (Knowsley, Liverpool, Sefton, St Helens and Wirral) with particular emphasis and targeting on delivery throughout the DAF wards (Annex A). Further discussions around targeting of priority groups and areas will take place at contracting stage.

### **Outputs**

The minimum outputs to be delivered are:

<b>Output</b>	<b>Total</b>
Beneficiaries accessing skills coaching support	1,250

### **Results**

The minimum results to be delivered are:

<b>Results</b>	<b>Total</b>
Progression onto further learning	1,250
Beneficiaries remaining in sustainable employment (after 13 weeks)	875

### **Other Outcomes**

**Not applicable**

### **Funding available**

There is a total of £500,000 available for this programme. The final amount of funding available will be agreed with successful applicants prior to commencement of the contract clarification process.

It is anticipated that the average unit cost would be no greater than £400 per beneficiary and indeed we expect that for many it will be a lot less. We therefore expect applications that can demonstrate value for money comparable to the client group targeted.

### **Start and end dates**

**Projects must not start activity before 1<sup>st</sup> August 2008 and must complete all of their activity by 31<sup>st</sup> December 2010 (including evaluation and dissemination activities).**

Projects must not recruit individuals if there is insufficient time available to allow them to achieve the outcomes of the project. The LSC reserves the right to extend the end date of individual contracts where necessary.

### **Contracting details**

LSC Greater Merseyside would expect no more than 2 contracts to deliver this programme.

The Learning and Skills Council intends to contract the activity within this tender specification against a set of deliverables, such as starts, qualifications, job outcomes, companies assisted; as applicable with the activity defined in the Outputs and Results section of this Tender Specification. Each key deliverable will be assigned a unit cost and the LSC will pay against this profile of activity. Successful applicants will be required to submit regular learner and performance related information to the LSC and the LSC will normally reconcile contracts on a quarterly basis, which will affect future profile payments, or seek to recover funds where necessary.

The Learning and Skills Council may also choose to invite projects to be retained on a reserve list to enable them to be funded at a later point.

## Annex A

LOCAL AUTHORITY DISTRICT	Ward	Working Age Population	Total IS/IB/JSA Customers	% WA Population
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Knowsley	Tower Hill	5,674	2,130	37.54
Knowsley	Halewood South	3,379	1,250	36.99
Knowsley	Whitefield	4,446	1,610	36.21
Knowsley	Page Moss	4,015	1,385	34.50
Knowsley	Park	4,208	1,385	32.91
Knowsley	Knowsley Park	3,741	1,220	32.61
Knowsley	Prescot East	3,586	1,080	30.12
		57,107	24,195	
Halton	Windmill Hill	1,441	770	53.44
Halton	Castlefields	4,033	1,720	42.65
Halton	Halton Lea	3,803	1,515	39.84
Halton	Riverside	2,797	995	35.57
Halton	Grange	3,866	1,185	30.65
Halton	Kingsway	3,538	1,080	30.53
		<b>19,478</b>	<b>7,265</b>	

**Totals**

**361,455**

**154,714**

**Title: Greater Merseyside (Merseyside Phasing-In Area) – Routeways to Employment**

**Reference: NW/ADULT/S18**

### **Aim**

The overall strategic aim of services sought under this specification is to support the delivery of an integrated employment and skills system. This is one of a suite of tender specifications that will procure activity that will contribute to the Skills for Jobs framework.

The aim of this specification is to directly help individuals into employment, with a particular focus on people from disadvantaged groups or areas. Providing access to additional support and employability interventions to enable them to successfully gain sustainable employment. The module is designed to deliver a customised approach linked to individual needs, facilitating and underpinning the progression of individuals into the labour market.

### **Service requirement**

Skills for Jobs aims to tackle worklessness by reducing the number of individuals not in employment through more effective engagement, and to move individuals into sustainable jobs through coaching, skills development, ongoing support, and the achievement of qualifications. This will be achieved by linking people who want to work with employers/sectors where there are vacancies and preparing individuals to secure and sustain employment.

The LSC has developed three Skills for Jobs Routeways which aim to reduce the number of individuals not in employment (please refer also to the Introduction and Guidance to Skills for Jobs); this specification relates to the Individualised Routeway – Meeting Individual Needs.

The Individualised Routeway will develop engagement with those in the target group which are not presently engaged by the other Routeways (i.e. who do not have Skills for Life needs at Entry Level 1 to Level 1; and for whom no appropriate sector routeway is available). This Routeway will enable a customer friendly progression route for participants out of worklessness and into sustainable employment, taking account of:

- Local labour market need
- Client aspirations and aptitudes

This Routeway will provide the employability skills required by participants to compete in the local labour market and will provide transitional support from welfare to workforce.

This aims to directly help individuals into employment, with a particular focus on people from disadvantaged groups or areas. Providing access to additional support and employability interventions to enable them to successfully gain sustainable employment. The module is designed to deliver a customised approach linked to individual needs, facilitating and underpinning the progression of individuals into

the labour market.

Particular activities may include for example:

- Individual tailored job search and advice;
- One to one CV preparation plus support with the completion of application forms
- Including on line applications;
- Psychometric Testing
- Internet job search;
- Mock assessment centres;
- Pre – recruitment training linked to specific employer vacancies
- Initial on the job training including the development of an individual learning and development plan;
- Guaranteed interviews;
- Financial Planning, supporting the transition from a life on benefits to a working income

The successful organisation will be focused on the needs of individuals linked with local employer vacancies, in particular, with in the growth sectors within Merseyside. Activities are likely to be focused, but not limited to, the following employment sectors:

- Information Computer Technology;
- Call Centre's;
- Finance;
- Transport;
- Construction;
- Catering;

The average length of engagement within this module is likely to be around 6 -10 weeks and for this to be delivered under the current Jobcentre Plus (JCP) 16 hours rule.

### **Delivery Specification**

LSC Greater Merseyside are seeking providers who can deliver on a creative and flexible basis delivering a programme that meets individual learning styles and needs. Potential providers should articulate how they will do this within their application(s).

The expectation is that participants will be able to continue to receive their benefits from JCP whilst undertaking the programme. However, providers must ensure clients wishing to participate on the programme discuss their personal circumstances with regard to their continued eligibility for benefits with their JCP Advisor before starting the programme. JCP will provide advice and support for individuals with regard to “in work” benefit calculations etc where appropriate.

Providers will be required to meet appropriate contractual JCP reporting requirements, which will be discussed in detail at contract negotiation stage.

There may be opportunities for some participants to extend their hours beyond 16 per week as they approach the end of the programme linked to helping them to adjust to full time employment. The eligibility criteria and operation of this arrangement is currently under discussion with JCP and more details will be available at the contract negotiation stage.

Providers must budget and detail estimates of costs within their application in respect of support for participant travel and childcare costs etc.

Providers must detail the professional qualifications of their staff as they relate to the delivery of each module including appropriate Criminal Records Bureau (CRB) checks.

Providers will be required to market their services to JCP local offices, Jet Services and other local delivery partners and be able to set up appropriate referral mechanisms.

Applicants will be able to demonstrate a track record in the successful delivery of programmes that address the particular needs of the client groups and also the effective management of partnership programmes of this type.

The achievement of entering employment is not seen as the end of the learner's Skills for Jobs journey as we wish to ensure that in work support ensures sustainability of employment and, where appropriate, also pulls through to level 2 learning via Train 2 Gain.

Support may require that new services be developed to tackle specific gaps or need; or may extend existing good practice by geographical location or by client group. It will be essential for Skills for Jobs contractors to work in close co-operation and liaison with providers of Information, Advice and Guidance (IAG) services.

Skills for Jobs activity will support existing priorities including those in local/multi area agreements, joint delivery plans with Jobcentre Plus, growth areas, and City Strategies.

Skills for Jobs activity will support emerging Local Employment Partnership activity, and complement achievement of the Skills and Jobs pledges as appropriate. It will necessarily need to cross reference with, and complement, the mainly client engagement focussed activities procured by Jobcentre Plus (JCP) through their ESF Priority One Co-Financing round, City Employment Strategy ESF Priority 1 Complementary Strand and also LSC procured, ESF funded, Offender Learning provision. It is recognised that the balance of JCP led and LSC led activities contributing to the learner's journey to sustainable employment will vary in local areas.

The success of the Routeways approach demands the effective utilisation and co-ordination of existing provision and support (LSC funded and funded from other sources). Therefore a partnership working approach will be essential and provider

behaviour will need to ensure the avoidance of the duplication of provision. The offer to participants must align and enhance existing funded activity *not* replicate it. We expect that protocols will be developed with key partners to ensure smooth transition for customers and sharing of information etc e.g. Jobcentre Plus, learning providers.

The LSC is committed to help meet the objectives of the Liverpool/Merseyside City Region City Employment Strategy (CES) including helping '*to build skilled, working communities, eliminating child poverty and increasing opportunity and social mobility*' and applicants should demonstrate how they will align and work with the CES and in particular address the particular neighbourhood disparities in skill levels and worklessness in Deprived Area Fund (DAF) eligible wards (see Annex 1).

Applicants will also need to demonstrate how they will work with a range of partners and providers to develop a comprehensive menu of progression opportunities and ensure smooth transition arrangements for clients to navigate through provision. It is expected that partners will include Jobcentre Plus, and also organisations delivering via the Merseyside City Employment Strategy Priority 1 Complementary Strand.

Applicants will therefore need to indicate the engagement and delivery partners they will utilise at neighbourhood level, particularly those from the local Voluntary, Community and Faith sector.

Consortia/ Partnership applicants must describe and detail the capacity and make up of the partnerships/consortia if it already exists or if it is to be developed how this will be taken forward.

### **Transport and Accessibility Barriers**

In February 2003, The Government's Social Exclusion Unit published "Making the Connections: Final Report on Transport and Social Exclusion". The report examined the link between social exclusion, transport and the location of services and recommended a new framework of accessibility planning be built into Local Transport Plans for 2006-2011.

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### **Target groups & priority**

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The target group for this tender specification are adults (aged 19+) who are residents of the geographical locations identified and who are not currently in employment but who want to work and lack skills and qualifications necessary to compete in the local job market. Within this broad category, groups facing specific barriers and experiencing significant disadvantages will be prioritised reflecting local and sub-regional needs, as detailed below:

- Lone parents
- Adults living in workless households
- Incapacity Benefit claimants
- Income Support benefit claimants
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- People over 50 years of age
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Provision should be targeted at individuals from these groups according to their relative contribution to the economically inactive population in Greater Manchester. The [North West Strategic Analysis and Sub Regional Analysis Reports](#) which are available on the LSC's website. Applicants are advised that these reports are being reviewed and updated documents will be placed on our website at the beginning of December 2007.

Applicants should also detail the proportion of their outcomes and outputs that will be delivered to residents of Merseyside's DAF wards.

Where applicants are seeking to support offenders who are serving their sentence,

or are under probation supervision, in the community, it is important that applicants are aware that the current ESF programmes being delivered until July 2008 continue to generate evidence of effective practice and that their proposals demonstrate how they will build on this.

There are established local partnerships responsible for employment, learning and skills for offenders. Applicants will need to specify how they will work with these partnerships so that offenders in the community benefit from a holistic, integrated package of support which takes account of their sentence requirements.

For ESF purposes, unemployment is defined as a period where a person is not in paid employment (subject to certain exceptions). Claiming a benefit allowance from Jobcentre Plus is not needed as evidence of unemployment. However, it is your responsibility to make sure that you accurately record the length of time all the beneficiaries were unemployed before they started on an ESF project.

The following are considered as periods of unemployment. Time spent:

- on Jobseeker's Allowance;
- on Income Support;
- on Incapacity Benefits;
- on Invalid Care Allowance;
- on a New Deal Option or Gateway (except the employment option);
- in custody.

The following conditions **do not affect** qualifying periods of unemployment for beneficiaries:

- periods of unpaid work;
- casual or temporary work of not more than four weeks;
- part-time work of less than 16 hours a week in total, provided that the skills needed for the work will not lead to greater involvement in the labour market;
- time spent on an earlier ESF project where the current project will develop the previous one. Where you cannot clearly show this, the beneficiaries will need to serve the qualifying period again. Beneficiaries may only continue to work on the current project if you agree; and
- time spent on government-funded programmes under four weeks long such as New Deals or work-based learning where people are **not** considered part of the workforce.

The following **do not count** as periods of unemployment:

- time spent on work-related government programmes such as New Deal
- where people are considered to form part of the workforce;
- days for which Statutory Sick Pay or Statutory Maternity Pay have been claimed;
- time spent in compulsory education; and
- time spent on training or education courses that last longer than four weeks.

Where individuals are in part-time employment or casual or temporary work of not more than 4 weeks, beneficiaries may not be employed in the public sector. This is because ESF is not usually available for training individuals who have permanent jobs in the public sector, as the Commission believes that direct training of public employees should be supported by the Member States.

For ESF purposes, people who are economically inactive are:

- of working age;
- not employed;
- not self-employed; and
- not actively seeking work.

Skills and employment training under skills for jobs will need to be compliant with existing benefit regulations, for example the 16-hour rule to those in receipt of Job Seekers Allowance or Job Seekers Income Support.

Applicants must also note that the normal eligibility criteria will apply to existing provision which may form part of the Routeway. For mainstream LSC provision this criteria can be found at: [http://www.lsc.gov.uk/providers/funding-policy/Furthereducation/Funding\\_Guidance\\_for\\_Further\\_Education\\_in\\_200708.htm](http://www.lsc.gov.uk/providers/funding-policy/Furthereducation/Funding_Guidance_for_Further_Education_in_200708.htm)  
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### Outputs

The minimum outputs to be delivered are:

Output	Total
Beneficiaries accessing employability module	2,700

### Results

The minimum results to be delivered are:

Results	Total
Beneficiaries entering employment	1,890
Progression onto further learning	1,606

Beneficiaries remaining in sustainable employment (after 13 weeks)	1,134
<b>Other Outcomes</b>	
<b>Not applicable</b>	
<b>Funding available</b>	
<p>There is a total of £2,700,000 available for this programme.</p> <p>It is anticipated that the average unit cost would be no greater than £1,000 per beneficiary and indeed we expect that for many it will be a lot less. We therefore expect applications that can demonstrate value for money comparable to the client group targeted.</p>	
<b>Start and end dates</b>	
<p><b>Projects must not start activity before 1<sup>st</sup> August 2008 and must complete all of their activity by 31<sup>st</sup> December 2010 (including evaluation and dissemination activities).</b></p> <p>Projects must not recruit individuals if there is insufficient time available to allow them to achieve the outcomes of the project. The LSC reserves the right to extend the end date of individual contracts where necessary.</p>	
<b>Contracting details</b>	
<p>LSC Greater Merseyside would expect no more than 5 contracts to deliver this programme.</p> <p>The Learning and Skills Council intends to contract the activity within this tender specification against a set of deliverables, such as starts, qualifications, job outcomes, companies assisted; as applicable with the activity defined in the Outputs and Results section of this Tender Specification. Each key deliverable will be assigned a unit cost and the LSC will pay against this profile of activity. Successful applicants will be required to submit regular learner and performance related information to the LSC and the LSC will normally reconcile contracts on a quarterly basis, which will affect future profile payments, or seek to recover funds where necessary.</p> <p>The Learning and Skills Council may also choose to invite projects to be retained on a reserve list to enable them to be funded at a later point.</p>	

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Knowsley	St. Gabriels	3,270	1,240	37.92
Knowsley	Tower Hill	5,674	2,130	37.54
Knowsley	Halewood South	3,379	1,250	36.99
Knowsley	Whitefield	4,446	1,610	36.21
Knowsley	Page Moss	4,015	1,385	34.50
Knowsley	Park	4,208	1,385	32.91
Knowsley	Knowsley Park	3,741	1,220	32.61
Knowsley	Prescot East	3,586	1,080	30.12
		57,107	24,195	
Halton	Windmill Hill	1,441	770	53.44
Halton	Castlefields	4,033	1,720	42.65
Halton	Halton Lea	3,803	1,515	39.84
Halton	Riverside	2,797	995	35.57
Halton	Grange	3,866	1,185	30.65
Halton	Kingsway	3,538	1,080	30.53
		<b>19,478</b>	<b>7,265</b>	

**Totals**

**361,455**

**154,714**

**Title: Cheshire & Warrington - The Sustainable Employment Programme**

**Reference: NW/ADULT/S19**

### **Aim**

Local Employment Partnerships (LEPs) were announced in the March 2007 Budget. LEPs are a new ground breaking way of giving 250,000 of Jobcentre Plus (JCP) overlooked and priority customers the opportunity to acquire the skills needed to get into work and to develop those skills to stay and further progress in work. They are a 'partnership deal' between Jobcentre Plus and employers, supported by DWP, DIUS and the LSC.

The Green Paper on welfare reform [DWP - Welfare Reform - In work, better off: next steps to full employment](#) launched in July set out the principles underpinning labour market reforms to achieve full employment. LEPs are a key part of the reform agenda and are based on a simple deal with employers:

- The Government gets disadvantaged people ready for work; and
- Employers with vacancies give them a fair shot at the job.

National targets are:

- 250,000 Priority Group 1 & 2 customers (see Annex 3) into LEP jobs by December 2010.
- 500 employers committed to LEPs by end of February 2008.

As part of this Partnership arrangement, the employer agrees to open up vacancies to those disadvantaged in the labour market defined as those on incapacity benefits, lone parents in receipt of income support and long term unemployed individuals. In turn the Government undertakes to ensure applicants are properly prepared for employment through a range of support including work placements, tailored pre-employment training, advice on recruitment, identification of the right job candidates.

**The LSC has undertaken to procure tailored pre-employment training where the training need arises from a LEP. This is the focus of this tender specification.**

**In addition to the pre-employment training, and in order to increase the sustainability of LEP employment, the LSC wishes to link the pre-employment training, funded by this Invitation to Tender, to post-employment training funded predominantly by Train to Gain. Together these elements configure the Sustainable Employment Programme. Annex 1 describes the Sustainable *Employment Programme (SEP) Journey.***

**LEPs are the primary focus of the Sustainable Employment Programme but the programme may be extended to non LEP employment opportunities.**

## **Service requirement**

The SEP must be a bespoke programme of pre and post-employment training which may incorporate or link with some or all components of existing LSC provision such as:

- The Employability Skills Programme
- Skills for Jobs
- ESF funded activity including pre employability and pre Train to Gain.
- Employer responsive provision i.e. Sector employability toolkits, Train to Gain and Apprenticeships.

In these circumstances, successful bidders will be expected to develop a sound knowledge of existing provision and to build a strong working relationship with the providers delivering it, so that they can make the necessary links for their clients.

A critical factor in the SEP is that it is employer led, with active employer involvement in the design of both the pre-employment phase and the subsequent progression into Train to Gain.

Providers will need to respond to the needs of employers at short notice in order to support their pre employment training needs. Providers must also be able to work with JCP and this client group.

The SEP encompasses provision of some or all of the elements identified in Annex 1. However, the LSC via this Tender Specification is specifically seeking to purchase pre-employment training.

Designated by Jobcentre Plus as part of a Local Employment Partnership (LEP) agreement and designed with the involvement of the employer, the pre-employment training will be a flexible training programme which will accommodate current benefit restrictions/rules incumbent upon participants (e.g. the 16 hour rule). The pre-employment phase can include all or elements of the following:

1. An initial assessment of individual needs and confirmation of suitability and eligibility for the SEP.
2. Employability Skills: - e.g. Skills for Life, CV writing, interview training, presentational skills
3. Employer demand-led, sector and job-specific training: - preferably the Sector Employability Toolkit where available (see Annex 2) but still tailored to fit the employer/customer (who may not require all elements of a particular toolkit)
4. Information Advice and Guidance and learner support for successful applicants
5. Ongoing Information Advice and Guidance, signposting, jobsearch advice and support for those unsuccessful in this LEP recruitment.

**The LSC's requirement is that the provider will also either hold a Train to**

**Gain contract:**

- **directly with the LSC,**
- **as a sub contractor, or will**
- **operate in partnership with a provider holding a Train to Gain contract**

**Where the provider does not have access to Train to Gain funding as above, they MUST also complete the Train to Gain ITT launched on 28<sup>th</sup> March 2008 AND be successful with their Train to Gain proposal.**

In summary provision needs to be:

- Responsive – to need and geographically for employers; if an employer in Wigan (for example) is recruiting, the provision should be in the locality of the vacancies and even on employer premises if possible
- Straightforward – processes should not be complex for JCP Advisers who should only need to make 1 contact and 1 referral for a customer
- Successful – high job outcomes should be expected
- Average cost based so that providers can deliver the high-end specification training for those that need it and balance these out with the lower-than-average costs of the majority

**Target groups & priority**

Individuals will be referred by JCP and will fit the Priority Groups in Annex 3. These individuals must be aged 18+ and either live in, or be seeking to work for an organisation which is based in, the geographic locations identified in this Tender Specification.

For ESF purposes, unemployment is defined as a period where a person is not in paid employment (subject to certain exceptions). Claiming a benefit allowance from Jobcentre Plus is not needed as evidence of unemployment. However, it is your responsibility to make sure that you accurately record the length of time all the beneficiaries were unemployed before they started on an ESF project.

The following are considered as periods of unemployment. Time spent:

- on Jobseeker's Allowance;
- on Income Support;
- on Incapacity Benefits;
- on Invalid Care Allowance;
- on a New Deal Option or Gateway (except the employment option);
- in custody.

The following conditions **do not affect** qualifying periods of unemployment for beneficiaries:

- periods of unpaid work;

- casual or temporary work of not more than four weeks;
- part-time work of less than 16 hours a week in total, provided that the skills needed for the work will not lead to greater involvement in the labour market;
- time spent on an earlier ESF project where the current project will develop the previous one. Where you cannot clearly show this, the beneficiaries will need to serve the qualifying period again. Beneficiaries may only continue to work on the current project if you agree; and
- time spent on government-funded programmes under four weeks long such as New Deals or work-based learning where people are **not** considered part of the workforce.

The following **do not count** as periods of unemployment:

- time spent on work-related government programmes such as New Deal
- where people are considered to form part of the workforce;
- days for which Statutory Sick Pay or Statutory Maternity Pay have been claimed;
- time spent in compulsory education; and
- time spent on training or education courses that last longer than four weeks.

Where individuals are in part-time employment or casual or temporary work of not more than 4 weeks, beneficiaries may not be employed in the public sector. This is because ESF is not usually available for training individuals who have permanent jobs in the public sector, as the Commission believes that direct training of public employees should be supported by the Member States.

For ESF purposes, people who are economically inactive are:

- of working age;
- not employed;
- not self-employed; and
- not actively seeking work.

### **Geography / area of delivery**

We want to secure contracts in the five sub-regions covering the LSC areas as follows:

Cumbria  
 Cheshire & Warrington  
 Greater Manchester  
 Lancashire  
 Greater Merseyside.

We would anticipate more than one contract in each sub-region.

This specification is specifically seeking tenders for the LSC Cheshire and Warrington Area.

Providers are however expected to be flexible in order to accommodate LEP employers with multiple sites.

### **Outputs**

The LSC is looking to support activity that will deliver or contribute towards the following outputs. Applicants must specify on the tender form what activity will be delivered against each of these outputs.

Number of Individuals engaged in pre-employment training: 386

### **Results**

The LSC is looking to support activity that will deliver or contribute towards the following results. Applicants must specify on the tender form what activity will be delivered against each of these results.

Estimated levels of results are as follows:

Entry to job with Training (50% of Numbers Engaged): 193

Sustained employment at 13 weeks (40% of Numbers Engaged): 155

### **Other outcomes**

Providers will also be required to provide regular management information indicating the volumes of the following:

- Pre-employment programme completions.
- LEP job interview attendance.
- Entry into LEP jobs with training.
- Progression into Train to gain from LEP job.
- Sustained LEP employment (13 weeks).
- Entry to alternative employment with training within 6 weeks of leaving LEP.
- Sustained non-LEP employment (13 weeks).
- Unsuccessful LEP candidate progression into Train to Gain in non-LEP job.
- Adhoc short qualifications.
- Referral/entry to alternative learning provision.
- Referral to IAG.
- Referral of possible LEP employers to JCP.
- Existing workforce recruitment to Train to Gain.

### **Funding available**

**The maximum amount of funding available for this tender specification is: £421,002.**

The funding methodology will follow the Skills for Jobs model and payments will be made as follows:

- 50% on engagement of the individual and a start on training.
- 25% if the individual starts work with training.
- 25% if the employment lasts at least 13 weeks.

It is anticipated that as a result of drop out rates the value of funding paid to providers per individual achieving each of the above bullet points will be approximately £1,500.

The following unit costs have been calculated purely for comparison purposes, they do not reflect the actual unit cost that the LSC will pay providers for the delivery of the activity specified in this Tender Specification. Applicants are required to identify, as required in the questionnaire, the average unit cost of their activity based on their proposed actual costs.

- Cost per participant assisted: £1,090
- Cost per participant entering a job with training at 13 weeks: £2,716

#### **Start and end dates**

The delivery period starts 1<sup>st</sup> August 2008 and ends 31<sup>st</sup> July 2010.

Projects must not recruit individuals if there is insufficient time available to allow them to achieve the outcomes of the project. The LSC reserves the right to extend the end date of individual contracts where necessary.

#### **Contracting details**

1. Providers' responses to the tender should indicate the maximum amount of funding expected to be drawn down between 1<sup>st</sup> August 2008 and 31<sup>st</sup> July 2010.
2. Due to the demand-led nature of this provision, the initial contracts may be small in size, but have the potential to be increased subject to demand.
3. The contracts awarded will be employer demand-led responding to need which cannot be determined in advance.
4. Employers' programme needs should ideally be fully met by the provider. Where the provider cannot fully meet employer needs themselves, sub contracting should take place very quickly, with the provider retaining control of, and accountability for, successful delivery of the SEP. Any sub-contractor that is not named in the provider application must be sourced through open and competitive tendering.

5. Because of the wide range of provision that is required, the Learning and Skills Council would welcome tenders from partnerships who between them could deliver the full range of provision.
6. Contracts will be awarded on a sub-regional basis.
7. The award of a contract is subject to the provider holding or having access to Train to Gain delivery through a consortium, partnership or a direct contract.

The Learning and Skills Council intends to contract the activity within this tender specification against a set of deliverables, such as starts, qualifications, job outcomes, companies assisted; as applicable with the activity defined in the Outputs and Results section of this Tender Specification. Each key deliverable will be assigned a unit cost and the LSC will pay against this profile of activity. Successful applicants will be required to submit regular learner and performance related information to the LSC and the LSC will normally reconcile contracts on a quarterly basis, which will affect future profile payments, or seek to recover funds where necessary.

The Learning and Skills Council may also choose to invite projects to be retained on a reserve list to enable them to be funded at a later point.

**0 Key: JCP Led; LSC Led; Provider Led; Employer Led; Joint Provider /Employer Led**

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6	Stage 7	Stage 8	Stage 9
Engagement of employers Day 1	Initial Programme development Day 1	Provider introduction Day 8	Final Programme Development Day 15	Customer suitability & eligibility assessment & referral Day 29	Customer Assessment Day 36	Pre-employment phase Day 36+	Entry to employment Day 50	Employment phase Day 50+
Lead partner: Jobcentre Plus	Lead partner: JCP	Lead Partner: LSC	Lead partners: Employer & SEP provider	Lead Partner: JCP	Lead Partner: SEP Provider	Lead partners: SEP Provider	Lead partners: Employer & SEP Provider	Lead partner: SEP provider
LEP agreement with employers - opting for the Pre Employment LEP option	Initial programme discussion with employer to establish base information including: - 1. Volumes 2. Timescales 3. Sector(s) 4. Location 5. Contact details 6. Commit to Workforce Development 7. Any existing provider involved?  JCP refer to LSC for Pre Employment provision	LSC selects appropriate provider from call off contract list  Employer briefed re Training Provider/provider introduction	Programme development discussion between employer & SEP provider to include (where possible)  Course content including: - <ul style="list-style-type: none"> <li>the Sector Employability Toolkit</li> <li>Employability Skills</li> <li>Provider screening of applicants</li> <li>Progression planning and ongoing support</li> <li>Train to Gain</li> </ul> Briefing on programme & referral criteria/mechanism	Identification of eligible referrals; eligibility assessment & suitability assessment; referral to provider  In work benefits calculations	Confirmation of Assessment of suitability/capability  Signposting to more appropriate provision for unsuitable applicants (IAG, ESP etc)  Completion of LEP training Plan	Delivery of Pre Employment programme  Feedback to Employer & JCP ongoing	Offers of employment & rejections  Aftercare support (signposting jobsearch, IAG) for those not employed  Other non LEP job outcomes  Feedback to JCP/LSC	Employee Induction  Buddying/mentoring  Ongoing training progression & support for individuals & the employer  Sustained employment of 13 weeks  Referral/Start to Train to Gain  Train to Gain outcomes  Non LEP employee Train to Gain sign ups & outcomes  Review & Feedback to LSC/JCP

## **Annex 2 - Sector Employability Toolkit**

### **1.1 Background**

The Skills Alliance Delivery Group – Employability involving LSC, Jobcentre Plus and SSDA has designed an employability toolkit which skills partners will be able to offer to employers to provide an integrated recruitment and training package which will support workless individuals from inactivity to work through vocationally related training.

The toolkit is flexible to accommodate a range of both recruitment requirements and Jobcentre Plus customers' circumstances. It has 6 key features:

- Employer engagement
- Recruitment sector gateway
- Short employment related course
- Work trials
- Job interview guarantee as a minimum for those completing the whole routeway.
- Post employment support and training for those hired with an emphasis on progression to Train to Gain and apprenticeships

Sector skills councils have been commissioned by SSDA to develop sector employability toolkits – setting out key aspects of preparation for a job in specific occupations.

### **1.2 Implementation**

The toolkit will be piloted as part of “the offer” to a local employment partnership in the retail sector. As products to support the model become available from sector skills councils the following sectors will be covered:

Asset Skills  
Go Skills  
Construction Skills  
People 1<sup>st</sup>  
Skillsfast UK  
SkillsActive  
Skills for Health  
Skillsmart Retail  
Skills for Security

Employer engagement and customer demand for the toolkit will be managed through joint local delivery planning by LSC and JCP and the existing relationships between LSC Area Partnership Teams and District External Relations teams.

In the absence of a national funding stream for the period of training this will be supported in a variety of ways including neighbourhood renewal funds, city strategy consortia, New Deal and skills for jobs.

The sector employability toolkits are likely to be a significant part of the Local Employment Partnership pre-employment training.

### Annex 3 – Target Groups

Priority Group	Definition
<p><b>PG1</b></p>	<p>Jobless Lone Parents</p> <p>Customers participating in New Deal for Disabled People or in receipt of an inactive benefit* due to a health condition or disability</p> <p>Other inactive benefit customers**</p>
<p><b>PG2</b></p>	<p>Customers on JSA New Deals (ND 50 plus, ND 25 plus and ND for Young People)</p> <p>New Deal for Partners and partner WFIs</p> <p>Employment Zones (for ND 25 plus and ND for Young People returner customers)</p> <p>Unemployed customers with Disabilities not included in PCG 1</p> <p>Customers claiming JSA for 6 months and over</p> <p>Disadvantaged customers (Ex-offenders, refugees, drug misusers, alcohol misusers, homeless people)</p> <p>Customers in receipt of Pension Credit</p>
<p><b>PG3</b></p>	<p>Customers claiming JSA for under 6 months</p>
<p><b>PG4</b></p>	<p>Unemployed customers not claiming benefits</p>
<p><b>Disadvantaged Group Ward</b></p>	<p>Local authority wards that have over 3 times the national proportion of residents from an ethnic minority background, and 1.5 times the national unemployment rate.</p>
<p><b>Disadvantaged Area Ward</b></p>	<p>Local authority wards that have a benefit claim rate of 25% or above and wards in the 10 Local Authority Districts with the lowest employment rates which have benefit claim rates between 20% and 25%</p>

\*This group consists of all customers who are in receipt of Incapacity Benefit and Severe Disability Allowance, plus customers in receipt of Income Support, Carers

Allowance and Bereavement Benefit who have the Person With Disability (PWD) marker set.

\*\*This group consists of Income Support, Carers Allowance and Bereavement Benefit customers who do not have the PWD (People with Disabilities) marker set.

<b>Title: Cumbria - The Sustainable Employment Programme</b>	<b>Reference: NW/ADULT/S20</b>
<p><b>Aim</b></p> <p>Local Employment Partnerships (LEPs) were announced in the March 2007 Budget. LEPs are a new ground breaking way of giving 250,000 of Jobcentre Plus (JCP) overlooked and priority customers the opportunity to acquire the skills needed to get into work and to develop those skills to stay and further progress in work. They are a 'partnership deal' between Jobcentre Plus and employers, supported by DWP, DIUS and the LSC.</p> <p>The Green Paper on welfare reform <a href="#">DWP - Welfare Reform - In work, better off: next steps to full employment</a> launched in July set out the principles underpinning labour market reforms to achieve full employment. LEPs are a key part of the reform agenda and are based on a simple deal with employers:</p> <ul style="list-style-type: none"> <li>• The Government gets disadvantaged people ready for work; and</li> <li>• Employers with vacancies give them a fair shot at the job.</li> </ul> <p>National targets are:</p> <ul style="list-style-type: none"> <li>• 250,000 Priority Group 1 &amp; 2 customers (see Annex 3) into LEP jobs by December 2010.</li> <li>• 500 employers committed to LEPs by end of February 2008.</li> </ul> <p>As part of this Partnership arrangement, the employer agrees to open up vacancies to those disadvantaged in the labour market defined as those on incapacity benefits, lone parents in receipt of income support and long term unemployed individuals. In turn the Government undertakes to ensure applicants are properly prepared for employment through a range of support including work placements, tailored pre-employment training, advice on recruitment, identification of the right job candidates.</p> <p><b>The LSC has undertaken to procure tailored pre-employment training where the training need arises from a LEP. This is the focus of this tender specification.</b></p> <p><b>In addition to the pre-employment training, and in order to increase the sustainability of LEP employment, the LSC wishes to link the pre-employment training, funded by this Invitation to Tender, to post-employment training funded predominantly by Train to Gain. Together these elements configure the Sustainable Employment Programme. Annex 1 describes the Sustainable <i>Employment Programme (SEP) Journey.</i></b></p> <p><b>LEPs are the primary focus of the Sustainable Employment Programme but the programme may be extended to non LEP employment opportunities.</b></p>	
<b>Service requirement</b>	

The SEP must be a bespoke programme of pre and post-employment training which may incorporate or link with some or all components of existing LSC provision such as:

- The Employability Skills Programme
- Skills for Jobs
- ESF funded activity including pre employability and pre Train to Gain.
- Employer responsive provision i.e. Sector employability toolkits, Train to Gain and Apprenticeships.

In these circumstances, successful bidders will be expected to develop a sound knowledge of existing provision and to build a strong working relationship with the providers delivering it, so that they can make the necessary links for their clients.

A critical factor in the SEP is that it is employer led, with active employer involvement in the design of both the pre-employment phase and the subsequent progression into Train to Gain.

Providers will need to respond to the needs of employers at short notice in order to support their pre employment training needs. Providers must also be able to work with JCP and this client group.

The SEP encompasses provision of some or all of the elements identified in Annex 1. However, the LSC via this Tender Specification is specifically seeking to purchase pre-employment training.

Designated by Jobcentre Plus as part of a Local Employment Partnership (LEP) agreement and designed with the involvement of the employer, the pre-employment training will be a flexible training programme which will accommodate current benefit restrictions/rules incumbent upon participants (e.g. the 16 hour rule). The pre-employment phase can include all or elements of the following:

1. An initial assessment of individual needs and confirmation of suitability and eligibility for the SEP.
2. Employability Skills: - e.g. Skills for Life, CV writing, interview training, presentational skills
3. Employer demand-led, sector and job-specific training: - preferably the Sector Employability Toolkit where available (see Annex 2) but still tailored to fit the employer/customer (who may not require all elements of a particular toolkit)
4. Information Advice and Guidance and learner support for successful applicants
5. Ongoing Information Advice and Guidance, signposting, jobsearch advice and support for those unsuccessful in this LEP recruitment.

**The LSC's requirement is that the provider will also either hold a Train to Gain contract:**

- **directly with the LSC,**

- as a sub contractor, or will
- operate in partnership with a provider holding a Train to Gain contract

**Where the provider does not have access to Train to Gain funding as above, they MUST also complete the Train to Gain ITT launched on 28<sup>th</sup> March 2008 AND be successful with their Train to Gain proposal.**

In summary provision needs to be:

- Responsive – to need and geographically for employers; if an employer in Wigan (for example) is recruiting, the provision should be in the locality of the vacancies and even on employer premises if possible
- Straightforward – processes should not be complex for JCP Advisers who should only need to make 1 contact and 1 referral for a customer
- Successful – high job outcomes should be expected
- Average cost based so that providers can deliver the high-end specification training for those that need it and balance these out with the lower-than-average costs of the majority

### **Target groups & priority**

Individuals will be referred by JCP and will fit the Priority Groups in Annex 3. These individuals must be aged 18+ and either live in, or be seeking to work for an organisation which is based in, the geographic locations identified in this Tender Specification.

For ESF purposes, unemployment is defined as a period where a person is not in paid employment (subject to certain exceptions). Claiming a benefit allowance from Jobcentre Plus is not needed as evidence of unemployment. However, it is your responsibility to make sure that you accurately record the length of time all the beneficiaries were unemployed before they started on an ESF project.

The following are considered as periods of unemployment. Time spent:

- on Jobseeker's Allowance;
- on Income Support;
- on Incapacity Benefits;
- on Invalid Care Allowance;
- on a New Deal Option or Gateway (except the employment option);
- in custody.

The following conditions **do not affect** qualifying periods of unemployment for beneficiaries:

- periods of unpaid work;
- casual or temporary work of not more than four weeks;
- part-time work of less than 16 hours a week in total, provided that the skills

needed for the work will not lead to greater involvement in the labour market;

- time spent on an earlier ESF project where the current project will develop the previous one. Where you cannot clearly show this, the beneficiaries will need to serve the qualifying period again. Beneficiaries may only continue to work on the current project if you agree; and
- time spent on government-funded programmes under four weeks long such as New Deals or work-based learning where people are **not** considered part of the workforce.

The following **do not count** as periods of unemployment:

- time spent on work-related government programmes such as New Deal
- where people are considered to form part of the workforce;
- days for which Statutory Sick Pay or Statutory Maternity Pay have been claimed;
- time spent in compulsory education; and
- time spent on training or education courses that last longer than four weeks.

Where individuals are in part-time employment or casual or temporary work of not more than 4 weeks, beneficiaries may not be employed in the public sector. This is because ESF is not usually available for training individuals who have permanent jobs in the public sector, as the Commission believes that direct training of public employees should be supported by the Member States.

For ESF purposes, people who are economically inactive are:

- of working age;
- not employed;
- not self-employed; and
- not actively seeking work.

### **Geography / area of delivery**

We want to secure contracts in the five sub-regions covering the LSC areas as follows:

Cumbria  
Cheshire & Warrington  
Greater Manchester  
Lancashire  
Greater Merseyside.

We would anticipate more than one contract in each sub-region.

This specification is specifically seeking tenders for the LSC Cumbria Area.

Providers are however expected to be flexible in order to accommodate LEP employers with multiple sites.

### **Outputs**

The LSC is looking to support activity that will deliver or contribute towards the following outputs. Applicants must specify on the tender form what activity will be delivered against each of these outputs.

Number of Individuals engaged in pre-employment training: 196

### **Results**

The LSC is looking to support activity that will deliver or contribute towards the following results. Applicants must specify on the tender form what activity will be delivered against each of these results.

Estimated levels of results are as follows:

Entry to job with Training (50% of Numbers Engaged):98

Sustained employment at 13 weeks (40% of Numbers Engaged): 78

### **Other outcomes**

Providers will also be required to provide regular management information indicating the volumes of the following:

- Pre-employment programme completions.
- LEP job interview attendance.
- Entry into LEP jobs with training.
- Progression into Train to gain from LEP job.
- Sustained LEP employment (13 weeks).
- Entry to alternative employment with training within 6 weeks of leaving LEP.
- Sustained non-LEP employment (13 weeks).
- Unsuccessful LEP candidate progression into Train to Gain in non-LEP job.
- Adhoc short qualifications.
- Referral/entry to alternative learning provision.
- Referral to IAG.
- Referral of possible LEP employers to JCP.
- Existing workforce recruitment to Train to Gain.

### **Funding available**

**The maximum amount of funding available for this tender specification is: £214,194.**

The funding methodology will follow the Skills for Jobs model and payments

will be made as follows:

- 50% on engagement of the individual and a start on training.
- 25% if the individual starts work with training.
- 25% if the employment lasts at least 13 weeks.

It is anticipated that as a result of drop out rates the value of funding paid to providers per individual achieving each of the above bullet points will be approximately £1,500.

The following unit costs have been calculated purely for comparison purposes, they do not reflect the actual unit cost that the LSC will pay providers for the delivery of the activity specified in this Tender Specification. Applicants are required to identify, as required in the questionnaire, the average unit cost of their activity based on their proposed actual costs.

- Cost per participant assisted: £1,092
- Cost per participant entering a job with training at 13 weeks: £2,746

#### **Start and end dates**

The delivery period starts 1<sup>st</sup> August 2008 and ends 31<sup>st</sup> July 2010.

Projects must not recruit individuals if there is insufficient time available to allow them to achieve the outcomes of the project. The LSC reserves the right to extend the end date of individual contracts where necessary.

#### **Contracting details**

1. Providers' responses to the tender should indicate the maximum amount of funding expected to be drawn down between 1<sup>st</sup> August 2008 and 31<sup>st</sup> July 2010.
2. Due to the demand-led nature of this provision, the initial contracts may be small in size, but have the potential to be increased subject to demand.
3. The contracts awarded will be employer demand-led responding to need which cannot be determined in advance.
4. Employers' programme needs should ideally be fully met by the provider. Where the provider cannot fully meet employer needs themselves, sub contracting should take place very quickly, with the provider retaining control of, and accountability for, successful delivery of the SEP. Any sub-contractor that is not named in the provider application must be sourced through open and competitive tendering.
5. Because of the wide range of provision that is required, the Learning and Skills Council would welcome tenders from partnerships who between

them could deliver the full range of provision.

6. Contracts will be awarded on a sub-regional basis.
7. The award of a contract is subject to the provider holding or having access to Train to Gain delivery through a consortium, partnership or a direct contract.

The Learning and Skills Council intends to contract the activity within this tender specification against a set of deliverables, such as starts, qualifications, job outcomes, companies assisted; as applicable with the activity defined in the Outputs and Results section of this Tender Specification. Each key deliverable will be assigned a unit cost and the LSC will pay against this profile of activity. Successful applicants will be required to submit regular learner and performance related information to the LSC and the LSC will normally reconcile contracts on a quarterly basis, which will affect future profile payments, or seek to recover funds where necessary.

The Learning and Skills Council may also choose to invite projects to be retained on a reserve list to enable them to be funded at a later point.

**0 Key: JCP Led; LSC Led; Provider Led; Employer Led; Joint Provider /Employer Led**

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6	Stage 7	Stage 8	Stage 9
Engagement of employers Day 1	Initial Programme development Day 1	Provider introduction Day 8	Final Programme Development Day 15	Customer suitability & eligibility assessment & referral Day 29	Customer Assessment Day 36	Pre-employment phase Day 36+	Entry to employment Day 50	Employment phase Day 50+
Lead partner: Jobcentre Plus	Lead partner: JCP	Lead Partner: LSC	Lead partners: Employer & SEP provider	Lead Partner: JCP	Lead Partner: SEP Provider	Lead partners: SEP Provider	Lead partners: Employer & SEP Provider	Lead partner: SEP provider
LEP agreement with employers - opting for the Pre Employment LEP option	Initial programme discussion with employer to establish base information including: - 1. Volumes 2. Timescales 3. Sector(s) 4. Location 5. Contact details 6. Commit to Workforce Development 7. Any existing provider involved?  JCP refer to LSC for Pre Employment provision	LSC selects appropriate provider from call off contract list  Employer briefed re Training Provider/provider introduction	Programme development discussion between employer & SEP provider to include (where possible)  Course content including: - <ul style="list-style-type: none"> <li>the Sector Employability Toolkit</li> <li>Employability Skills</li> <li>Provider screening of applicants</li> <li>Progression planning and ongoing support</li> <li>Train to Gain</li> </ul> Briefing on programme & referral criteria/mechanism	Identification of eligible referrals; eligibility assessment & suitability assessment; referral to provider  In work benefits calculations	Confirmation of Assessment of suitability/capability  Signposting to more appropriate provision for unsuitable applicants (IAG, ESP etc)  Completion of LEP training Plan	Delivery of Pre Employment programme  Feedback to Employer & JCP ongoing	Offers of employment & rejections  Aftercare support (signposting jobsearch, IAG) for those not employed  Other non LEP job outcomes  Feedback to JCP/LSC	Employee Induction  Buddying/mentoring  Ongoing training progression & support for individuals & the employer  Sustained employment of 13 weeks  Referral/Start to Train to Gain  Train to Gain outcomes  Non LEP employee Train to Gain sign ups & outcomes  Review & Feedback to LSC/JCP

## **Annex 2 - Sector Employability Toolkit**

### **1.1 Background**

The Skills Alliance Delivery Group – Employability involving LSC, Jobcentre Plus and SSDA has designed an employability toolkit which skills partners will be able to offer to employers to provide an integrated recruitment and training package which will support workless individuals from inactivity to work through vocationally related training.

The toolkit is flexible to accommodate a range of both recruitment requirements and Jobcentre Plus customers' circumstances. It has 6 key features:

- Employer engagement
- Recruitment sector gateway
- Short employment related course
- Work trials
- Job interview guarantee as a minimum for those completing the whole routeway.
- Post employment support and training for those hired with an emphasis on progression to Train to Gain and apprenticeships

Sector skills councils have been commissioned by SSDA to develop sector employability toolkits – setting out key aspects of preparation for a job in specific occupations.

### **1.2 Implementation**

The toolkit will be piloted as part of “the offer” to a local employment partnership in the retail sector. As products to support the model become available from sector skills councils the following sectors will be covered:

Asset Skills  
Go Skills  
Construction Skills  
People 1<sup>st</sup>  
Skillsfast UK  
SkillsActive  
Skills for Health  
Skillsmart Retail  
Skills for Security

Employer engagement and customer demand for the toolkit will be managed through joint local delivery planning by LSC and JCP and the existing relationships between LSC Area Partnership Teams and District External Relations teams.

In the absence of a national funding stream for the period of training this will be supported in a variety of ways including neighbourhood renewal funds, city strategy consortia, New Deal and skills for jobs.

The sector employability toolkits are likely to be a significant part of the Local Employment Partnership pre-employment training.

### Annex 3 – Target Groups

Priority Group	Definition
<p><b>PG1</b></p>	<p>Jobless Lone Parents</p> <p>Customers participating in New Deal for Disabled People or in receipt of an inactive benefit* due to a health condition or disability</p> <p>Other inactive benefit customers**</p>
<p><b>PG2</b></p>	<p>Customers on JSA New Deals (ND 50 plus, ND 25 plus and ND for Young People)</p> <p>New Deal for Partners and partner WFIs</p> <p>Employment Zones (for ND 25 plus and ND for Young People returner customers)</p> <p>Unemployed customers with Disabilities not included in PCG 1</p> <p>Customers claiming JSA for 6 months and over</p> <p>Disadvantaged customers (Ex-offenders, refugees, drug misusers, alcohol misusers, homeless people)</p> <p>Customers in receipt of Pension Credit</p>
<p><b>PG3</b></p>	<p>Customers claiming JSA for under 6 months</p>
<p><b>PG4</b></p>	<p>Unemployed customers not claiming benefits</p>
<p><b>Disadvantaged Group Ward</b></p>	<p>Local authority wards that have over 3 times the national proportion of residents from an ethnic minority background, and 1.5 times the national unemployment rate.</p>
<p><b>Disadvantaged Area Ward</b></p>	<p>Local authority wards that have a benefit claim rate of 25% or above and wards in the 10 Local Authority Districts with the lowest employment rates which have benefit claim rates between 20% and 25%</p>

\*This group consists of all customers who are in receipt of Incapacity Benefit and Severe Disability Allowance, plus customers in receipt of Income Support, Carers

Allowance and Bereavement Benefit who have the Person With Disability (PWD) marker set.

\*\*This group consists of Income Support, Carers Allowance and Bereavement Benefit customers who do not have the PWD (People with Disabilities) marker set.

<b>Title: Greater Manchester - The Sustainable Employment Programme</b>	<b>Reference: NW/ADULT/S21</b>
<p><b>Aim</b></p> <p>Local Employment Partnerships (LEPs) were announced in the March 2007 Budget. LEPs are a new ground breaking way of giving 250,000 of Jobcentre Plus (JCP) overlooked and priority customers the opportunity to acquire the skills needed to get into work and to develop those skills to stay and further progress in work. They are a 'partnership deal' between Jobcentre Plus and employers, supported by DWP, DIUS and the LSC.</p> <p>The Green Paper on welfare reform <a href="#">DWP - Welfare Reform - In work, better off: next steps to full employment</a> launched in July set out the principles underpinning labour market reforms to achieve full employment. LEPs are a key part of the reform agenda and are based on a simple deal with employers:</p> <ul style="list-style-type: none"> <li>• The Government gets disadvantaged people ready for work; and</li> <li>• Employers with vacancies give them a fair shot at the job.</li> </ul> <p>National targets are:</p> <ul style="list-style-type: none"> <li>• 250,000 Priority Group 1 &amp; 2 customers (see Annex 3) into LEP jobs by December 2010.</li> <li>• 500 employers committed to LEPs by end of February 2008.</li> </ul> <p>As part of this Partnership arrangement, the employer agrees to open up vacancies to those disadvantaged in the labour market defined as those on incapacity benefits, lone parents in receipt of income support and long term unemployed individuals. In turn the Government undertakes to ensure applicants are properly prepared for employment through a range of support including work placements, tailored pre-employment training, advice on recruitment, identification of the right job candidates.</p> <p><b>The LSC has undertaken to procure tailored pre-employment training where the training need arises from a LEP. This is the focus of this tender specification.</b></p> <p><b>In addition to the pre-employment training, and in order to increase the sustainability of LEP employment, the LSC wishes to link the pre-employment training, funded by this Invitation to Tender, to post-employment training funded predominantly by Train to Gain. Together these elements configure the Sustainable Employment Programme. Annex 1 describes the Sustainable <i>Employment Programme (SEP) Journey.</i></b></p> <p><b>LEPs are the primary focus of the Sustainable Employment Programme but the programme may be extended to non LEP employment opportunities.</b></p>	

## **Service requirement**

The SEP must be a bespoke programme of pre and post-employment training which may incorporate or link with some or all components of existing LSC provision such as:

- The Employability Skills Programme
- Skills for Jobs
- ESF funded activity including pre employability and pre Train to Gain.
- Employer responsive provision i.e. Sector employability toolkits, Train to Gain and Apprenticeships.

In these circumstances, successful bidders will be expected to develop a sound knowledge of existing provision and to build a strong working relationship with the providers delivering it, so that they can make the necessary links for their clients.

A critical factor in the SEP is that it is employer led, with active employer involvement in the design of both the pre-employment phase and the subsequent progression into Train to Gain.

Providers will need to respond to the needs of employers at short notice in order to support their pre employment training needs. Providers must also be able to work with JCP and this client group.

The SEP encompasses provision of some or all of the elements identified in Annex 1. However, the LSC via this Tender Specification is specifically seeking to purchase pre-employment training.

Designated by Jobcentre Plus as part of a Local Employment Partnership (LEP) agreement and designed with the involvement of the employer, the pre-employment training will be a flexible training programme which will accommodate current benefit restrictions/rules incumbent upon participants (e.g. the 16 hour rule). The pre-employment phase can include all or elements of the following:

1. An initial assessment of individual needs and confirmation of suitability and eligibility for the SEP.
2. Employability Skills: - e.g. Skills for Life, CV writing, interview training, presentational skills
3. Employer demand-led, sector and job-specific training: - preferably the Sector Employability Toolkit where available (see Annex 2) but still tailored to fit the employer/customer (who may not require all elements of a particular toolkit)
4. Information Advice and Guidance and learner support for successful applicants
5. Ongoing Information Advice and Guidance, signposting, jobsearch advice and support for those unsuccessful in this LEP recruitment.

**The LSC's requirement is that the provider will also either hold a Train to**

**Gain contract:**

- **directly with the LSC,**
- **as a sub contractor, or will**
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**Where the provider does not have access to Train to Gain funding as above, they MUST also complete the Train to Gain ITT launched on 28<sup>th</sup> March 2008 AND be successful with their Train to Gain proposal.**

In summary provision needs to be:

- Responsive – to need and geographically for employers; if an employer in Wigan (for example) is recruiting, the provision should be in the locality of the vacancies and even on employer premises if possible
- Straightforward – processes should not be complex for JCP Advisers who should only need to make 1 contact and 1 referral for a customer
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**Target groups & priority**

Individuals will be referred by JCP and will fit the Priority Groups in Annex 3. These individuals must be aged 18+ and either live in, or be seeking to work for an organisation which is based in, the geographic locations identified in this Tender Specification.

For ESF purposes, unemployment is defined as a period where a person is not in paid employment (subject to certain exceptions). Claiming a benefit allowance from Jobcentre Plus is not needed as evidence of unemployment. However, it is your responsibility to make sure that you accurately record the length of time all the beneficiaries were unemployed before they started on an ESF project.

The following are considered as periods of unemployment. Time spent:

- on Jobseeker's Allowance;
- on Income Support;
- on Incapacity Benefits;
- on Invalid Care Allowance;
- on a New Deal Option or Gateway (except the employment option);
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The following conditions **do not affect** qualifying periods of unemployment for beneficiaries:

- periods of unpaid work;

- casual or temporary work of not more than four weeks;
- part-time work of less than 16 hours a week in total, provided that the skills needed for the work will not lead to greater involvement in the labour market;
- time spent on an earlier ESF project where the current project will develop the previous one. Where you cannot clearly show this, the beneficiaries will need to serve the qualifying period again. Beneficiaries may only continue to work on the current project if you agree; and
- time spent on government-funded programmes under four weeks long such as New Deals or work-based learning where people are **not** considered part of the workforce.

The following **do not count** as periods of unemployment:

- time spent on work-related government programmes such as New Deal
- where people are considered to form part of the workforce;
- days for which Statutory Sick Pay or Statutory Maternity Pay have been claimed;
- time spent in compulsory education; and
- time spent on training or education courses that last longer than four weeks.

Where individuals are in part-time employment or casual or temporary work of not more than 4 weeks, beneficiaries may not be employed in the public sector. This is because ESF is not usually available for training individuals who have permanent jobs in the public sector, as the Commission believes that direct training of public employees should be supported by the Member States.

For ESF purposes, people who are economically inactive are:

- of working age;
- not employed;
- not self-employed; and
- not actively seeking work.

### **Geography / area of delivery**

We want to secure contracts in the five sub-regions covering the LSC areas as follows:

Cumbria  
 Cheshire & Warrington  
 Greater Manchester  
 Lancashire  
 Greater Merseyside.

We would anticipate more than one contract in each sub-region.

This specification is specifically seeking tenders for the LSC Greater Manchester Area.

Providers are however expected to be flexible in order to accommodate LEP employers with multiple sites.

### **Outputs**

The LSC is looking to support activity that will deliver or contribute towards the following outputs. Applicants must specify on the tender form what activity will be delivered against each of these outputs.

Number of Individuals engaged in pre-employment training: 1,937

### **Results**

The LSC is looking to support activity that will deliver or contribute towards the following results. Applicants must specify on the tender form what activity will be delivered against each of these results.

Estimated levels of results are as follows:

Entry to job with Training (50% of Numbers Engaged): 969

Sustained employment at 13 weeks (40% of Numbers Engaged): 774

### **Other outcomes**

Providers will also be required to provide regular management information indicating the volumes of the following:

- Pre-employment programme completions.
- LEP job interview attendance.
- Entry into LEP jobs with training.
- Progression into Train to gain from LEP job.
- Sustained LEP employment (13 weeks).
- Entry to alternative employment with training within 6 weeks of leaving LEP.
- Sustained non-LEP employment (13 weeks).
- Unsuccessful LEP candidate progression into Train to Gain in non-LEP job.
- Adhoc short qualifications.
- Referral/entry to alternative learning provision.
- Referral to IAG.
- Referral of possible LEP employers to JCP.
- Existing workforce recruitment to Train to Gain.

### **Funding available**

**The maximum amount of funding available for this tender specification is: £2,106,599.**

The funding methodology will follow the Skills for Jobs model and payments will be made as follows:

- 50% on engagement of the individual and a start on training.
- 25% if the individual starts work with training.
- 25% if the employment lasts at least 13 weeks.

It is anticipated that as a result of drop out rates the value of funding paid to providers per individual achieving each of the above bullet points will be approximately £1,500.

The following unit costs have been calculated purely for comparison purposes, they do not reflect the actual unit cost that the LSC will pay providers for the delivery of the activity specified in this Tender Specification. Applicants are required to identify, as required in the questionnaire, the average unit cost of their activity based on their proposed actual costs.

- Cost per participant assisted: £1,087
- Cost per participant entering a job with training at 13 weeks: £2,721

#### **Start and end dates**

The delivery period starts 1<sup>st</sup> August 2008 and ends 31<sup>st</sup> July 2010.

Projects must not recruit individuals if there is insufficient time available to allow them to achieve the outcomes of the project. The LSC reserves the right to extend the end date of individual contracts where necessary.

#### **Contracting details**

1. Providers' responses to the tender should indicate the maximum amount of funding expected to be drawn down between 1<sup>st</sup> August 2008 and 31<sup>st</sup> July 2010.
2. Due to the demand-led nature of this provision, the initial contracts may be small in size, but have the potential to be increased subject to demand.
3. The contracts awarded will be employer demand-led responding to need which cannot be determined in advance.
4. Employers' programme needs should ideally be fully met by the provider. Where the provider cannot fully meet employer needs themselves, sub contracting should take place very quickly, with the provider retaining control of, and accountability for, successful delivery of the SEP. Any sub-contractor that is not named in the provider application must be sourced through open and competitive tendering.

5. Because of the wide range of provision that is required, the Learning and Skills Council would welcome tenders from partnerships who between them could deliver the full range of provision.
6. Contracts will be awarded on a sub-regional basis.
7. The award of a contract is subject to the provider holding or having access to Train to Gain delivery through a consortium, partnership or a direct contract.

The Learning and Skills Council intends to contract the activity within this tender specification against a set of deliverables, such as starts, qualifications, job outcomes, companies assisted; as applicable with the activity defined in the Outputs and Results section of this Tender Specification. Each key deliverable will be assigned a unit cost and the LSC will pay against this profile of activity. Successful applicants will be required to submit regular learner and performance related information to the LSC and the LSC will normally reconcile contracts on a quarterly basis, which will affect future profile payments, or seek to recover funds where necessary.

The Learning and Skills Council may also choose to invite projects to be retained on a reserve list to enable them to be funded at a later point.

**1 Key: JCP Led; LSC Led; Provider Led; Employer Led; Joint Provider /Employer Led**

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6	Stage 7	Stage 8	Stage 9
Engagement of employers Day 1	Initial Programme development Day 1	Provider introduction Day 8	Final Programme Development Day 15	Customer suitability & eligibility assessment & referral Day 29	Customer Assessment Day 36	Pre-employment phase Day 36+	Entry to employment Day 50	Employment phase Day 50+
Lead partner: Jobcentre Plus	Lead partner: JCP	Lead Partner: LSC	Lead partners: Employer & SEP provider	Lead Partner: JCP	Lead Partner: SEP Provider	Lead partners: SEP Provider	Lead partners: Employer & SEP Provider	Lead partner: SEP provider
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## **Annex 2 - Sector Employability Toolkit**

### **1.1 Background**

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### Annex 3 – Target Groups

Priority Group	Definition
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\*\*This group consists of Income Support, Carers Allowance and Bereavement Benefit customers who do not have the PWD (People with Disabilities) marker set.

<b>Title: Lancashire - The Sustainable Employment Programme</b>	<b>Reference: NW/ADULT/S22</b>
<p><b>Aim</b></p> <p>Local Employment Partnerships (LEPs) were announced in the March 2007 Budget. LEPs are a new ground breaking way of giving 250,000 of Jobcentre Plus (JCP) overlooked and priority customers the opportunity to acquire the skills needed to get into work and to develop those skills to stay and further progress in work. They are a 'partnership deal' between Jobcentre Plus and employers, supported by DWP, DIUS and the LSC.</p> <p>The Green Paper on welfare reform <a href="#">DWP - Welfare Reform - In work, better off: next steps to full employment</a> launched in July set out the principles underpinning labour market reforms to achieve full employment. LEPs are a key part of the reform agenda and are based on a simple deal with employers:</p> <ul style="list-style-type: none"> <li>• The Government gets disadvantaged people ready for work; and</li> <li>• Employers with vacancies give them a fair shot at the job.</li> </ul> <p>National targets are:</p> <ul style="list-style-type: none"> <li>• 250,000 Priority Group 1 &amp; 2 customers (see Annex 3) into LEP jobs by December 2010.</li> <li>• 500 employers committed to LEPs by end of February 2008.</li> </ul> <p>As part of this Partnership arrangement, the employer agrees to open up vacancies to those disadvantaged in the labour market defined as those on incapacity benefits, lone parents in receipt of income support and long term unemployed individuals. In turn the Government undertakes to ensure applicants are properly prepared for employment through a range of support including work placements, tailored pre-employment training, advice on recruitment, identification of the right job candidates.</p> <p><b>The LSC has undertaken to procure tailored pre-employment training where the training need arises from a LEP. This is the focus of this tender specification.</b></p> <p><b>In addition to the pre-employment training, and in order to increase the sustainability of LEP employment, the LSC wishes to link the pre-employment training, funded by this Invitation to Tender, to post-employment training funded predominantly by Train to Gain. Together these elements configure the Sustainable Employment Programme. Annex 1 describes the Sustainable <i>Employment Programme (SEP) Journey.</i></b></p> <p><b>LEPs are the primary focus of the Sustainable Employment Programme but the programme may be extended to non LEP employment opportunities.</b></p>	

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The following **do not count** as periods of unemployment:

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- days for which Statutory Sick Pay or Statutory Maternity Pay have been claimed;
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 Lancashire  
 Greater Merseyside.

We would anticipate more than one contract in each sub-region.

This specification is specifically seeking tenders for the LSC Lancashire Area.

Providers are however expected to be flexible in order to accommodate LEP employers with multiple sites.

### **Outputs**

The LSC is looking to support activity that will deliver or contribute towards the following outputs. Applicants must specify on the tender form what activity will be delivered against each of these outputs.

Number of Individuals engaged in pre-employment training: 765

### **Results**

The LSC is looking to support activity that will deliver or contribute towards the following results. Applicants must specify on the tender form what activity will be delivered against each of these results.

Estimated levels of results are as follows:

Entry to job with Training (50% of Numbers Engaged):381

Sustained employment at 13 weeks (40% of Numbers Engaged): 305

### **Other outcomes**

Providers will also be required to provide regular management information indicating the volumes of the following:

- Pre-employment programme completions.
- LEP job interview attendance.
- Entry into LEP jobs with training.
- Progression into Train to gain from LEP job.
- Sustained LEP employment (13 weeks).
- Entry to alternative employment with training within 6 weeks of leaving LEP.
- Sustained non-LEP employment (13 weeks).
- Unsuccessful LEP candidate progression into Train to Gain in non-LEP job.
- Adhoc short qualifications.
- Referral/entry to alternative learning provision.
- Referral to IAG.
- Referral of possible LEP employers to JCP.
- Existing workforce recruitment to Train to Gain.

### **Funding available**

**The maximum amount of funding available for this tender specification is: £832,008.**

The funding methodology will follow the Skills for Jobs model and payments will be made as follows:

- 50% on engagement of the individual and a start on training.
- 25% if the individual starts work with training.
- 25% if the employment lasts at least 13 weeks.

It is anticipated that as a result of drop out rates the value of funding paid to providers per individual achieving each of the above bullet points will be approximately £1,500.

The following unit costs have been calculated purely for comparison purposes, they do not reflect the actual unit cost that the LSC will pay providers for the delivery of the activity specified in this Tender Specification. Applicants are required to identify, as required in the questionnaire, the average unit cost of their activity based on their proposed actual costs.

- Cost per participant assisted: £1,087
- Cost per participant entering a job with training at 13 weeks: £2,727

#### **Start and end dates**

The delivery period starts 1<sup>st</sup> August 2008 and ends 31<sup>st</sup> July 2010.

Projects must not recruit individuals if there is insufficient time available to allow them to achieve the outcomes of the project. The LSC reserves the right to extend the end date of individual contracts where necessary.

#### **Contracting details**

1. Providers' responses to the tender should indicate the maximum amount of funding expected to be drawn down between 1<sup>st</sup> August 2008 and 31<sup>st</sup> July 2010.
2. Due to the demand-led nature of this provision, the initial contracts may be small in size, but have the potential to be increased subject to demand.
3. The contracts awarded will be employer demand-led responding to need which cannot be determined in advance.
4. Employers' programme needs should ideally be fully met by the provider. Where the provider cannot fully meet employer needs themselves, sub contracting should take place very quickly, with the provider retaining control of, and accountability for, successful delivery of the SEP. Any sub-contractor that is not named in the provider application must be sourced through open and competitive tendering.
5. Because of the wide range of provision that is required, the Learning and Skills Council would welcome tenders from partnerships who between them could deliver the full range of provision.

6. Contracts will be awarded on a sub-regional basis.
7. The award of a contract is subject to the provider holding or having access to Train to Gain delivery through a consortium, partnership or a direct contract.

The Learning and Skills Council intends to contract the activity within this tender specification against a set of deliverables, such as starts, qualifications, job outcomes, companies assisted; as applicable with the activity defined in the Outputs and Results section of this Tender Specification. Each key deliverable will be assigned a unit cost and the LSC will pay against this profile of activity. Successful applicants will be required to submit regular learner and performance related information to the LSC and the LSC will normally reconcile contracts on a quarterly basis, which will affect future profile payments, or seek to recover funds where necessary.

The Learning and Skills Council may also choose to invite projects to be retained on a reserve list to enable them to be funded at a later point.

**2 Key: JCP Led; LSC Led; Provider Led; Employer Led; Joint Provider /Employer Led**

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6	Stage 7	Stage 8	Stage 9
Engagement of employers Day 1	Initial Programme development Day 1	Provider introduction Day 8	Final Programme Development Day 15	Customer suitability & eligibility assessment & referral Day 29	Customer Assessment Day 36	Pre-employment phase Day 36+	Entry to employment Day 50	Employment phase Day 50+
Lead partner: Jobcentre Plus	Lead partner: JCP	Lead Partner: LSC	Lead partners: Employer & SEP provider	Lead Partner: JCP	Lead Partner: SEP Provider	Lead partners: SEP Provider	Lead partners: Employer & SEP Provider	Lead partner: SEP provider
LEP agreement with employers - opting for the Pre Employment LEP option	Initial programme discussion with employer to establish base information including: - 1. Volumes 2. Timescales 3. Sector(s) 4. Location 5. Contact details 6. Commit to Workforce Development 7. Any existing provider involved?  JCP refer to LSC for Pre Employment provision	LSC selects appropriate provider from call off contract list  Employer briefed re Training Provider/provider introduction	Programme development discussion between employer & SEP provider to include (where possible)  Course content including: - <ul style="list-style-type: none"> <li>the Sector Employability Toolkit</li> <li>Employability Skills</li> <li>Provider screening of applicants</li> <li>Progression planning and ongoing support</li> <li>Train to Gain</li> </ul> Briefing on programme & referral criteria/mechanism	Identification of eligible referrals; eligibility assessment & suitability assessment; referral to provider  In work benefits calculations	Confirmation of Assessment of suitability/capability  Signposting to more appropriate provision for unsuitable applicants (IAG, ESP etc)  Completion of LEP training Plan	Delivery of Pre Employment programme  Feedback to Employer & JCP ongoing	Offers of employment & rejections  Aftercare support (signposting jobsearch, IAG) for those not employed  Other non LEP job outcomes  Feedback to JCP/LSC	Employee Induction  Buddying/mentoring  Ongoing training progression & support for individuals & the employer  Sustained employment of 13 weeks  Referral/Start to Train to Gain  Train to Gain outcomes  Non LEP employee Train to Gain sign ups & outcomes  Review & Feedback to LSC/JCP

## **Annex 2 - Sector Employability Toolkit**

### **1.1 Background**

The Skills Alliance Delivery Group – Employability involving LSC, Jobcentre Plus and SSDA has designed an employability toolkit which skills partners will be able to offer to employers to provide an integrated recruitment and training package which will support workless individuals from inactivity to work through vocationally related training.

The toolkit is flexible to accommodate a range of both recruitment requirements and Jobcentre Plus customers' circumstances. It has 6 key features:

- Employer engagement
- Recruitment sector gateway
- Short employment related course
- Work trials
- Job interview guarantee as a minimum for those completing the whole routeway.
- Post employment support and training for those hired with an emphasis on progression to Train to Gain and apprenticeships

Sector skills councils have been commissioned by SSDA to develop sector employability toolkits – setting out key aspects of preparation for a job in specific occupations.

### **1.2 Implementation**

The toolkit will be piloted as part of “the offer” to a local employment partnership in the retail sector. As products to support the model become available from sector skills councils the following sectors will be covered:

Asset Skills  
Go Skills  
Construction Skills  
People 1<sup>st</sup>  
Skillsfast UK  
SkillsActive  
Skills for Health  
Skillsmart Retail  
Skills for Security

Employer engagement and customer demand for the toolkit will be managed through joint local delivery planning by LSC and JCP and the existing relationships between LSC Area Partnership Teams and District External Relations teams.

In the absence of a national funding stream for the period of training this will be supported in a variety of ways including neighbourhood renewal funds, city strategy consortia, New Deal and skills for jobs.

The sector employability toolkits are likely to be a significant part of the Local Employment Partnership pre-employment training.

### Annex 3 – Target Groups

Priority Group	Definition
<p><b>PG1</b></p>	<p>Jobless Lone Parents</p> <p>Customers participating in New Deal for Disabled People or in receipt of an inactive benefit* due to a health condition or disability</p> <p>Other inactive benefit customers**</p>
<p><b>PG2</b></p>	<p>Customers on JSA New Deals (ND 50 plus, ND 25 plus and ND for Young People)</p> <p>New Deal for Partners and partner WFIs</p> <p>Employment Zones (for ND 25 plus and ND for Young People returner customers)</p> <p>Unemployed customers with Disabilities not included in PCG 1</p> <p>Customers claiming JSA for 6 months and over</p> <p>Disadvantaged customers (Ex-offenders, refugees, drug misusers, alcohol misusers, homeless people)</p> <p>Customers in receipt of Pension Credit</p>
<p><b>PG3</b></p>	<p>Customers claiming JSA for under 6 months</p>
<p><b>PG4</b></p>	<p>Unemployed customers not claiming benefits</p>
<p><b>Disadvantaged Group Ward</b></p>	<p>Local authority wards that have over 3 times the national proportion of residents from an ethnic minority background, and 1.5 times the national unemployment rate.</p>
<p><b>Disadvantaged Area Ward</b></p>	<p>Local authority wards that have a benefit claim rate of 25% or above and wards in the 10 Local Authority Districts with the lowest employment rates which have benefit claim rates between 20% and 25%</p>

\*This group consists of all customers who are in receipt of Incapacity Benefit and Severe Disability Allowance, plus customers in receipt of Income Support, Carers

Allowance and Bereavement Benefit who have the Person With Disability (PWD) marker set.

\*\*This group consists of Income Support, Carers Allowance and Bereavement Benefit customers who do not have the PWD (People with Disabilities) marker set.

<b>Title: Greater Merseyside (Merseyside Phasing-In Area and Halton) - The Sustainable Employment Programme</b>	<b>Reference: NW/ADULT/S23</b>
<p><b>Aim</b></p> <p>Local Employment Partnerships (LEPs) were announced in the March 2007 Budget. LEPs are a new ground breaking way of giving 250,000 of Jobcentre Plus (JCP) overlooked and priority customers the opportunity to acquire the skills needed to get into work and to develop those skills to stay and further progress in work. They are a 'partnership deal' between Jobcentre Plus and employers, supported by DWP, DIUS and the LSC.</p> <p>The Green Paper on welfare reform <a href="#">DWP - Welfare Reform - In work, better off: next steps to full employment</a> launched in July set out the principles underpinning labour market reforms to achieve full employment. LEPs are a key part of the reform agenda and are based on a simple deal with employers:</p> <ul style="list-style-type: none"> <li>• The Government gets disadvantaged people ready for work; and</li> <li>• Employers with vacancies give them a fair shot at the job.</li> </ul> <p>National targets are:</p> <ul style="list-style-type: none"> <li>• 250,000 Priority Group 1 &amp; 2 customers (see Annex 3) into LEP jobs by December 2010.</li> <li>• 500 employers committed to LEPs by end of February 2008.</li> </ul> <p>As part of this Partnership arrangement, the employer agrees to open up vacancies to those disadvantaged in the labour market defined as those on incapacity benefits, lone parents in receipt of income support and long term unemployed individuals. In turn the Government undertakes to ensure applicants are properly prepared for employment through a range of support including work placements, tailored pre-employment training, advice on recruitment, identification of the right job candidates.</p> <p><b>The LSC has undertaken to procure tailored pre-employment training where the training need arises from a LEP. This is the focus of this tender specification.</b></p> <p><b>In addition to the pre-employment training, and in order to increase the sustainability of LEP employment, the LSC wishes to link the pre-employment training, funded by this Invitation to Tender, to post-employment training funded predominantly by Train to Gain. Together these elements configure the Sustainable Employment Programme. Annex 1 describes the Sustainable <i>Employment Programme (SEP) Journey.</i></b></p> <p><b>LEPs are the primary focus of the Sustainable Employment Programme but the programme may be extended to non LEP employment</b></p>	

## **opportunities.**

### **Service requirement**

The SEP must be a bespoke programme of pre and post-employment training which may incorporate or link with some or all components of existing LSC provision such as:

- The Employability Skills Programme
- Skills for Jobs
- ESF funded activity including pre employability and pre Train to Gain.
- Employer responsive provision i.e. Sector employability toolkits, Train to Gain and Apprenticeships.

In these circumstances, successful bidders will be expected to develop a sound knowledge of existing provision and to build a strong working relationship with the providers delivering it, so that they can make the necessary links for their clients.

A critical factor in the SEP is that it is employer led, with active employer involvement in the design of both the pre-employment phase and the subsequent progression into Train to Gain.

Providers will need to respond to the needs of employers at short notice in order to support their pre employment training needs. Providers must also be able to work with JCP and this client group.

The SEP encompasses provision of some or all of the elements identified in Annex 1. However, the LSC via this Tender Specification is specifically seeking to purchase pre-employment training.

Designated by Jobcentre Plus as part of a Local Employment Partnership (LEP) agreement and designed with the involvement of the employer, the pre-employment training will be a flexible training programme which will accommodate current benefit restrictions/rules incumbent upon participants (e.g. the 16 hour rule). The pre-employment phase can include all or elements of the following:

1. An initial assessment of individual needs and confirmation of suitability and eligibility for the SEP.
2. Employability Skills: - e.g. Skills for Life, CV writing, interview training, presentational skills
3. Employer demand-led, sector and job-specific training: - preferably the Sector Employability Toolkit where available (see Annex 2) but still tailored to fit the employer/customer (who may not require all elements of a particular toolkit)
4. Information Advice and Guidance and learner support for successful applicants
5. Ongoing Information Advice and Guidance, signposting, jobsearch advice and support for those unsuccessful in this LEP recruitment.

The LSC's requirement is that the provider will also either hold a Train to Gain contract:

- directly with the LSC,
- as a sub contractor, or will
- operate in partnership with a provider holding a Train to Gain contract

Where the provider does not have access to Train to Gain funding as above, they **MUST** also complete the Train to Gain ITT launched on 28<sup>th</sup> March 2008 **AND** be successful with their Train to Gain proposal.

In summary provision needs to be:

- Responsive – to need and geographically for employers; if an employer in Wigan (for example) is recruiting, the provision should be in the locality of the vacancies and even on employer premises if possible
- Straightforward – processes should not be complex for JCP Advisers who should only need to make 1 contact and 1 referral for a customer
- Successful – high job outcomes should be expected
- Average cost based so that providers can deliver the high-end specification training for those that need it and balance these out with the lower-than-average costs of the majority

### Target groups & priority

Individuals will be referred by JCP and will fit the Priority Groups in Annex 3. These individuals must be aged 18+ and either live in, or be seeking to work for an organisation which is based in, the geographic locations identified in this Tender Specification.

For ESF purposes, unemployment is defined as a period where a person is not in paid employment (subject to certain exceptions). Claiming a benefit allowance from Jobcentre Plus is not needed as evidence of unemployment. However, it is your responsibility to make sure that you accurately record the length of time all the beneficiaries were unemployed before they started on an ESF project.

The following are considered as periods of unemployment. Time spent:

- on Jobseeker's Allowance;
- on Income Support;
- on Incapacity Benefits;
- on Invalid Care Allowance;
- on a New Deal Option or Gateway (except the employment option);
- in custody.

The following conditions **do not affect** qualifying periods of unemployment for beneficiaries:

- periods of unpaid work;
- casual or temporary work of not more than four weeks;
- part-time work of less than 16 hours a week in total, provided that the skills needed for the work will not lead to greater involvement in the labour market;
- time spent on an earlier ESF project where the current project will develop the previous one. Where you cannot clearly show this, the beneficiaries will need to serve the qualifying period again. Beneficiaries may only continue to work on the current project if you agree; and
- time spent on government-funded programmes under four weeks long such as New Deals or work-based learning where people are **not** considered part of the workforce.

The following **do not count** as periods of unemployment:

- time spent on work-related government programmes such as New Deal
- where people are considered to form part of the workforce;
- days for which Statutory Sick Pay or Statutory Maternity Pay have been claimed;
- time spent in compulsory education; and
- time spent on training or education courses that last longer than four weeks.

Where individuals are in part-time employment or casual or temporary work of not more than 4 weeks, beneficiaries may not be employed in the public sector. This is because ESF is not usually available for training individuals who have permanent jobs in the public sector, as the Commission believes that direct training of public employees should be supported by the Member States.

For ESF purposes, people who are economically inactive are:

- of working age;
- not employed;
- not self-employed; and
- not actively seeking work.

### **Geography / area of delivery**

We want to secure contracts in the five sub-regions covering the LSC areas as follows:

Cumbria  
 Cheshire & Warrington  
 Greater Manchester  
 Lancashire  
 Greater Merseyside.

We would anticipate more than one contract in each sub-region.

This specification is specifically seeking tenders for the LSC Greater Merseyside Area (Merseyside Phasing-In Area and Halton).

Providers are however expected to be flexible in order to accommodate LEP employers with multiple sites.

### **Outputs**

The LSC is looking to support activity that will deliver or contribute towards the following outputs. Applicants must specify on the tender form what activity will be delivered against each of these outputs.

Number of Individuals engaged in pre-employment training (Merseyside Phasing-In Area): 1,200

Number of Individuals engaged in pre-employment training (Halton): 69

### **Results**

The LSC is looking to support activity that will deliver or contribute towards the following results. Applicants must specify on the tender form what activity will be delivered against each of these results.

Estimated levels of results are as follows:

Entry to job with Training (50% of Numbers Engaged) (Merseyside Phasing-In Area): 600

Entry to job with Training (50% of Numbers Engaged) (Halton): 34

Sustained employment at 13 weeks (40% of Numbers Engaged) (Merseyside Phasing-In Area): 480

Sustained employment at 13 weeks (40% of Numbers Engaged) (Halton): 27

### **Other outcomes**

Providers will also be required to provide regular management information indicating the volumes of the following:

- Pre-employment programme completions.
- LEP job interview attendance.
- Entry into LEP jobs with training.
- Progression into Train to gain from LEP job.
- Sustained LEP employment (13 weeks).
- Entry to alternative employment with training within 6 weeks of leaving LEP.

- Sustained non-LEP employment (13 weeks).
- Unsuccessful LEP candidate progression into Train to Gain in non-LEP job.
- Adhoc short qualifications.
- Referral/entry to alternative learning provision.
- Referral to IAG.
- Referral of possible LEP employers to JCP.
- Existing workforce recruitment to Train to Gain.

### **Funding available**

**The maximum amount of funding available for this tender specification is: £2,274,939.** Of which £2,200,000 is ring fenced for the Merseyside Phasing-In Area and £74,939 is ring fenced for Halton.

The funding methodology will follow the Skills for Jobs model and payments will be made as follows:

- 50% on engagement of the individual and a start on training.
- 25% if the individual starts work with training.
- 25% if the employment lasts at least 13 weeks.

It is anticipated that as a result of drop out rates the value of funding paid to providers per individual achieving each of the above bullet points will be approximately £1,500.

It is anticipated that the level of outputs and results specified in this Tender Specification would be the minimum levels that would be delivered within this contract. We would expect applications to demonstrate good value for money comparable to the client group targeted.”

The following unit costs have been calculated purely for comparison purposes, they do not reflect the actual unit cost that the LSC will pay providers for the delivery of the activity specified in this Tender Specification. Applicants are required to identify, as required in the questionnaire, the average unit cost of their activity based on their proposed actual costs.

- Cost per participant assisted: £1,769
- Cost per participant entering a job with training at 13 weeks: £4,487

### **Start and end dates**

The delivery period starts 1<sup>st</sup> August 2008 and ends 31<sup>st</sup> July 2010.

Projects must not recruit individuals if there is insufficient time available to allow them to achieve the outcomes of the project. The LSC reserves the right to extend the end date of individual contracts where necessary.

### **Contracting details**

1. Providers' responses to the tender should indicate the maximum amount of funding expected to be drawn down between 1<sup>st</sup> August 2008 and 31<sup>st</sup> July 2010.
2. Due to the demand-led nature of this provision, the initial contracts may be small in size, but have the potential to be increased subject to demand.
3. The contracts awarded will be employer demand-led responding to need which cannot be determined in advance.
4. Employers' programme needs should ideally be fully met by the provider. Where the provider cannot fully meet employer needs themselves, sub contracting should take place very quickly, with the provider retaining control of, and accountability for, successful delivery of the SEP. Any sub-contractor that is not named in the provider application must be sourced through open and competitive tendering.
5. Because of the wide range of provision that is required, the Learning and Skills Council would welcome tenders from partnerships who between them could deliver the full range of provision.
6. Contracts will be awarded on a sub-regional basis.
7. The award of a contract is subject to the provider holding or having access to Train to Gain delivery through a consortium, partnership or a direct contract.

The Learning and Skills Council intends to contract the activity within this tender specification against a set of deliverables, such as starts, qualifications, job outcomes, companies assisted; as applicable with the activity defined in the Outputs and Results section of this Tender Specification. Each key deliverable will be assigned a unit cost and the LSC will pay against this profile of activity. Successful applicants will be required to submit regular learner and performance related information to the LSC and the LSC will normally reconcile contracts on a quarterly basis, which will affect future profile payments, or seek to recover funds where necessary.

The Learning and Skills Council may also choose to invite projects to be retained on a reserve list to enable them to be funded at a later point.

**3 Key: JCP Led; LSC Led; Provider Led; Employer Led; Joint Provider /Employer Led**

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Lead partner: Jobcentre Plus	Lead partner: JCP	Lead Partner: LSC	Lead partners: Employer & SEP provider	Lead Partner: JCP	Lead Partner: SEP Provider	Lead partners: SEP Provider	Lead partners: Employer & SEP Provider	Lead partner: SEP provider
LEP agreement with employers - opting for the Pre Employment LEP option	Initial programme discussion with employer to establish base information including: - 1. Volumes 2. Timescales 3. Sector(s) 4. Location 5. Contact details 6. Commit to Workforce Development 7. Any existing provider involved?  JCP refer to LSC for Pre Employment provision	LSC selects appropriate provider from call off contract list  Employer briefed re Training Provider/provider introduction	Programme development discussion between employer & SEP provider to include (where possible)  Course content including: - <ul style="list-style-type: none"> <li>the Sector Employability Toolkit</li> <li>Employability Skills</li> <li>Provider screening of applicants</li> <li>Progression planning and ongoing support</li> <li>Train to Gain</li> </ul> Briefing on programme & referral criteria/mechanism	Identification of eligible referrals; eligibility assessment & suitability assessment; referral to provider  In work benefits calculations	Confirmation of Assessment of suitability/capability  Signposting to more appropriate provision for unsuitable applicants (IAG, ESP etc)  Completion of LEP training Plan	Delivery of Pre Employment programme  Feedback to Employer & JCP ongoing	Offers of employment & rejections  Aftercare support (signposting jobsearch, IAG) for those not employed  Other non LEP job outcomes  Feedback to JCP/LSC	Employee Induction  Buddying/mentoring  Ongoing training progression & support for individuals & the employer  Sustained employment of 13 weeks  Referral/Start to Train to Gain  Train to Gain outcomes  Non LEP employee Train to Gain sign ups & outcomes  Review & Feedback to LSC/JCP

## **Annex 2 - Sector Employability Toolkit**

### **1.1 Background**

The Skills Alliance Delivery Group – Employability involving LSC, Jobcentre Plus and SSDA has designed an employability toolkit which skills partners will be able to offer to employers to provide an integrated recruitment and training package which will support workless individuals from inactivity to work through vocationally related training.

The toolkit is flexible to accommodate a range of both recruitment requirements and Jobcentre Plus customers' circumstances. It has 6 key features:

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- Post employment support and training for those hired with an emphasis on progression to Train to Gain and apprenticeships

Sector skills councils have been commissioned by SSDA to develop sector employability toolkits – setting out key aspects of preparation for a job in specific occupations.

### **1.2 Implementation**

The toolkit will be piloted as part of “the offer” to a local employment partnership in the retail sector. As products to support the model become available from sector skills councils the following sectors will be covered:

Asset Skills  
Go Skills  
Construction Skills  
People 1<sup>st</sup>  
Skillsfast UK  
SkillsActive  
Skills for Health  
Skillsmart Retail  
Skills for Security

Employer engagement and customer demand for the toolkit will be managed through joint local delivery planning by LSC and JCP and the existing relationships between LSC Area Partnership Teams and District External Relations teams.

In the absence of a national funding stream for the period of training this will be supported in a variety of ways including neighbourhood renewal funds, city strategy consortia, New Deal and skills for jobs.

The sector employability toolkits are likely to be a significant part of the Local Employment Partnership pre-employment training.

**Annex 3 – Target Groups**

Priority Group	Definition
<p><b>PG1</b></p>	<p>Jobless Lone Parents</p> <p>Customers participating in New Deal for Disabled People or in receipt of an inactive benefit* due to a health condition or disability</p> <p>Other inactive benefit customers**</p>
<p><b>PG2</b></p>	<p>Customers on JSA New Deals (ND 50 plus, ND 25 plus and ND for Young People)</p> <p>New Deal for Partners and partner WFIs</p> <p>Employment Zones (for ND 25 plus and ND for Young People returner customers)</p> <p>Unemployed customers with Disabilities not included in PCG 1</p> <p>Customers claiming JSA for 6 months and over</p> <p>Disadvantaged customers (Ex-offenders, refugees, drug misusers, alcohol misusers, homeless people)</p> <p>Customers in receipt of Pension Credit</p>
<p><b>PG3</b></p>	<p>Customers claiming JSA for under 6 months</p>
<p><b>PG4</b></p>	<p>Unemployed customers not claiming benefits</p>
<p><b>Disadvantaged Group Ward</b></p>	<p>Local authority wards that have over 3 times the national proportion of residents from an ethnic minority background, and 1.5 times the national unemployment rate.</p>
<p><b>Disadvantaged Area Ward</b></p>	<p>Local authority wards that have a benefit claim rate of 25% or above and wards in the 10 Local Authority Districts with the lowest employment rates which have benefit claim rates between 20% and 25%</p>

**Published for information purposes only. Speculative Proposals will not be accepted.**

\*This group consists of all customers who are in receipt of Incapacity Benefit and Severe Disability Allowance, plus customers in receipt of Income Support, Carers Allowance and Bereavement Benefit who have the Person With Disability (PWD) marker set.

\*\*This group consists of Income Support, Carers Allowance and Bereavement Benefit customers who do not have the PWD (People with Disabilities) marker set.

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