



**European Union**  
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Investing in jobs and skills

**LEARNING AND SKILLS COUNCIL  
NORTHWEST**

**ESF CO-FINANCE**

**YOUTH TENDER SPECIFICATIONS**

**JUNE 2009**



Leading learning and skills

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<b>Title:</b> North West including the Merseyside Phasing-In Area – Supported Employment Opportunities for Young People	<b>Reference:</b> NW/YOUTH/S24
<b>Aim</b>	
<p>To enhance supported employment opportunities for young people between the ages of 16-19 with Learning Difficulties and/or Disabilities who are NEET or at risk of becoming NEET. The aim is for young people to achieve equality of opportunity, social inclusion and integration into the mainstreams of society and paid employment in integrated settings.</p>	
<b>Service requirement</b>	
<p>Many school/college leavers with a learning difficulty and/or disability (LDD) find themselves excluded from society and employment opportunities and a significant proportion of young people in NEET have LDD. For some young people with LDD college provision is not their preferred choice and E2E is unsuitable for them as they require a longer term of support than that usually offered by E2E or they are not ready for Apprenticeships or may not have the potential to achieve the framework of a qualification. This project aims to build on good practice developed in other areas delivered, through learning providers in partnership with supported employment agencies. Evaluations of such projects have reported high success rates, the feeling of empowerment by young people and noted reductions in social service packages for young people.</p>	
<b>The Distinctive Offer</b>	
<p>The successful provider will work in close collaboration with key stakeholders, to offer a person centred, tailor made service, that ensures young people are suitably matched with and supported into employment opportunities.</p>	
<p>The provider will provide key worker support on the basis of individual need and the provider will work with these young people to develop their employability skills via:</p> <ul style="list-style-type: none"><li>• Engagement and recruitment of employers;</li><li>• Organised agreed support for the individual once he or she is in employment;</li><li>• Supported work placements;</li><li>• Accredited learning programmes;</li><li>• Support for the employer;</li><li>• Involvement of parents/carers throughout the process;</li><li>• Access to specialist advice including IAG.</li></ul>	
<p>Where appropriate it is expected that young people will access opportunities for continued development post programme, through Apprenticeships.</p>	
<p>For this programme we particularly welcome applications from individual organisations or partnerships of organisations working as consortium. Applicants will demonstrate within their proposal how this programme will add value to mainstream funded programmes. Applicants will demonstrate how they plan to involve other agencies, partners, networks and providers with expertise in all the areas required – a non-exhaustive list includes E2E providers, further education and work-based learning providers, Connexions, Local Authority Children’s Services Youth Offending Team, substance misuse support agencies, homeless charities, and other specialist support agencies.</p>	

Applicants will be able to demonstrate a track record in the successful delivery of this type of programme.

The LSC would expect that the successful applicant would have specialist knowledge and experience in the area of learners with learning difficulties and/or disabilities, and understand the extent to which strong networks and partnerships exist across the borough to support this provision. Demonstrating how these networks might be promoted and sustained over time to ensure continuity of service across different agencies for individuals.

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**

Young people between the age of 16 and 19 with learning difficulties and or disabilities with emphasis being placed on learning within the following profiles, Autistic Spectrum Disorder, Severe Learning Difficulties, Moderate Learning Difficulties, Behavioural, emotional social difficulties.

These individuals must a resident of the geographic locations identified for this Tender Specification.

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

The provision should be available within Greater Manchester and Lancashire.

### **Outputs**

The minimum outputs which are required are detailed below:

<b>Area</b>	<b>Employers engaged</b>	<b>Young people commencing transition programmes which embed sustainability of employment</b>
Greater Manchester	24	120
Lancashire	18	90
<b>Total</b>	<b>42</b>	<b>210</b>

### **Results**

The minimum results which are required are detailed below:

<b>Area</b>	<b>Young people gaining employment</b>
Greater Manchester	48
Lancashire	36
<b>Total</b>	<b>84</b>

### Other outcomes

Successful providers will be required to identify:

- Sustainable methods of continuing the delivery
- An exit strategy that incorporates delivery into mainstream provision

Successful providers are required to submit a Performance and Evaluation report 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 £1,033,200, which is split as follows:

- Greater Manchester - £590,400
- Lancashire - £442,800

EMA is a weekly payment of up to £30 that is paid directly to eligible young people aged 16 to 19, following household income assessment.

Your tender should reflect how you propose to assist young people with their applications for EMA as part of this project.

For full details of EMA and the eligibility criteria please visit the EMA website ([www.direct.gov.uk/ema](http://www.direct.gov.uk/ema))

### 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 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
C3	Employers Engaged	£0	42	£0
S2	Participant Assessment, Planning and Support	£200	210	£42,000
S4	Participants commence training programme and supported	£900	210	£189,000

	employment			
S21	On Programme Payment (2 possible OPPs per participant, total volumes calculated using a flat line drop off rate. To be claimed at 1/3 and 2/3 through learning programme)	£2,300	294	£676,200
P3	Progression to Employment	£1,500	84	£126,000
M4	Project evaluation including case studies (evaluation to be submitted February and August and Case studies May and November) Format will be agreed by LSC.	£0		£0
<b>Total</b>				<b>£1,033,200</b>

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. The LSC 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.

<b>Title:</b> Lancashire - Reducing NEET in Lancashire, Blackburn with Darwen and Blackpool Local Authority Areas	<b>Reference:</b> NW/YOUTH/S25
<b>Aim</b>	
<p>To work with those young people aged 16-19 in the above Local Authority areas who are currently outside of learning and reduce the number of young people who are not in education, employment or training (NEET). To improve the participation rate of young people in post 16 learning and provide high quality routes to employment and further learning. Priority will be given to bids that focus on looked after children.</p>	
<b>Service requirement</b>	
<p>Applicants will need to demonstrate an ability to work in partnership with key stakeholders in the Lancashire, Blackburn with Darwen and Blackpool Local Authority Areas and illustrate a track record in the successful delivery of this type of programme. The proposal should show clear collaborative arrangements with local partners and have the written endorsement of the relevant local 14-19 strategy group.</p>	
<p>All activities must complement mainstream funded opportunities and demonstrate the added value that they provide. As part of the proposal applicants must highlight their ability to work with disengaged or vulnerable young people and prove that this is genuinely a new programme, or that it is existing work that is clearly aligned to this Tender Specification.</p>	
<p>Detailed below is the type of activity which we are looking to support.</p>	
<b>1. Energisers</b>	
<p>To contact and re-engage some of the hardest to reach NEET young people by providing highly motivating activities plus IAG, leading to progression into learning / employment. This may be through the use of short activities used as a “hook”, such as the following:</p>	
<ul style="list-style-type: none"><li>• sport and related activities perhaps involving sporting heroes or short placements in sporting clubs;</li><li>• themed participation events such as ‘Ready Steady Cook’ ; ‘Dragon’s Den’ in business / enterprise;</li><li>• vocational tasters in specific skill areas such as construction, digital media, ICT etc.</li><li>• Working in teams towards a Duke of Edinburgh Award</li></ul>	
<p>Information advice and guidance must be integrated into the programme at all stages.</p>	
<p>Activities will:</p>	
<ul style="list-style-type: none"><li>• deliver innovative approaches to learning with young people, it will need to be different, creative, fun and engaging;</li><li>• include learning process that should inspire, engage their curiosity to learn and do well. They should motivate young people and develop optimism;</li><li>• assess learners’ personal and social development through initial assessment, with the ideal being that the majority of learners will work towards improving these skills at their own pace and through learning that engages their individual interests.</li></ul>	

Applicants will demonstrate their ability to deliver the specification and demonstrate as part of their proposal:

- their ability to work with disengaged young people who have particular learning needs or barriers to learning;
- that this is genuinely a new programme, or that this is existing work that fits the Tender Specification;
- that the target groups will benefit from a creative, flexible and innovative approach to meeting their needs
- how they will engage young people, first on to the programme and secondly in learning experiences
- how their assessment tools will work and how they will construct individual learning plans
- their ability to bring in additional specialist providers where necessary and demonstrate that these links are or will be in place for the programme

Applicants will be able to demonstrate a track record in the successful delivery of this type of programme.

## **2. Pre E2E Programmes**

The aim of the programme is to ensure that there is suitable employment focused training provision available for those young people who for a variety of reasons are not yet ready to enter E2E programmes.

The programme is based on the following principles:

- a. The programme should act as a bridge to positive outcomes such as other learning or employment;
- b. By the end of the programme the young person will be emotionally ready to learn or work and to apply their learning, skills and behaviours to further studies or work;
- c. In developing 'behaviours' we expect the young person to develop practices and customs that support their development;
- d. By the end of the programme learners will exhibit behaviours linked to curiosity for learning new ideas, have higher self esteem and be optimistic about their future and the opportunities open to them;
- e. By the end of the programme the young person will have become motivated, by awareness of the rewards and drivers that are applicable to them, and understand how they can help themselves remove their barriers to learning or employment

The programme will include the following features:

- be roll on and roll off, so that young people can be continuously attracted and move on when they are ready to do so;
- have the facility of a phased exit to progression opportunities as part of the learning process with additional support needs identified and provided. All progression options should be explored, including further learning, employment or volunteering;
- track learners progression into positive outcomes at least 6 months after the young person leaves the programme;
- develop for every learner a transition or 'moving on' plan that will include a portfolio of activities and achievements whilst on the programme;
- will engage specialist providers where necessary;
- should include counselling, support activities, motivational activities, outdoor and team

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building activities (with appropriate health and safety procedures, insurances and qualified staff);

- clarify the young person's vision (aims and aspirations) for their own future;

However other types of innovative approaches are welcomed.

### **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**

The target groups for this tender specification are all residents of the geographical locations identified and will also be:

- 16, 17 and 18 year olds who are currently NEET, with a key focus on the following priority groups:
  - Looked After Children
- Other vulnerable young people including:
  - Learners with Learning Difficulties and/or Disabilities
  - Young Offenders
  - Pregnant girls
  - Teenage parents

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

The LSC seeks proposals which cover the deliver the following activities in the geographical areas identified:

- Lancashire
- Blackpool
- Blackburn with Darwen

### **Outputs**

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

Strand	Total
Energisers	100
Pre E2E Programmes	50

### **Results**

The LSC envisages that these will be the minimum results achieved from the participant volumes as set out in the outputs table

	Total
Those young people who are NEET progressing into structure learning and/or employment (including self-employment)	90

### Other outcomes

Other outcomes that the LSC envisages being delivered are:

- Completion of non-accredited learning activity
- Achievement of accredited learning activity
- Improvement in Personal/Life Skills
- Improvement in Work related Skills
- Progression into part-time employment Individual Learner Action Plan completed
- Marketing Plan completed
- Learning materials developed

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 £298,800.

Indicative unit cost per participant is £1,660.

EMA is a weekly payment of up to £30 that is paid directly to eligible young people aged 16 to 19, following household income assessment.

Your tender should reflect how you propose to assist young people with their applications for EMA as part of this project.

Where providers are not eligible for EMA, it is anticipated that payment of a training allowance will be paid to learners. Any training allowance payment would be from the overall budget for this programme and providers must build this in to their costings.

For full details of EMA and the eligibility criteria please visit the EMA website ([www.direct.gov.uk/ema](http://www.direct.gov.uk/ema))

### 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 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
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S2	Young People Engaged in the Programme (Participant Assessment, Planning and Support)	£160	180	£28,800
S4	Young People Commence Training	£300	180	£54,000
S12	Energisers (start)	£300	120	£36,000
S13	Pre e2e (start)	£300	60	£18,000
P3	Progression into Employment including self employment	£1,500	60	£90,000
P1	Progression into Learning	£1,500	48	£72,000
M4	Project evaluation including case studies (evaluation to be submitted February and August and Case studies May and November) Format will be agreed by LSC.	£0		£0
<b>Total</b>				<b>£298,800</b>

Contracts may be awarded for the whole or Lancashire or across local authority areas within Lancashire.

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. 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.

<b>Title:</b> Cheshire and Warrington - Reducing NEET in Cheshire East, Cheshire West and Chester and Warrington Local Authority Areas	<b>Reference:</b> NW/YOUTH/S26
<b>Aim</b>	
<p>To work with those young people aged 16-19 in the above Local Authority areas who are currently outside of learning and reduce the number of young people who are not in education, employment or training (NEET). To improve the participation rate of young people in post 16 learning and provide high quality routes to employment and further learning.</p>	
<b>Service requirement</b>	
<p>Applicants will need to demonstrate an ability to work in partnership with key stakeholders in the Cheshire East, Cheshire West and Chester and Warrington LA areas and illustrate a track record in the successful delivery of this type of programme. The proposal should show clear collaborative arrangements with local partners and have the written endorsement of the relevant local 14-19 strategy group.</p>	
<p>All activities must complement mainstream funded opportunities and demonstrate the added value that they provide. As part of the proposal applicants must highlight their ability to work with disengaged or vulnerable young people and prove that this is genuinely a new programme, or that it is existing work that is clearly aligned to this Tender Specification.</p>	
<p>Detailed below is the type of activity which we are looking to support.</p>	
<b>1. Energisers</b>	
<p>To contact and re-engage some of the hardest to reach NEET young people by providing highly motivating activities plus IAG, leading to progression into learning / employment. This may be through the use of short activities used as a “hook”, such as the following:</p>	
<ul style="list-style-type: none"><li>• sport and related activities perhaps involving sporting heroes or short placements in sporting clubs;</li><li>• themed participation events such as ‘Ready Steady Cook’ ; ‘Dragon’s Den’ in business / enterprise;</li><li>• vocational tasters in specific skill areas such as construction, digital media, ICT etc.</li><li>• Working in teams towards a Duke of Edinburgh Award</li></ul>	
<p>Information advice and guidance must be integrated into the programme at all stages.</p>	
<p>Activities will:</p>	
<ul style="list-style-type: none"><li>• deliver innovative approaches to learning with young people, it will need to be different, creative, fun and engaging;</li><li>• include learning process that should inspire, engage their curiosity to learn and do well. They should motivate young people and develop optimism;</li><li>• assess learners’ personal and social development through initial assessment, with the</li></ul>	

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ideal being that the majority of learners will work towards improving these skills at their own pace and through learning that engages their individual interests.

Applicants will demonstrate their ability to deliver the specification and demonstrate as part of their proposal:

- their ability to work with disengaged young people who have particular learning needs or barriers to learning;
- that this is genuinely a new programme, or that this is existing work that fits the Tender Specification;
- that the target groups will benefit from a creative, flexible and innovative approach to meeting their needs
- how they will engage young people, first on to the programme and secondly in learning experiences
- how their assessment tools will work and how they will construct individual learning plans
- their ability to bring in additional specialist providers where necessary and demonstrate that these links are or will be in place for the programme

Applicants will be able to demonstrate a track record in the successful delivery of this type of programme.

## **2. Pre E2E Programmes**

The aim of the programme is to ensure that there is suitable employment focused training provision available for those young people who for a variety of reasons are not yet ready to enter E2E programmes.

The programme is based on the following principles:

- a. The programme should act as a bridge to positive outcomes such as other learning or employment;
- b. By the end of the programme the young person will be emotionally ready to learn or work and to apply their learning, skills and behaviours to further studies or work;
- c. In developing 'behaviours' we expect the young person to develop practices and customs that support their development;
- d. By the end of the programme learners will exhibit behaviours linked to curiosity for learning new ideas, have higher self esteem and be optimistic about their future and the opportunities open to them;
- e. By the end of the programme the young person will have become motivated, by awareness of the rewards and drivers that are applicable to them, and understand how they can help themselves remove their barriers to learning or employment

The programme will include the following features:

- be roll on and roll off, so that young people can be continuously attracted and move on when they are ready to do so;
- have the facility of a phased exit to progression opportunities as part of the learning process with additional support needs identified and provided. All progression options should be explored, including further learning, employment or volunteering;

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- track learners progression into positive outcomes at least 6 months after the young person leaves the programme;
- develop for every learner a transition or 'moving on' plan that will include a portfolio of activities and achievements whilst on the programme;
- will engage specialist providers where necessary;
- should include counselling, support activities, motivational activities, outdoor and team building activities (with appropriate health and safety procedures, insurances and qualified staff);
- clarify the young person's vision (aims and aspirations) for their own future;

However other types of innovative approaches are welcomed.

### **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**

The target groups for this tender specification are all residents of the geographical locations identified and will also be:

- 16, 17 and 18 year olds who are currently NEET, with a key focus on the following priority groups:
  - Learners with Learning Difficulties and/or Disabilities
  - Looked After Children
  - Young Offenders
  - Pregnant girls
  - Teenage parents
- 16 and 17 year olds who are NEET and for a variety of reasons are not yet ready to enter mainstream learning opportunities
- 16-19 year olds who are NEET or are at risk of becoming NEET and require additional employability skills
- 16-19 year olds who are NEET or are at risk of becoming NEET and are from workless families

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

The LSC seeks proposals which cover the deliver the following activities in the geographical areas identified:

- Cheshire East
- Cheshire West and Chester
- Warrington

### **Outputs**

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

Strand	Total
Energisers	24
Pre E2E Programmes	24

### Results

The LSC envisages that these will be the minimum results achieved from the participant volumes as set out in the outputs table

	Total
Those young people who are NEET progressing into structure learning and/or employment (including self-employment)	28

### Other outcomes

Other outcomes that the LSC envisages being delivered are:

- Completion of non-accredited learning activity
- Achievement of accredited learning activity
- Improvement in Personal/Life Skills
- Improvement in Work related Skills
- Progression into part-time employment Individual Learner Action Plan completed
- Marketing Plan completed
- Learning materials developed

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 £78,480.

Indicative unit cost per participant is £1,635:

EMA is a weekly payment of up to £30 that is paid directly to eligible young people aged 16 to 19, following household income assessment.

Your tender should reflect how you propose to assist young people with their applications for EMA as part of this project.

Where providers are not eligible for EMA, it is anticipated that payment of a training allowance will be paid to learners. Any training allowance payment would be from the overall budget for this programme and providers must build this in to their costings.

For full details of EMA and the eligibility criteria please visit the EMA website ([www.direct.gov.uk/ema](http://www.direct.gov.uk/ema))

### 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 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	Young People Engaged in the Programme (Participant Assessment, Planning and Support)	£160	48	£7,680
S4	Young People Commence Training	£300	48	£14,400
S12	Energisers (start)	£300	24	£7,200
S13	Pre e2e (start)	£300	24	£7,200
P3	Progression into Employment	£1,500	14	£21,000
P1	Progression into Learning	£1,500	14	£21,000
M4	Project evaluation including case studies (evaluation to be submitted February and August and Case studies May and November) Format will be agreed by LSC.	£0		0
<b>Total</b>				<b>£78,480</b>

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. 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

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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.

For Information Only

<b>Title: North West including the Merseyside Phasing-In Area - Skills for Jobs for Young People</b>	<b>Reference: NW/YOUTH/S27</b>
<b>Aim</b> <p>The overall strategic aim of services sought under this specification is to reduce re-offending through skills and employment. These services will support, through brokerage arrangements, the delivery of an integrated employment and skills framework, known as Skills for Jobs for Young People. The aim of the services is to provide integrated engagement and support packages to young offenders aged 15 - 18 so that they access high quality routes to learning and employment, making appropriate progress.</p> <p>The aim is to ensure that young offenders receive appropriate personalised learning and skills by engaging with providers in the local area and the services in this specification will enable young people to access existing programmes usually funded by the LSC, local authorities and other organisations.</p> <p>Skills for Jobs for Young People will prepare individuals to secure and sustain employment by improving their employability skills through coaching, skills development, including embedded functional skills support, ongoing mentoring and support, and the achievement of accredited qualifications.</p> <p>A key aim of the services is to provide connectivity between the work of Youth Offending Teams (YOT), Connexions, employers and learning and skills providers in the locality. The services in this specification aim to support young people so that they continue to engage and make progress after their sentence has finished. The essential focus of the services is not on the actual delivery of learning and skills programmes but is about joining up what already exists, maximising impact of what already exists, filling gaps in services and making sure that offenders make progress along the skills for jobs framework. This framework consists of 5 stages; employer engagement, learner engagement, assessment of need, pre-employment interventions and entry to employment.</p> <p>Young offenders are often a significant part of the NEET cohort and can face multiple barriers to engagement. Some discrete provision not available from other providers may be delivered as part of the services detailed in this specification.</p>	
<b>Service requirement</b> <p>One of the key performance targets for the YOTs is to ensure that 90% of young offenders are engaged in education, training and employment, (ETE) and unfortunately this target is not achieved by most YOTs. A belief exists that LSC providers do not want to work with young offenders and cannot respond to the ongoing demand from YOTs, (though there are some examples of effective practice), and this has led to YOTs commissioning learning and skills courses rather than engage with and influence LSC providers. However few of these courses, which are often quite short, lead to progression to other programmes or jobs once the sentence is finished; the result being that the young person becomes NEET.</p> <p>A programme called Keeping Young People Engaged (KYPE), largely funded by the Youth Justice Board, has had some success but anecdotal evidence still suggests that when offenders are engaged they do so only for short periods as the duration of the interventions are usually related to the length of sentence rather than the individual's learning aims.</p>	

Furthermore, once they are engaged, many young offenders may receive a reduced level of personal support from the YOT, (so they can meet the needs of all their clients), and the drop off rate is high. Consequently there is a real need for the provider in this specification to work in partnership with the YOT and Connexions so that the young person can gain access to flexible learning and skills provision which meets their learning needs. Young offenders have a variety of needs and many will be functioning at level 1 or below. Some will have a history of truancy and may have learning difficulties. They require innovative, imaginative provision and delivery needs to be flexible such as phased attendance times with a gradual build up of hours which enable them to meet the requirements of their community sentence.

There are a large number of programmes already being delivered by LSC funded providers in local areas which should meet the needs of young offenders and they include E2E, Progression Pathways at Foundation Learning Tier, a range of ESF programmes for young people who are NEET as well as vocational programmes such as apprenticeships. Effectively the services in this specification will act as a bridge to positive outcomes and include making the arrangements for young offenders to participate in these learning opportunities and to influence how they are delivered so that young offenders are motivated to engage. Following engagement with providers there should be an increased chance of the young offender progressing to other relevant learning and work which continues beyond the end of the sentence.

Young offenders can come from a background of living in care homes or with dysfunctional families and it is important that the service includes, in partnership with the YOT, Connexions and other providers, the provision of pastoral and emotional support that young offenders require in order to move on.

There are established local partnerships responsible for employment, learning and skills for young offenders and tenderers will need to specify how they will work with these partnerships so that young offenders in the community benefit from a holistic, integrated package of support which takes account of their sentence requirements. The management of risk when engaging with young offenders in the community will be coordinated by the YOT in each borough.'

The service required will include:-

- Influence and brokerage to enable young offenders to access appropriate local learning and skills provision already being delivered in the community. Much of this provision is funded by the LSC, LAs or other organisations.
- Strong links to the YOTs and Connexions Services in each local authority area within the scope of this specification and to HMYOI Hindley. It is essential that the services in this specification complement existing support and in particular enable the young person to make progress once the sentence is completed. A partnership agreement will be developed and agreed with LSC, YOTs and Connexions.
- Development of a flexible learning plan that shows continuity and progression both in the community and, if appropriate, in custody. Some young offenders within the scope of this programme may be awaiting trial and could receive a custodial sentence so the services in this specification include sharing the learning plan with HMYOI Hindley so that there is continuity, where possible, at this difficult transition point.
- Support to young offenders, in partnership with the YOT and Connexions, offering

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guidance, encouragement, and assistance, identified as needed, to help the young person develop positive relationships to achieve successful outcomes. The support will continue for 13 weeks after the young person enters LSC funded programmes.

- Roll on and roll off activities including personal development to engage and motivate young people so they can be continuously attracted to programmes and move on when ready.
- The services may include a bonus payment for making appropriate progress
- Young offenders may be faced with a challenging transition to probation supervision when they reach aged 18 and the level of support provided is considerably reduced. The service needs to be flexible and respond to this.
- Work with Connexions and the YOT, advising on employer engagement activities that will provide opportunities, where appropriate, for young people to progress to sustainable employment.
- The provision of support for employers and training providers who engage with young offenders;
- Track progress of the young person for at least 12 months following completion of a job entry and/or progression into learning and skills to establish if a sustainable outcome has been achieved;

Applicants will need to demonstrate the following:-

- A track record of working collaboratively with Youth Offending Teams and other agencies / organisations who have statutory or voluntary responsibilities for young offenders;
- A proven ability to work collaboratively with other local / borough based service providers and agencies within the Youth Justice system;
- Staff expertise in the relevant areas, including appropriate qualifications, training and accreditation;
- Ensure that they have relevant CRB checks / child safeguarding policies in place;
- Extensive experience of working with young people in the Youth Justice system with multiple needs / disadvantages;
- Strong, effective links with education and vocational training provision in the community with opportunities for progression;
- Strong links and a track record of employer engagement;
- How the services will add value to existing provision

Applicants also need to:-

- Ensure that young people are pro-actively engaged with the design, implementation and evaluation of the services;
- Produce and disseminate case studies of effective practice to the LSC,

### **Target groups & priority**

The target groups for this tender specification are all residents of the geographical locations identified and will also be:

- Young offenders in the community or

- Young offenders in HMYOI Hindley who are near to release

Referral will be from the YOTs in accordance with the partnership agreements. It is expected that 90% of the services will be provided to offenders in the community though this may be adjusted if necessary.

### Geography / area of delivery

The LSC seeks proposals which cover the deliver the following activities in the criminal justice areas identified:

- Cheshire including Halton
- Cumbria
- Greater Manchester
- Lancashire
- Merseyside (Merseyside Phasing-In Area which covers Knowsley, Liverpool, Sefton, St Helens and Wirral)

### Outputs

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

Criminal Justice area	Cheshire and Halton	Cumbria	Greater Manchester	Lancs	Merseyside	Total
Young people engaged following referral from YOT and ILP completed	158	57	528	240	400	<b>1,383</b>
Young people successfully engaged in LSC funded learning and skills programmes, (or LA if under school leaving age).	132	49	449	204	204	<b>1,175</b>

### Results

The LSC envisages that these will be the minimum results achieved from the participant volumes as set out in the outputs table:

Criminal Justice area	Cheshire and Halton	Cumbria	Greater Manchester	Lancs	Merseyside	Total
Young people successfully progressing into learning and skills programmes, sustained minimum of 13 weeks (where	111	41	383	174	174	<b>998</b>

a minimum of 4 weeks extends beyond the end of the sentence).						
Young people progressing into employment	26	32	102	48	80	<b>288</b>
Young people progressing into sustained employment (where a minimum of 4 weeks extends beyond the end of the sentence).	13	5	51	24	40	<b>144</b>

### Other outcomes

Other outcomes that the LSC envisages being delivered are:

- Contribution to reducing re-offending;
- Infrastructure changes so that providers become more willing to engage with young offenders;
- Capacity building of YOTs so they understand learning and skills developments and opportunities in their locality;
- Improvement in achievement of YOT ETE targets;
- Completion of non-accredited learning activity;
- Achievement of accredited learning activity;
- Improvement in Personal/Life Skills;
- Improvement in Work related Skills;
- Individual Learner Action Plan completed.

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 £1,034,341 which is split as follows:

- Cheshire & Warrington and Halton - £116,316
- Cumbria - £42,339
- Greater Manchester - £395,556
- Lancashire - £180,180
- Merseyside Phasing-In Area - £299,950

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

Indicative unit cost per participant is £748.

EMA is a weekly payment of up to £30 that is paid directly to eligible young people aged 16 to 19, following household income assessment.

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Your tender should reflect how you propose to assist young people with their applications for EMA as part of this project. Experience has shown that some young people have been unable to access EMA due to the lack of support from their families.

For full details of EMA and the eligibility criteria please visit the EMA website ([www.direct.gov.uk/ema](http://www.direct.gov.uk/ema))

### 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. 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	Young people engaged following referral from YOT and ILP completed (Participant Assessment, Planning and Support)	£127	1,383	£175,641
S4	Young people successfully engaged in LSC funded learning and skills programmes	£200	1,175	£235,000
P3	Progression into Sustained Employment	£550	136	£74,800
P1	Progression into Learning (Young people successfully progressing into learning and skills programmes, sustained minimum of 13 weeks beyond sentence completion.)	£550	998	£548,900
M4	Project evaluation including case studies (evaluation to be submitted February and August and Case studies May and November) Format will be agreed by LSC.	£0		£0
<b>Total</b>				<b>£1,034,341</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. 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.

<b>Title: Greater Manchester, Halton and Merseyside Phasing-In Area - Progression Support for 17-19 Year Olds</b>	<b>Reference: NW/YOUTH/S28</b>
<b>Aim</b> To provide an integrated support package to those aged 17-19 who are not in education, employment or training, within the Greater Manchester, Halton and Merseyside Phasing-In Area, for progression to further or higher education, work or apprenticeship.	
<b>Service requirement</b> Applicants will need to demonstrate an ability to work in partnership with key stakeholders in the sub-region in the successful delivery of this type of programme. The proposal should show clear collaborative arrangements with local partners including Connexions, Jobcentre Plus, Aimhigher and local 14-19 partnerships.  All activities must complement mainstream funded opportunities and demonstrate the added value that they provide. As part of the proposal applicants must highlight their ability to work with the target groups of young people and prove that this is genuinely a new programme, or that it is existing work that is clearly aligned to this Tender Specification.  Detailed below is the type of activity which we are looking to support.  <b>Progression Support Package for Employment or Learning</b> <ul style="list-style-type: none"><li>• Personal motivation for work or study (including IAG, 'work ethic', exploring options, career goals, future life planning)</li><li>• Selling yourself (eg CV, interview skills, how to present yourself as the ideal candidate)</li><li>• Being an excellent employee (including behaviours in the workplace, team working, communication, the 'psychological contract' with an employer) and/or</li><li>• Being an independent learner – study and personal organisation skills for those progressing to further learning in FE or HE and practical assistance to access financial and other support for learning</li><li>• Where appropriate, arrange 'internship' work experience with employers (typically 3 months' duration) to increase understanding of the workplace and enhance employability. This may be appropriate for all participants, and be particularly relevant for those having previously completed a full course of study (including at level 3), but who have not yet secured work.</li></ul> Information advice and guidance must be integrated into the programme at all stages.  Activities will: <ul style="list-style-type: none"><li>• deliver innovative approaches with young people, it will need to be different, creative, and engaging;</li><li>• include learning process that should inspire and lead young people towards sustainable progression</li></ul>	

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- engage their curiosity to learn and do well. They should motivate young people and develop optimism;

Applicants will demonstrate their ability to deliver the specification and demonstrate as part of their proposal:

- their ability to work with young people who have particular support needs or barriers to progression;
- that this is genuinely a new programme, or that this is existing work that fits the Tender Specification;
- that the target groups will benefit from a creative, flexible and innovative approach to meeting their needs
- how they will engage and increase motivation of young people, first on to the programme and secondly in learning experiences and progression opportunities
- how their assessment tools will work and how they will construct individual progression plans
- their ability to bring in additional specialist providers where necessary and demonstrate that these links are or will be in place for the programme
- how they will involve partners in the individuals' programmes, eg Jobcentre Plus, Connexions, Employers, Education and Training Providers
- how their proposal fits with other existing and developing activities available for this group

Applicants will be able to demonstrate a track record in the successful delivery of this type of programme.

The programme will include the following features:

- be roll on and roll off, so that young people can be continuously attracted and move on when they are ready to do so;
- have the facility of a phased exit to progression opportunities as part of the learning process with additional support needs identified and provided. All progression options should be explored, including further and higher education, apprenticeship, employment or volunteering;
- track learners progression into positive outcomes at least 6 months after the young person leaves the programme;
- develop for every learner a transition or 'moving on' plan that will include a portfolio of activities and achievements whilst on the programme;
- will engage specialist providers where necessary;
- should include counselling, support activities, motivational activities;
- clarify the young person's vision (aims and aspirations) for their own future;

However other types of innovative approaches are welcomed.

Applicants need to ensure that beneficiaries of this programme who are in receipt of state benefits comply with Jobcentre Plus regulations i.e. any activities should be less than 16 hours per week.

### **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

The target groups for this tender specification are all residents of the geographical locations identified and will also be:

- 17-19 year olds who are currently NEET, (a priority being 18 and 19 year olds), with a focus on the following priority groups:
  - Learners with Learning Difficulties and/or Disabilities
  - Young People previously Looked After
  - Young Offenders
  - Pregnant girls
  - Teenage parents
- 17-19 year olds (a priority being those young people with a Level 2 or above) who have become NEET and have previously accessed mainstream learning, such as FE, school sixth form or entry to employment, or who have previously been in work or apprenticeship (a priority being 18 and 19 year olds).

### Geography / area of delivery

The LSC seeks proposals which cover the deliver the following activities in the geographical areas identified:

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

### Outputs

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

Sub-Region	Young people undertaking support programme	Young people undertaking internship
Greater Manchester	905	542
Halton	48	29
Merseyside Phasing-In Area	1,680	1,008
<b>Total</b>	<b>2,633</b>	<b>1,579</b>

### Results

The LSC envisages that these will be the minimum results achieved from the participant volumes as set out in the outputs table:

Sub-Region	Young people progressing into employment (including self-employment and volunteering), education or training
Greater Manchester	679
Halton	36

Merseyside Phasing-In Area	1,260
<b>Total</b>	<b>1,975</b>

### Other outcomes

Other outcomes that the LSC envisages being delivered are:

- Completion of non-accredited learning activity
- Achievement of accredited learning activity
- Improvement in Personal/Life Skills
- Improvement in Work related Skills
- Progression into part-time employment Individual Learner Action Plan completed
- Marketing Plan completed
- Learning materials developed

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 **£2,948,500**, which is split as follows:

- Greater Manchester - £1,013,000
- Halton - £53,900
- Merseyside Phasing-In Area - £1,881,600

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

The indicative unit cost per participant is: £1,120.

EMA is a weekly payment of up to £30 that is paid directly to eligible young people aged 16 to 19, following household income assessment.

Your tender should reflect how you propose to assist young people with their applications for EMA as part of this project.

For full details of EMA and the eligibility criteria please visit the EMA website ([www.direct.gov.uk/ema](http://www.direct.gov.uk/ema))

### 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. These deliverables will be used to identify the

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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.

<b>Deliverable ID</b>	<b>Deliverable Name</b>	<b>Unit Cost</b>	<b>Volume</b>	<b>Payment</b>
S2	Participant Assessment, Planning and Support	£100	2,633	£263,300
S4	Young people undertaking support programme	£300	2,633	£789,900
G1	Young people undertaking an internship	£700	1,579	£1,105,300
P3	Progression to Employment	£400	975	£390,000
P1	Progression into Learning	£400	1,000	£400,000
M4	Project evaluation including case studies (evaluation to be submitted February and August and Case studies May and November) Format will be agreed by LSC.	£0		£0
<b>Total</b>				<b>£2,948,500</b>

Within the Greater Merseyside area the LSC envisages a separate contract for each of its 6 boroughs.

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. The LSC 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

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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.

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<b>Title: Cumbria – Reducing NEET in Cumbria</b>	<b>Reference: NW/YOUTH/S29</b>
<b>Aim</b>	
<p>The aim of this project is to build on the existing successful Broadening Horizons project to deliver imaginative and innovative activities to re-engage those young people who are currently not in education, employment or training and to improve participation in post 16 learning.</p>	
<b>Service requirement</b>	
<p>The innovative and imaginative activities to be tendered for are:</p>	
<p>1) The development of a range of interventions for those young people who have joined post 16 learning to facilitate their movement through a clear and successful pathway of education, training or employment through to age of 19. This may include the development of transition planning to move programme led apprenticeships into the employer led route and additional guidance for those young people joining one year full time courses in schools and college, before during and at the end of their programme.</p>	
<p>In particular this may involve:</p>	
<ul style="list-style-type: none"><li>• Enhanced support or mentoring arrangements for students in post 16 learning who have specific support needs;</li><li>• Additional guidance for those students joining one year full time courses in schools or colleges in year 12 – before, during and at the end of the programme to enable progression to further learning;</li><li>• Brokerage arrangements to ensure that young people move smoothly from programme led apprenticeships to employed status apprenticeships.</li></ul>	
<p>2) The development of a programme for those young people who are not quite ready to enter Entry to Employment (e2e). This programme should include counselling, support activities, motivational activities, outdoor and team building activities (with appropriate health and safety procedures, insurances and qualified staff);clarify the young person’s vision (aims and aspirations) for their own future and should be based on the following principles:</p>	
<ul style="list-style-type: none"><li>a. The programme should act as a bridge to positive outcomes such as other learning or employment;</li><li>b. By the end of the programme the young person will be emotionally ready to learn or work and to apply their learning, skills and behaviours to further studies or work;</li><li>c. In developing ‘behaviours’ we expect the young person to develop practices and customs that support their development;</li><li>d. By the end of the programme learners will exhibit behaviours linked to curiosity for learning new ideas, have higher self esteem and be optimistic about their future and the opportunities open to them;</li><li>e. By the end of the programme the young person will have become motivated, by awareness of the rewards and drivers that are applicable to them, and understand how they can help themselves remove their barriers to learning or employment.</li></ul>	
<p>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</p>	

evaluation of your submission.

### Target groups & priority

For all activities

- Currently not in education, employment or training (NEET) at 16,
- 17 and 18 with particular focus on young people in vulnerable groups such as teenage parents, young offenders, looked after young people and young people with learning difficulties and disabilities.
- Young people who for a variety of reasons are not yet ready to enter mainstream learning.

### Geography / area of delivery

Proposals are invited for the activity detailed above throughout Allerdale, Copeland, Carlisle, Furness, Eden and South Lakeland covering urban and rural areas. Proposals should clearly detail the rationale for delivery in each of these areas and should clearly reflect the geography and detailed make up the NEET group in each area paying particular attention to areas of deprivation and rurality.

### Outputs

As a minimum proposals should aim to assist at least 100 young people across the lifetime of the project within the following strands of activity:

Strand	Cumbria
Retention in post 16 learning (for those at risk of disengaging/becoming NEET)	34 participants
Energisers (for those NEET young people)	33 participants
Pre E2E Programmes (for those NEET young people)	33 participants

The above split is for illustrative purposes.

### Results

The minimum results of the activity described within this tender will be as follows:

Strand	Cumbria
<i>Retention in post 16 learning</i>	
Young people retained in learning (re-engagement measured 6 weeks after commencement of support and requires confirmation from the training provider that the learner is no longer at risk of disengagement)	20
<i>Energisers</i>	
Those young people who are NEET progressing into structured learning and/or employment including self-employment	20
<i>Pre E2E Programmes</i>	
Those young people who are NEET progressing into structured learning and/or employment including self-employment	20

The above split is for illustrative purposes

### Other outcomes

Proposals should demonstrate how participants will achieve outcomes in, where applicable:

- 1 Health
- 2 Family
- 3 Real World
- 4 Personal / Life Skills
- 5 Work related skills
- 6 Progression to higher level qualifications

Successful providers are required to submit a Performance and Evaluation report to the LSC every six months during the contract period and a final evaluation report at the end of the contract.

### Funding available

The total funding available will total £166,000 and will be applied to activities as follows:

- Post 16 retention - £55,840
- Pre-e2e - £55,080
- Energisers - £55,080

**Total participants 100 at average cost of £1,660 = total project cost of £166,000**

EMA is a weekly payment of up to £30 that is paid directly to eligible young people aged 16 to 19, following household income assessment.

Your tender should reflect how you propose to assist young people with their applications for EMA as part of this project. Experience has shown that some young people have been unable to access EMA due to the lack of support from their families.

Where providers are not eligible for EMA, it is anticipated that payment of a training allowance will be paid to learners. Any training allowance payment would be from the overall budget for this programme and providers must build this in to their costings.

For full details of EMA and the eligibility criteria please visit the EMA website ([www.direct.gov.uk/ema](http://www.direct.gov.uk/ema))

### Start and end dates

The contract will start on 1 December 2009 and end on 31 December 2011. Proposals should detail the delivery timescales for each area of activity in line with key points of fluctuation in NEET numbers in the area.

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 preference in Cumbria is for delivery to build on existing well established delivery structures to maximise the existing skills and experience of a wide range of agencies, in

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order that the needs of particular priority groups and specific geographic areas are addressed.

Information requested should be given in respect of the proposed lead organisation and in respect of proposed partnership members who will play a significant role in the delivery of services or under any ensuing contract.

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.

<b>Deliverable ID</b>	<b>Deliverable Name</b>	<b>Unit Cost</b>	<b>Volume</b>	<b>Payment</b>
S2	Young People Engaged in the Programme (Participant Assessment, Planning and Support)	£160	100	£16,000
S4	Young People Commence Training	£300	100	£30,000
S11	Retention in Post 16 Learning (start)	£300	34	£10,200
S12	Energisers (start)	£300	33	£9,900
S13	Pre e2e (start)	£300	33	£9,900
A14	Young People Retained in Post 16 Learning	£1,500	20	£30,000
P3	Progression into Employment (Result of Energiser & Pre e2e start)	£1,500	20	£30,000
P1	Progression into Learning (Result of Energiser & Pre e2e start)	£1,500	20	£30,000
M4	Project evaluation including case studies (evaluation to be submitted February and August and Case studies May and November) Format will be agreed by LSC.	£0	100	£0
<b>Total</b>				<b>£166,000</b>

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 will 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.

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

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.

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.

For Information