



**European Union**  
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Investing in jobs and skills

**LEARNING AND SKILLS COUNCIL  
NORTHWEST**

**ESF CO-FINANCE**

**OPEN EMPLOYER TENDER  
SPECIFICATIONS**

**JUNE 2009**



Leading learning and skills

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For Information Only

<b>Title:</b> North West including the Merseyside Phasing-In Area - <b>Apprenticeships Train the Trainer</b>	<b>Reference:</b> NW/EMPLOYER/S39
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**Aim**

To build additional assessor and verifier capacity in the region to support the expansion of Apprenticeships and to develop further in-house training capabilities of employers as part of workforce development.

**Service requirement**

The Government has successfully revived apprenticeships and to deliver this stretching ambition for expansion it needs to increase the number of employers offering Apprenticeship opportunities. This is currently hindered by the limited access to the 187 frameworks presently available. The Learning and Skills Council in supporting the work of the National Apprenticeship Service is seeking to appoint one or more organisations or a consortium of organisations to develop and deliver an innovative approach to the improve availability and access to all Apprenticeship frameworks. The aim of the project is to build assessor and verifier capacity to support the delivery of the Apprenticeship programme. 70% of current Apprentices are engaged across 10 sectors demonstrating there is a huge void in providers offering the other 177 frameworks.

The applicant will need to outline how they can increase the numbers of qualified assessors in the less sought after frameworks. Table 1 below outlines those framework areas which are **excluded** and are not fundable through this tender; all other framework areas not listed on this table are fundable through this tender.

**Table 1 - Top 10 Frameworks – not fundable through this tender**

Construction
Business Administration
Customer Service
Hairdressing
Hospitality and Catering
Retail
Children's Care Learning and Development
Engineering
Vehicle Maintenance and Repair
Health and Social Care

The requirement is for the delivery of industry relevant trainer development qualifications and Assessor and Verifier qualifications.

Although this tender is aimed at employees (and volunteers and self-employed people), providers may recruit participants who are recently unemployed and who wish to acquire these qualifications in order to gain employment in sectors where there are skills shortages.

Table 2 provides examples of qualifications that the LSC considers applicable for this

programme. **In addition, industry relevant programmes will be considered where employer demand is evidenced.** However, the LSC will not support the delivery of statutory qualifications.

Table 2

<b>New Unit Reference</b>	<b>Old Unit Reference</b>	<b>Unit Title</b>
A1	D32 and D33	Assess candidates using a range of methods
A2	D32	Assess candidates performance through observation
V1	D34	Internal verification
V2	D35	External verification

Applicants are required to demonstrate their commitment to the Apprenticeship programme; therefore your response should clearly outline how Apprentices or trainees will be engaged in the delivery of the contract. This information will be utilised in the evaluation of your submission.

### **Flexibility in delivery**

Providers are expected to deliver the qualifications in the workplace and to be flexible in meeting learners' and employers' needs. Applicants should explain how they will ensure that delivery is flexible.

### **Marketing the programme**

Applicants must outline how they will engage individuals on the programme, for example by liaising with the skills brokerage service and with other partners and by marketing if appropriate.

### **Selection of learners**

Tenders must outline how they will ensure potential learners as part of initial assessment are ready to become assessors and are:

- competent and experienced in the occupational area they want to assess;
- good at motivating and encouraging people;
- interested in helping people develop;
- able to relate to staff at all levels;
- skilled at writing reports and keeping accurate written records.

**Learners must have access to at least two NVQ candidates to assess or employees to train. The tender must outline how this will be achieved.**

### **Information, Advice and Guidance**

Effective Information, Advice and Guidance are an important aspect of this programme. Successful providers will either hold the Matrix standard\* or will provide an equivalent level of support, for example by sub-contracting this aspect of delivery to partners who are Matrix-accredited. Applicants must state whether they hold the Matrix standard for IAG or are working towards it.

\* the Matrix standard is the unique quality framework for the effective delivery of

information, advice and/or guidance on learning and work. Further information may be obtained from [www.matrixStandard.com](http://www.matrixStandard.com)

### **Quality**

Applicants must demonstrate in their tenders how they will provide training to the required quality, as detailed below.

- Providers will need to demonstrate they have a track record of delivering high quality provision to employers and employees. Evidence of inspection grades of 3 or above or external quality assurance such as Training Quality Standard accreditation or application made to become accredited, awarding bodies' external verification reports, ISO9000 accreditation and Investor in People status will serve to support providers' applications.
- Providers should note that the direction of travel for the LSC is that the preferred external accredited standard is the Training Quality Standard.
- Providers will need to show appropriate completion rates for each sector in which they wish to deliver. Previous and planned completion rates will be an important aspect in the assessment of bids.

### **Further information**

Applicants should refer to the suite of provider guidance documents at <http://www.lsc.gov.uk/providers/funding-policy/traintogain/> for further information about the delivery of provision in the workplace, SfL support and Information, Advice and Guidance.

Information about the Training Quality Standard may be obtained from <http://www.newstandard.co.uk>.

### **Employer Unique Reference Number (URN)**

Successful providers will be required to access the Employer Data Service (EDS) database to obtain the employer's URN which must be entered on each learner's Individual Learner Record (ILR). Providers must also ensure that they have appropriate management information systems in place to collect and submit data to the Learning and Skills Council on a monthly basis.

### **Target groups & priority**

Employees aged 19 years or older in any sector (including the public and third sector). Volunteers are also eligible as part of the organisation's workforce, as are self-employed people. ESF regulations for Priority 2 stipulate that volunteers may only be supported where they are recruited onto the programme through targeting a wider employed workforce.

Also eligible are participants who are recently unemployed and who wish to acquire these qualifications in order to gain employment in sectors where there are skills shortages.

Participants must be resident in or work in an organisation which is based in the geographic locations identified for this Tender Specification and must not already hold the qualifications described in the Service Requirement. (Note: assessors and verifiers already holding the former D units do not need to re-qualify).

<b>Geography / area of delivery</b>
The provision should be available across the whole of the Northwest including the Merseyside Phasing-In Area (Knowsley, Liverpool, Sefton, St Helens and Wirral).
<b>Outputs</b>
The minimum outputs which are required are detailed below: <ul style="list-style-type: none"><li>• 235 Learners engaged, of which 58 must be from the Merseyside Phasing-In Area</li></ul>
<b>Results</b>
The minimum results which are required are detailed below: <ul style="list-style-type: none"><li>• 141 learners achieving A or V qualifications (or industry relevant programmes), of which 35 must be from the Merseyside Phasing-In Area</li></ul>
<b>Other outcomes</b>
A Performance and Evaluation report to be submitted to the LSC every six months during the contract period and a final evaluation report at the end of the contract.
<b>Funding available</b>
The overall funding available for this Tender Specification is £480,050 This funding is split as follows: <ul style="list-style-type: none"><li>• Northwest (including Halton) - £362,100</li><li>• Merseyside Phasing-In Area - £117,950</li></ul>
The funding allocated for the Merseyside Phasing-In Area is exclusively available for that area. The funding allocated to the North West area is indicatively allocated as follows to: <ul style="list-style-type: none"><li>• Cheshire and Warrington – 17.62%</li><li>• Cumbria – 9.68%</li><li>• Greater Manchester – 40.48%</li><li>• Halton – 1.23%</li><li>• Lancashire – 30.99%</li></ul>
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. <ul style="list-style-type: none"><li>• Average unit cost of participant - £2,043</li><li>• Average unit cost of qualifications achieved - £3,405</li></ul>
Contracts that are awarded under this Tender Specification will have to follow State Aid regulations. State Aid is defined as any aid to a commercial under taking through 'state resources' that distorts or threatens to distort competition within the European Union. In practice this means that any co-financed (ESF) funding support given to enterprises that could be construed as giving them a competitive advantage over other enterprises in the European Union will fall under European rules regarding State Aid.
It is important to note that State Aid can apply to public and private sector organisations

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and also charities if they are producing or selling products or services that can compete in a commercial environment (whether for profit or not).

Guidance will be provided on State Aid to the successful applicant(s), however it is important to note the following limits to ESF for SME and Large Enterprises that are benefiting from State Aid (training resulting from this Tender Specification) under the State Aid General Block Exemption. Above these limits cash or where agreed with the LSC, in-kind contributions must be sought from the employer.

It should also be noted that the LSC expects that **ALL** training delivered under this Tender Specification to be 'General' as defined below.

<b>Large Enterprises</b>	<b>Specific Training</b>	<b>General Training</b>
Intervention Rate	25%	60%

<b>Small and Medium-sized Enterprises</b>	<b>Specific Training</b>	<b>General Training</b>
Intervention Rate (rates are for information and relate to minimum state aid requirements, this programme requires an intervention rate of 60% for SMEs)	35%	70%

**Definition of General training is:** If the training of employees is applicable not only to an employees' present or future position in the enterprise being assisted because the provision of qualifications provides transferable skills that substantially improve the employability of the employee concerned. Where training leads to the award of National Vocational qualifications and Key Skills Qualifications training will be considered to be general in nature

**Definition of Specific training is:** Where training provided is principally applicable to the employee's present or future position in the assisted enterprise and provides qualifications that are not transferable, the maximum aid intensities for specific training will apply.

Each month providers will be expected to submit a monitoring claim and performance claim to the Learning and Skills Council.

Where Deminimis limits have been exceeded, providers are required to ensure that each beneficiary company must contribute to the total cost of support provided. Therefore this allocation is conditional on the beneficiary company providing the correct contribution to the cost of training they have received. The company contribution can either be financial or in-kind (unless the LSC instructs that financial or in kind is specifically required). The employer contribution may change in future years. All evidence of employer contributions must be readily available for audit purposes.

It should be noted that the LSC will be applying for the General Block Exemption to be applied to LSC ESF funded activity for the 07/13 ESF programme, but until this application is approved, Deminimis is the only valid exemption.

### Start and end dates

The project should commence on 1 December 2009 and be completed by 31 July 2011. 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

Contracts may be awarded on a sub-regional basis, across multiple sub-regions or across the whole of the North West. Where providers seek to deliver activity in both the Merseyside Phasing-In Area and other areas of the North West it may be necessary for the LSC to enter into 2 separate contracts for this activity. Providers seeking to deliver in the Merseyside Phasing-In Area should actively consider delivering provision in the Halton area.

The table below is provided as an example of how a contract award for the full allocation of funding and associated deliverables would look. **Providers should use these deliverables when profiling their delivery in Part B of the Application Form.** These deliverables will be used to identify the contribution providers are making to the delivery of the outputs and results required for this Tender Specification. As indicated in the table 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.

Deliverable ID	Deliverable Name	Unit Cost	Volume	Payment
S2	Participant Assessment, Planning and Support	£100	235	£23,500
S8	Participants undertaking qualification at Level 3 or Notional Level 3 (A or V Qualifications)	£450	235	£105,750
S21	Beneficiary retention payment (learners will claim 2 retention payments and the overall volumes for these are calculated using a straight line drop off rate)	£650	377	£245,050
A10	Full achievement of a Qualification at Level 3 or notional Level 3 (A or V Qualifications)	£750	141	£105,750
M11	Project Evaluation including Case Studies (evaluations to be submitted February and August and Case Studies May and November) + Final Evaluation at Project End	£0	0	£0
<b>Total</b>				<b>£480,050</b>

Providers' responses to the tender should indicate the maximum amount of funding expected to be drawn down between 1 December 2009 and 31 July 2011. Initial contracts may be small in size, but will have the potential to be increased subject to performance

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and budget availability. Contract increases will be both financial and for a proportionate level of volumes. Providers are asked to identify any issues regarding the scaling back of provision.

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.

Due to the changing economic and political landscape it may be necessary for the LSC to amend contracts during their lifetime to re-focus this offer to particular target groups, employment sectors, skills needs and geographical hotspots. In such circumstances successful contractors will be expected to adapt their offer accordingly.

#### Subcontracting

If the Contractor wishes to work with a sub-contractor that is not named in the original bid and the value of the sub-contracting arrangement exceeds £10,000, the activity must be competitively tendered for. Where only one provider is available then permission must be sought from the LSC before the sub-contract is agreed. Where the value is £10,000 or below, then, providing they can demonstrate value for money, the Contractor can source specialist providers directly to sub-contract with, without the need for tendering.

<b>Title:</b> North West including the Merseyside Phasing-In Area – Training In-Company Mentors to Support the Delivery of Apprenticeships	<b>Reference:</b> NW/EMPLOYER/S40
<b>Aim</b> <p>This tender supports the delivery of Apprenticeships in the workplace.</p> <p>The aim of this tender specification is to seek providers to deliver a comprehensive package of training and development to potential mentoring staff in the workplace. This package will enable employers to provide their own in-house support for newly recruited employees aged under 19.</p>	
<b>Service requirement</b> <b>Background</b> <p>The transition from school to work can be difficult one and employers may be reluctant to offer an Apprenticeship to a young person because of concerns about the commitment in staff time necessary in supporting their development. The aim of this tender is to underpin Apprenticeship delivery to young people through the provision of a mentor who will offer 1:1 support directly to these new Apprentices to enable them to sustain their employment. This support is delivered via an external contracted provider.</p> <p>This specification is aimed at supporting employers to provide their own in-house support as part of their recruitment and retention strategy. There is evidence that such support can increase new staff retention rates. For example, the Ofsted Good Practice Database highlights the 'British Gas' 'buddy' mentoring system as a successful retention scheme, in operation since 1997, which has also been adapted for use in employer pilot programmes for long-term unemployed adults and those facing redundancy.</p> <p>It is recognised that young people who have no experience of employment may find it difficult to adapt to working life and may need additional support in the workplace. The objective of this specification is to provide a comprehensive package of training and development that can be flexibly delivered to nominated existing employees in the workplace. Through the programme, these nominated employees will gain the skills to enable them to support new entrants and give them the knowledge of how to work effectively alongside the existing provider led support services already available to the individual.</p> <b>Training Package</b> <p>A partnership approach may be required in order to deliver a programme combining the two essential elements: element 1 will develop individual skills; element 2 will develop underpinning knowledge. Where possible, delivery should be contextualised to meet the specific to the needs of the employer.</p> <b>Element 1: Skill Building</b> <p>It is essential that the individual has the necessary skills to support others in the workplace. Although not prescriptive, the package of training may include:</p>	

- Mentoring and coaching skills
- Team working skills
- Building confidence
- Developing appropriate attitudes and behaviours for the work environment
- Developing induction programmes

## **Element 2: Knowledge Building**

It is essential that the employer is given an understanding of many of the issues facing those entering the workplace from school and the knowledge of where to signpost individuals for specific elements of support. As a minimum, we would expect the applicant to be able to demonstrate how they will incorporate into the programme an overview of:

- Employment rights
- Equality and diversity legislation
- Health and safety in the workplace
- Bite-sized learning on appropriate sector subject area
- Local support services (eg: childcare; transport; debt; caring responsibilities; drug rehabilitation)
- Equality and diversity issues within the North West including working with ex offenders, BME and other groups.

### **Flexibility in delivery**

In order to ensure delivery of a programme which meets the needs of employers and employees, tenders must describe how delivery will be flexible around learners' working hours or dependant support activity (i.e. children or carer activity) and with the full co-operation of employers.

### **Marketing the programme**

Applicants must outline how they will liaise with Apprenticeship providers in order to effectively market this provision to receptive employers recruiting for vacancies

Applicants will also be required to outline how they will market their services to employers not previously engaged in such activity and should also outline how they will work with the National Apprenticeship Service and Business Link North West.

### **Selection of learners**

Applicants must outline how they will ensure potential learners, as part of an initial assessment, are ready to become 'workplace mentors' and are:

- Competent and experienced in the occupational job roles they will be supporting;
- Good at motivating and encouraging people;
- Interested in helping people develop;
- Able to relate to staff at all levels;
- Willing to engage with external support agencies.
- Willing to work with union learning representative's where appropriate

Learners must have access to newly recruited employees to support. The tender must outline how this will be achieved.

### **Quality**

Applicants must demonstrate in their tenders how they will provide training to the required quality, as detailed below.

- Providers will need to demonstrate they have a track record of delivering high quality provision to employers and employees. Evidence of inspection grades of 3 or above or external quality assurance such as Training Quality Standard accreditation or application made to become accredited, awarding bodies' external verification reports, ISO9000 accreditation and Investor in People status will serve to support providers' applications.
- Providers should note that the direction of travel for the LSC is that the preferred external accredited standard is the Training Quality Standard.
- Providers will need to show appropriate completion rates for each sector in which they wish to deliver. Previous and planned completion rates will be an important aspect in the assessment of bids.

Information about the Training Quality Standard may be obtained from <http://www.newstandard.co.uk>.

### **Apprentice Engagement in Programme Delivery**

Applicants are required to demonstrate their commitment to the Apprenticeship programme therefore your response should clearly outline how Apprentices or trainees will be engaged in the delivery of the contract. This information will be utilised in the evaluation of your submission.

### **Employer Unique Reference Number (URN)**

Successful providers will be required to access the Employer Data Service (EDS) database to obtain the employer's URN which must be entered on each learner's Individual Learner Record (ILR). Providers must also ensure that they have appropriate management information systems in place to collect and submit data to the Learning and Skills Council on a monthly basis.

### **Target groups & priority**

Employers based in the North West, in any sector including the voluntary and community sector.

Participants must either be a resident in or work (both paid and unpaid) in an organisation which is based in the geographic locations identified for this tender specification.

ESF regulations for Priority 2 stipulate that volunteers may only be supported where they are recruited through targeting a wider employed workforce.

Training to support low skilled public sector workers to gain basic skills and level 2 qualifications is eligible. This is because the benefits of training at this level primarily benefit the individuals concerned and promote career development and mobility.

Additionally, the Learning and Skills Council would like to see providers demonstrate in their tenders that they are making linkages with employers actively engaged in recruitment via Job Centre Plus and/or Skills for Jobs Framework Programmes.

<b>Geography / area of delivery</b>
The service should be available across the whole of the North West including the Merseyside Phasing-In Area (Knowsley, Liverpool, Sefton, St Helens and Wirral).
<b>Outputs</b>
The minimum outputs to be delivered are: <ul style="list-style-type: none"><li>• A programme of support (one per contract)</li><li>• 767 Employee starts on a programme of training and development of which 192 must be from the Merseyside Phasing-In Area.</li></ul>
<b>Results</b>
The minimum results to be delivered are: <ul style="list-style-type: none"><li>• 634 Employee completions on a programme of training and development of which 160 must be from the Merseyside Phasing-In Area.</li><li>• 151NCFE Certificate in Work Based Support &amp; Mentoring and/or provider certification for non-accredited bespoke programme of which 38 must be from the Merseyside Phasing-In Area.</li><li>• 322 Employers engaged in the programme of which 80 must be from the Merseyside Phasing-In Area.</li></ul>
<b>Other Outcomes</b>
Successful applicants will be required to submit six monthly performance and evaluation reports providing details of employers engaged in the programme with case studies to demonstrate impact.  Best practice from providers will be collected and communicated to all involved in the programme.
<b>Funding available</b>
Total ESF funding for this programme is £ 495,724, of which £119,824 is available for the Merseyside Phasing-In Area and £375,900 is available for the rest of the Northwest.  The split of funds identified within geographic locations is indicative; the exception to this is the allocation for Merseyside Phasing-In Area which is exclusively available for that area.  Below is an indicative split of funding for the Northwest allocation. <ul style="list-style-type: none"><li>• Cheshire and Warrington - 13%</li><li>• Cumbria - 6.5%</li><li>• Greater Manchester – 52%</li><li>• Lancashire – 26%</li><li>• Halton – 2.5%</li></ul> It is anticipated that the average unit cost would be no greater than £ 646 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.  Contracts that are awarded under this Tender Specification will have to follow State Aid regulations. State Aid is defined as any aid to a commercial under taking through 'state

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resources' that distorts or threatens to distort competition within the European Union. In practice this means that any co-financed (ESF) funding support given to enterprises that could be construed as giving them a competitive advantage over other enterprises in the European Union will fall under European rules regarding State Aid.

It is important to note that State Aid can apply to public and private sector organisations and also charities if they are producing or selling products or services that can compete in a commercial environment (whether for profit or not).

Guidance will be provided on State Aid to the successful applicant(s), however it is important to note the following limits to ESF for SME and Large Enterprises that are benefiting from State Aid (training resulting from this Tender Specification) under the State Aid General Block Exemption. Above these limits cash or where agreed with the LSC, in-kind contributions must be sought from the employer.

It should also be noted that the LSC expects that **ALL** training delivered under this Tender Specification to be 'General' as defined below.

<b>Large Enterprises</b>	<b>Specific Training</b>	<b>General Training</b>
Intervention Rate	25%	60%

<b>Small and Medium-sized Enterprises</b>	<b>Specific Training</b>	<b>General Training</b>
Intervention Rate (rates are for information and relate to minimum state aid requirements, this programme requires an intervention rate of 60% for SMEs)	35%	70%

**Definition of General training is:** If the training of employees is applicable not only to an employees' present or future position in the enterprise being assisted because the provision of qualifications provides transferable skills that substantially improve the employability of the employee concerned. Where training leads to the award of National Vocational qualifications and Key Skills Qualifications training will be considered to be general in nature

**Definition of Specific training is:** Where training provided is principally applicable to the employee's present or future position in the assisted enterprise and provides qualifications that are not transferable, the maximum aid intensities for specific training will apply.

Each month providers will be expected to submit a monitoring claim and performance claim to the Learning and Skills Council.

Where Deminimis limits have been exceeded, providers are required to ensure that each beneficiary company must contribute to the total cost of support provided. Therefore this allocation is conditional on the beneficiary company providing the correct contribution to the cost of training they have received. The company contribution can either be financial or in-kind (unless the LSC instructs that financial or in kind is specifically required). The employer contribution may change in future years. All evidence of employer contributions

must be readily available for audit purposes.

It should be noted that the LSC will be applying for the General Block Exemption to be applied to LSC ESF funded activity for the 07/13 ESF programme, but until this application is approved, Deminimis is the only valid exemption.

### Start and end dates

The project should commence on 1 December 2009 and be completed by 31 July 2011. 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

Contracts may be awarded on a sub-regional basis, across multiple sub-regions or across the whole of the North West. Where providers seek to deliver activity in both the Merseyside Phasing-In Area and other areas of the North West it may be necessary for the LSC to enter into 2 separate contracts for this activity. Providers seeking to deliver in the Merseyside Phasing-In Area should actively consider delivering provision in the Halton area.

The table below is provided as an example of how a contract award for the full allocation of funding and associated deliverables would look. **Providers should use these deliverables when profiling their delivery in Part B of the Application Form.** These deliverables will be used to identify the contribution providers are making to the delivery of the outputs and results required for this Tender Specification. As indicated in the table 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.

Deliverable ID	Deliverable Name	Unit Cost	Volume	Payment
S2	Participant Assessment, Planning and Support	£82	767	£ 62,894
S4	Employees undertaking non-accredited training and development learning activity	£180	767	£ 138,060
S7	Employees undertaking accredited qualifications at Level 2 or notional Level 2(NCFE Certificate in Work Based Support & Mentoring). NB These learners are part of the overall 1440 in S2 & S4	£180	184	£ 33,120
S22*	Mid-Point Payments (x2 per learner) based on average length of stay for S4 Starts (6 months). NB. This has been calculated using a flat line	£ 50	1,763	£ 88,150

	drop of rate.			
A2	Completion of non-accredited training and development learning activity	£180	634	£ 114,120
A10	Employees achieve accredited qualifications at Level 2 or notional Level 2 (NCFE Certificate in Work Based Support & Mentoring). NB These learners are part of the overall 1440 in S2 & S4	£180	151	£ 27,180
C3	Companies engaged	£100	322	£ 32,200
M11	Project Evaluation including Case Studies (evaluations to be submitted February and August and Case Studies May and November) + Final Evaluation at Project End	£0		£ 0
<b>Total</b>				<b>£495,724</b>

\*NB Providers are asked to set out their programme design for this tender specification. The above deliverables have been based on a 6 month delivery programme per learner, if however the proposed course is different to this, the deliverables will be amended at contract clarification to reflect the average length of stay in the application.

Providers' responses to the tender should indicate the maximum amount of funding expected to be drawn down between 1 December 2009 and 31 July 2011. Initial contracts may be small in size, but will have the potential to be increased subject to performance and budget availability. Contract increases will be both financial and for a proportionate level of volumes. Providers are asked to identify any issues regarding the scaling back of provision.

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.

Due to the changing economic and political landscape it may be necessary for the LSC to amend contracts during their lifetime to re-focus this offer to particular target groups, employment sectors, skills needs and geographical hotspots. In such circumstances successful contractors will be expected to adapt their offer accordingly.

#### Subcontracting

If the Contractor wishes to work with a sub-contractor that is not named in the original bid and the value of the sub-contracting arrangement exceeds £10,000, the activity must be competitively tendered for. Where only one provider is available then permission must be sought from the LSC before the sub-contract is agreed. Where the value is £10,000 or below, then, providing they can demonstrate value for money, the Contractor can source specialist providers directly to sub-contract with, without the need for tendering.

<b>Title:</b> North West including the Merseyside Phasing-In Area - Continued Development for Young People (16-18) in Employment without Training.	<b>Reference:</b> NW/EMPLOYER/S41
<b>Aim</b> <p>The Learning and Skills Council recognises that young people in employment without training are unlikely to sustain employment due to a variety of factors including: the young person may lack confidence or require personal development; the young person knows what they would like to do but lack the necessary qualifications to progress in their chosen career; the young person already has a level 2 but is unable to progress onto a level 3; and the employer may be reluctant to support the young person in training and development for a variety of reasons.</p> <p>This proposal builds upon the experience of Learning Agreement Pilots (LAP) which shows that there is a need for individually tailored training packages for young people working in Jobs Without Training (JWT) which may or may not be related to their current employment.</p> <p>This Tender Specification will provide ESF funding for young people to undertake a personal development programme or a vocationally relevant qualification to enable continuation of their development and progression into further learning or an apprenticeship. The programme should be individualised and developed around the identified needs of the young person.</p>	
<b>Service requirement</b> <p>The scope of the specification means partnership working is essential and proposals are therefore invited that demonstrate this approach. The partnership should consist of organisations that can collaboratively deliver the required elements of the specification. The partnership need to deliver on a creative and flexible basis, working with young people and where appropriate employers, to develop a customised programme that meets individual learning styles and needs.</p> <p>The success of the programme demands the effective utilisation and co-ordination of existing provision and support (LSC funded and funded from other sources). The offer to participants must align and enhance existing funded activity <i>not</i> 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. Connexions, learning providers.</p> <p>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:</p> <ul style="list-style-type: none"><li>• Provide evidence of strong working relationships with employers and their representative bodies.</li><li>• 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 jobs</li><li>• Provide all learners with the support and opportunity to achieve qualifications and progress from activities to positive outcomes, particularly sustainable employment (preferably with further training), progression to further learning and apprenticeships;</li></ul>	

This provision is intended primarily for young people 16 – 18, in employment without training, to enable them to be up skilled and developed as appropriate.

### **Identification and engagement**

The proposal should outline how young people and employers will be identified and engaged onto the project.

### **Initial assessment and needs identified**

A process of initial assessment should be undertaken that considers and takes account of achievements and experience to date; any barriers to further development; and current skill levels.

### **Individual learning plan detailing bespoke development package**

Each learner must have an individual learning plan which builds on the outcome of initial assessment by outlining the learning and development programme that will enable the learner to progress and the associated timescale and milestones by which to measure progress. Learning programmes could include vocational knowledge, personal development, communication skills, interpersonal skills, confidence building, working in teams, improving ICT skills, employability skills and enhanced information advice and guidance support. Delivery of learning and development should be as flexible as possible in order to meet employee and employer needs.

### **Review**

Regular progress reviews must be carried out to monitor individual learners' progress and the frequency of the review should be proportionate to the length of the programme. This will be particularly important towards the end of the learner's programme in order to facilitate the arrangements for any further progression.

### **Exit review and transition plan**

The proposal should detail how the exit phase of the programme will be managed for each young person, including the provision of aftercare. Effective Information, Advice and Guidance is an important aspect of this programme in particular in terms of encouraging participation, giving ongoing support to learners during the programme and facilitating progression to the next level. Providers should also demonstrate that they have partnership arrangements in place with other providers or outline plans to put them in place and show how they will ensure a smooth transition for the learner

### **Support**

The LAP pilot has shown that both young people and employers have benefited from access to expert support in relation to brokerage and mentoring. The efforts required to promote and persuade both young people and employers to access training, and resolving issues once the training has been engaged includes:

- Initial contact with clients who start in JWT to encourage and support progress.
- Intensive support to maintain some young employees in EET and hence contribute to the reduction of NEET.
- Mentoring activity to offer support and advocate or broker suitable provision has ensured appropriate progression. Finding the right qualification and Provider with the most suitable delivery pattern is important to the engagement and success of the young person.
- Negotiation and brokerage of provision with appropriate Providers requires appropriate knowledge and skills.
- Support for employers, sourcing the most appropriate training provision with the most

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suitable delivery method to meet the business needs of the employer.

- Informing and explaining the Apprenticeship programme to employers.
- Brokering bite-sized packages of learning eg Basic skills, NVQ 1 or Technical Certificates which have overcome the initial concern about time scales for training from employers.

### **Quality of provision**

Providers will need to demonstrate they have a track record of delivering high quality provision to young people and also have extensive experience of employer engagement. Evidence of inspections grades of 3 or above or external quality assurance such as New Employer Standard accreditation or application made to become accredited, awarding bodies' external verification reports, ISO9000 accreditation and Investor in People status will serve to support providers' applications.

Providers should note that the direction of travel for the LSC is that the preferred external accredited standard is the New Employer Standard.

### **Employer Unique Reference Numbers (URNs)**

Successful providers will be required to access the Employer Data Service (EDS) database to obtain the employer's URN which must be entered on each learner's Individual Learner Record (ILR). Providers must ensure that they have appropriate management information systems in place to collect and submit data to the Learning and Skills Council on a monthly basis.

### **Apprentice Engagement in Programme Delivery**

Applicants are required to demonstrate their commitment to the Apprenticeship programme therefore your response should clearly outline how Apprentices or trainees will be engaged in the delivery of the contract. This information will be utilised in the evaluation of your submission.

### **Target groups & priority**

This provision is intended primarily for young people 16 – 18 in employment without training.

There is currently a huge emphasis on public sector organisations developing their workforce and it is recognised that this programme may help public sector employers, seeking a complete training offer for their workforce, to support those aged 19-24 who are capable of progressing into Apprenticeships, the Government's preferred route into work based learning (WBL) for young people aged 16 to 24.

Priority will be given to:

- 16-18 year olds in employment without training
- 19-24 year olds in the public sector can be supported where they are engaged in addition to an employer's commitment to 16-18 year old training as part of this programme
- Individuals who do not hold a level 2 qualification

These individuals must either be a resident of or work in an organisation which is based in the geographic locations identified for this Tender Specification.

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

The provision should be available across the whole of the North West including the

Merseyside Phasing-In Area (Knowsley, Liverpool, Sefton, St Helens and Wirral)

**Outputs**

As a minimum the outputs which are required are detailed below:

Area	16-18 year olds commencing programme	19+ commencing programme	Total
Cheshire & Warrington	238	98	336
Cumbria	118	50	168
Greater Manchester	924	396	1,320
Halton	42	18	60
Lancashire	924	396	1,320
Merseyside Phasing-In Area	605	259	864
<b>Total</b>	<b>2,851</b>	<b>1,217</b>	<b>4,068</b>

**Results**

As a minimum the results which are required are detailed below:

Area	16-18 year olds progressing into LSC funded training	19+ progressing into LSC funded training	Total
Cheshire & Warrington	164	71	235
Cumbria	83	35	118
Greater Manchester	647	277	924
Halton	30	12	42
Lancashire	647	277	924
Merseyside Phasing-In Area	424	181	605
<b>Total</b>	<b>1,995</b>	<b>853</b>	<b>2,848</b>

**Other outcomes**

A Performance and Evaluation report to be submitted to the LSC every six months during the contract period and a final evaluation report at the end of the contract.

**Funding available**

The overall funding available for this Tender Specification is £3,742,800, which is split as

follows:

- Cheshire & Warrington - £309,000
- Cumbria - £154,800
- Greater Manchester - £1,214,400
- Halton - £55,200
- Lancashire - £1,214,400
- Merseyside Phasing-In Area - £795,000

The split of funds identified within geographic locations is indicative, with the exception of the allocation for the Merseyside Phasing-In Area.

### Start and end dates

The project should commence on 1 December 2009 and be completed by 31 December 2011. 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

The table below is provided as an example of how a contract award for the full allocation of funding and associated deliverables would look. **Providers should use these deliverables to profile their delivery when completing Part B of the Application Form.** These deliverables will be used to identify the contribution providers are making to the delivery of the outputs and results required for this Tender Specification. As indicated in the table 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.

Deliverable ID	Deliverable Name	Unit Cost	Volume	Payment
S2	All participants receiving support for training and IAG (Participant Assessment, Planning and Support)	£100	4,068	£406,800
S4	All participants commence training programme	£200	4,068	£813,600
S11	16-18 year olds start training programme	£200	2,851	£570,200
S12	19+ year olds start training programme	£200	1,217	£243,400
A14	16-18 year olds progress into LSC funded training	£500	1,995	£997,500
A15	19+ year olds progress into LSC funded training	£500	853	£426,500
P1	Progression into LSC funded Learning (both 16-18 & 19+)	£100	2,848	£284,800
M4	Project evaluation including case	£0		£0

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	studies (evaluation to be submitted February and August and Case studies May and November) Format will be agreed by LSC.			
<b>Total</b>				<b>£3,742,800</b>

Contracts may be awarded on a sub-regional basis, across multiple sub-regions or across the whole of the North West. Where providers seek to deliver activity in both the Merseyside Phasing-In Area and other areas of the North West it may be necessary for the LSC to enter into 2 separate contracts for this activity. Providers seeking to deliver in the Merseyside Phasing-In Area should actively consider delivering provision in the Halton area.

Providers' responses to the tender should indicate the maximum amount of funding expected to be drawn down between 1 December 2009 and 31 December 2011. Initial contracts may be small in size, but will have the potential to be increased subject to performance and budget availability. Contract increases will be both financial and for a proportionate level of volumes. Providers are asked to identify any issues regarding the scaling back of provision.

Due to the changing economic and political landscape it may be necessary for the LSC to amend contracts during their lifetime to re-focus this offer to particular target groups, employment sectors, skills needs and geographical hotspots; this may also include changes to the outputs and results delivered. In such circumstances successful contractors will be expected to adapt their offer accordingly.

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.

#### Subcontracting

If the Contractor wishes to work with a sub-contractor that is not named in the original bid and the value of the sub-contracting arrangement exceeds £10,000, the activity must be competitively tendered for. Where only one provider is available then permission must be sought from the LSC before the sub-contract is agreed. Where the value is £10,000 or below, then, providing they can demonstrate value for money, the Contractor can source specialist providers directly to sub-contract with, without the need for tendering.