



European Union
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Investing in jobs and skills

**LEARNING AND SKILLS COUNCIL
NORTHWEST**

ESF CO-FINANCE



Leading learning and skills

OTHER TENDER SPECIFICATIONS

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For Information Only

Title: Greater Merseyside including Halton – Routeway to Employment for People with Learning Difficulties and/or Disabilities	Reference: NW/OTHER/S01
Aim A programme to enhance supported employment opportunities for young people and adults with Learning Difficulties and/or Disabilities. The aim is for young people and adults to achieve equality of opportunity, social inclusion and integration into the mainstreams of society and sustainable employment in integrated settings.	
Service requirement Many young people and adult learners with a learning difficulty and/or disability (LLDD) find themselves excluded from society and employment opportunities. This project aims to build on good practice developed in other areas delivered, through learning providers in partnership with supported employment agencies. The programme will provide employability skills to young people and adults with LLDD needs enabling learners to access sustainable employment with employers from a broad range of sector and social businesses, so that they are able to meet, with reasonable adjustments, the needs of the employer. The programme will also work alongside current learning and skills providers who deliver to LLDD learners to look for opportunities to provide progression opportunities to sustainable employment for those ready and able to work.	
The Distinctive Offer The successful provider will work in close collaboration with key stakeholders to offer a person centred, tailor made service, that ensures young people and adults are suitably matched with, and supported into, sustainable employment opportunities. Specifically for the young people cohort, the provider should work with the Connexions Service and for the adult cohort, the provider should also work in conjunction with the Jobcentre Plus 'Employ Ability' campaign and alongside Jobcentre Plus Disability Advisors in meeting employer and individual needs.	
It is expected that the learner will follow the following routeway stages:	
Stage 1: This focuses on engagement, information, advice and guidance (IAG) and initial assessment.	
Stage 2: This will focus on pre-employment training and any core skills development needed to make people ready for work or work placement. This activity should, particularly for young people who may already be in learning, deliver an enhanced/ bolt on programme of focused job related learning that will enable the young person to make the transition into supported employment. This may involve some short targeted specific skills development, for example, Skills for Life or units of a Level 2 qualification, confidence building or addressing social barriers or any additional problems the beneficiary may be experiencing. Training towards a certificate should be encouraged and designed to continue and be built upon once in employment.	
Stage 3: This stage will support the beneficiary in their recruitment and interview readiness and any support they may require in order to be offered an interview and successfully gain employment.	
Stage 4: Once in employment it is thought that the beneficiary will need additional support to sustain employment and some specific 'on the job' development activity either continuing or enhancing the	

training they commenced in Stage 2. During this stage, support packages should be made available to support the employer to meet the needs of the beneficiary to ensure mutual benefit. This support must be limited to a maximum of 6 months from the individuals employment start date.

Stage 5:

Advice and information linked to career progression and sustainable employment should be available for beneficiaries once the support programme has come to an end. This should include, where appropriate, continuation of training through to a full Level 2 via mainstream provision e.g. Train to Gain.

Further to the stages, providers must ensure the following key points are addressed as part of their programme:

EMPLOYER AND LEARNER ENGAGEMENT

- Engagement of the individual.
- Engagement and recruitment of employers with support for the employer in making reasonable adjustments.
- Engagement of social businesses in the area.

Applicants must demonstrate plans for engagement of employers working with key stakeholders working on this agenda. Employers must contribute to the customised design/learner selection and access to work and provided with support to make reasonable adjustments and capacity building on the Disability Discrimination Act where required.

PARTNERSHIP

- A partnership approach to organising agreed support for the individual once he or she is in employment.
- Involvement of support workers/mentors/carers throughout the process.
- Provide evidence of strong working relationships with employers and their representative bodies.
- Effective communication. A mechanism should be in place to ensure all partners communicate frequently, effectively and openly with each other, with learners and their current mentors. It is essential that there are clear boundaries of responsibilities and tasks setting out which partner does what and by when.
- Professional development. This can promote collaboration and give a greater understanding of each partner's perspective and stake in the adult and young people LLDD learners and the programme.

Applicants must demonstrate good working relationships with Connexions/Jobcentre Plus and other stakeholders including Social Services and experience of working within benefit agency rules and regulations as they relate to this particular client groups. This should include utilising the Jobcentre Plus Access to Work service, details of which can be found at

<http://www.jobcentreplus.gov.uk/JCP/Customers/HelpForDisabledPeople/AccessToWork/>

LEARNING WITH EMPLOYMENT

- Develop customised training programmes with an initial focus on employment.
- Delivery of accredited and non accredited learning programmes suitable to the individuals needs.
- Access and progression to Train to Gain where applicable once in employment – providers should add value to and take full account of existing provision and programmes – particularly mainstream LSC and Jobcentre Plus provision and seek to incorporate participation on this provision, where appropriate, within the delivery of a customised programme. For example, providers should maximise access to Skills for Life provision via existing mainstream routes.
- Supported work placements through JCP, any work trials must be arranged through Jobcentre Plus provision. Developing competence and skills can get learners work ready to a point but only exposure to the real work place can test the learner – dealing with customers, the whole business/product cycle, being part of a work force and meeting deadlines that impact on others.

Proposals must provide all learners with the support and opportunity to progress from activities to

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positive outcomes, particularly interviews for employment or other sustainable employment prospects (preferably with further training) and progression to further learning.

LEARNER SUPPORT

This can cover a multitude of issues: learning styles and pace, mentors, transport, portfolio assistance, IAG and access to specialist support depending on need through an understanding of wider issues that may affect the learner.

- Dedicated programme staff or co-ordinators are a key element to overseeing the successful delivery of the programme and to manage the learning experience across all aspects of its delivery. Involving those with enthusiasm and the right skills mix will benefit the quality of learning.
- Access to specialist advice including IAG which is timely and impartial. Arrangements should be made for appropriate partners to have a role in advising potential participants in aspects of the programme.

For this programme LSCGM particularly welcomes 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 Jobcentre Plus, further education and work-based learning providers, Connexions, Local Authority Social Service departments, substance misuse support agencies, homeless charities and other specialist support agencies.

Applicants will be able to demonstrate a track record in the successful delivery of this type of support to adult and young people with LLDD needs or a similar cohort.

Target groups & priority

Adults, who are unemployed or economically inactive but seeking work and young people (aged 16 +) who are NEET or in learning and at risk of unemployment, with learning difficulties and/or physical disabilities with emphasis being placed on people within the following profiles: Autistic Spectrum Disorder, Severe Learning Difficulties and Moderate Learning Difficulties. Also those with Mental Health issues and Emotional & Behavioural Difficulties.

Geography / area of delivery

LSC Greater Merseyside welcomes applications covering the 6 boroughs of Greater Merseyside with particular emphasis and targeting on delivery throughout the DAF wards (Annex A). Further discussions will take place at contracting stage.

Outputs

Outputs	Halton	Knowsley	Sefton	Liverpool	Wirral	St Helens
Beneficiaries receiving training and assistance into employment	21	95	128	273	173	85

Results

Results	Halton	Knowsley	Sefton	Liverpool	Wirral	St Helens
Employers engaged in the programme	10	46	62	131	83	41
Beneficiaries entering	13	58	79	167	106	52

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employment						
Transition programmes developed to embed sustainability of the employment	9	40	54	116	73	36
Number of young people and adults in sustainable employment	8	36	48	103	65	32

Funding available

The amount of funding available for this programme is £4,266,743.

Borough	Amount of Funding
Halton	£116,743
Knowsley	£522,500
Sefton	£706,150
Liverpool	£1,503,000
Wirral	£949,800
St Helens	£468,550

It is expected that the average unit cost per beneficiary would be £5,500.

LSC co-financed ESF provision is now considered valid for the purposes of the Education Maintenance Allowance (EMA), where this provision is in scope for OFSTED inspection and is of at least 12 guided learning hours per week and for a minimum of 10 weeks.

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 (see below).

Household income in the tax year 2006-07	Weekly rates to be paid
Up to £20,817	£30
More than £20,817 but less than or equal to £25,521	£20
More than £25,521 but less than or equal to £30,810	£10
More than £30,810	Not eligible for EMA (weekly or bonus payments)

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

Where the provider is 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)

The activities specified in this Tender Specification will be funded by the LSC's Co-finance Plan for

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the North West of England for the period January 2007 to December 2010. As this Co-finance Plan has yet to be approved the amounts specified in this Tender Specification are subject to change. The final amount of funding available for this Tender Specification will be agreed prior to contract clarification commencing.

Start and end dates

Projects must not start activity before 1 May 2008 and must complete all of their activity by 31st December 2010 (including evaluation and dissemination activities).

Projects must not recruit individuals if there is insufficient time available to allow them to achieve the outcomes of the project.

Contracting details

LSC Greater Merseyside would expect no more than 6 contracts to deliver this programme.

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

For Information Only

Title: North West and Greater Merseyside – Skills For Jobs For Offenders	Reference: NW/OTHER/S02
<p>Aim</p> <p>To develop employability skills and support offenders in order to gain sustainable work following the Skills for Jobs routeways (please refer also to the Introduction and Guidance to Skills for Jobs). Offenders are part of the workless cohort and often face multiple barriers to engagement. The target group for this tender are those offenders for whom employment has been assessed as a need and this is entered on their sentence plan. (The assessment will be using the criminal justice sector’s OAsys process). Whilst many offenders will be serving their sentence in the community some ‘in reach’ work in prisons might be required. Applicants will need to take account of the Offender Learning and Skills Service (OLASS) delivered in prisons and the community as well as the Job Centre Plus service which is also present in the North West prisons.</p> <p>The overall strategic aim of services sought under this specification is to support the delivery of an integrated employment and skills system, known as Skills for Jobs for offenders.</p> <p>Skills for Jobs aims to tackle worklessness by reducing the number of individuals not in employment through more effective engagement, and to move individuals into sustainable jobs through coaching, skills development, ongoing support, and the achievement of qualifications. This will be achieved by linking people who want to work with employers/sectors where there are vacancies and preparing individuals to secure and sustain employment.</p>	
<p>Service requirement</p> <p>The LSC has developed 3 Skills for Jobs Routeways which as indicated above aim to reduce the number of individuals not in employment. The LSC’s preference is to support applications which seek to deliver <i>all</i> of the Routeways defined below, to the target groups and relevant sectors via a consortium/partnership approach. A Partnership/consortium approach is essential and applications must describe how the capacity of such partnerships/consortia exists or will be developed. This is particularly important for offenders in custody who will need a multi agency approach to support them towards and ‘through the gate’ into the wider community.</p> <p>Applicants will need to demonstrate how they will work with a range of partners and providers to develop a comprehensive menu of progression opportunities and ensure smooth transition arrangements for clients to navigate through provision. Specifically the LSC requires the linking up of interventions throughout the routeways detailed below, inside and outside prison to enable a smooth transition to the community by providing support which is specific to offenders in custody.</p> <p>It is expected that partners will include Jobcentre Plus, organisations that are successful under the current LSC ESF Co-financing Information Advice and Guidance tender and organisations successful in the DWP Co-financing round. Other partners may include voluntary and community organisations and existing providers of learning, support and employment programmes.</p> <p>Applications will need to make clear links to bespoke Information, Advice and Guidance (IAG) services including the existing Nextstep service and enhanced services procured through LSC and DWP ESF Co-financing. Impartial and wide-ranging IAG is critical to the success of Skills for Jobs and should ensure that individuals are able to make informed choices that meet their personal circumstances, skills needs and aspirations and lead to sustainable job outcomes and further learning. In order to ensure that an IAG offer puts the individual first and provides an impartial service drawing on a range of possible interventions, a separate Tender Specification for IAG has been developed within this LSC ESF Co-financing round. Successful applicants under the Skills for Jobs for Offenders Tender Specifications will be required to work with successful IAG providers, providing information about the Routeways being proposed and looking to IAG services for client referrals and continued client IAG support at each stage of the Routeway</p>	

The 3 Skills for Jobs Routeways are described below:

1. The Employability Skills Routeway – Enhancing the Employability Outcomes of Existing Provision

This Routeway will navigate eligible learners, already engaged in LSC funded Offenders Learning and Skills Service (OLASS) or any other learning programmes below level 2, from this into sustained employment. This will be done by linking with suitable sustainable employment opportunities and supporting the transition from custody to employment and ideally via further skills development to level 2 via Train to Gain/further appropriate learning.

This routeway will enhance the outcomes from existing LSC provision. Regional priorities will be to consolidate the value of existing investment and add value to existing outcomes.

2. The Individualised Routeway – Meeting Individual Needs

This Routeway will develop engagement with those in the target group not presently engaged in OLASS or other formal learning. This Routeway will enable a customer focussed progression route for participants into sustainable employment, taking account of:

- Local labour market need
- Client aspirations and aptitudes

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

3. The Sector Routeway – Demand Led Programmes with Employers

Working with Job Developers, Employer Support Officers in prisons and the prisons' industries and Sector Skills Councils, demand led sector routeways will be developed which are designed by the sector to direct and support eligible learners through pre-employment training into identified sustained employment, ideally with training to Level 2 via Train to Gain. This can include the **Sector Employability Toolkit** (see The Introduction and Guidance to Skills for Jobs Annex 4)

The primary target sectors throughout the region will be:

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

For offenders in the North West there are some specific factors which must be taken into account.

Given the nature of the client group and their multiple barriers it is inevitable that there are many service providers involved with offenders and, whilst this is largely beneficial, it can often be very confusing and difficult to comprehend particularly when communication is ineffective between the parties concerned. Successful providers will need to work with others to avoid duplication and displacement of services to offenders. Applicants will need to consider how they will record and allow for management information to be easily shared between the criminal justice partners, different agencies concerned with the individual offender and the offenders themselves.

The successful applicant will also be expected to work with the OLASS lead providers, the Heads of Learning and Skills working in prisons in the North West and the Probation Service in transferring information and updating learner records and assessments. They will need to demonstrate how they will work together to ensure that offenders are fully supported through the transition from custody into the community because of these effective working arrangements. It is important that applicants work with other providers who are successful in

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securing funding via the other Skills for Jobs Tender Specifications so that effective linkages are made, where appropriate, with that framework.

The successful applicant will work in partnership with the OLASS lead providers in each of the NW sub-regions, as the overall lead for offender learning. Their current delivery role is primarily based in custody but they also champion and coordinate the provision of OLASS in the community.

The ultimate aim of any intervention for offenders is the reduction of re-offending, a key Government target supported by national and regional delivery plans which set out the strategy along different pathways covering, for example, accommodation, health, finance and benefit and employment, learning and skills. The National Offender Management Service (NOMS), part of the Ministry of Justice, has appointed 9 Regional Offender Managers (ROM) who commission services for offenders in custody and the community from a range of different statutory and non statutory providers.

In the North West, the ROM leads the Reducing Re-offending Delivery Board which covers 8 different pathways of need. The LSC leads the Employment, Learning and Skills Pathway and manages the progress of the pathway delivery plan. Any interventions for offenders should relate to the pathway plan and providers should also understand that working with other pathways is usually necessary in order to meet needs of offenders. The NW Reducing Re-offending Delivery Plan can be found at [North West Reducing Re-offending Delivery Plan \(April 2007\)](#)

At present some offenders in prison and the community benefit from working with offender managers and supervisors who focus on local interventions needed to help the offender through their sentence plan. The offender manager will be responsible for ensuring that interventions are sequenced so that, for example, offenders do not engage with learning and skills provision until their drug treatment is effective. Offenders in the target group will have either an offender manager or an assigned probation officer. It is important that referral protocols are agreed between the successful applicant and the probation service so that offenders in the target group are properly identified and referred by this route.

Contributions to the reviews of an offender's progress will be required and applicants should explain how they will contribute to this process. It is essential that the successful applicant is able to adapt the structure and activities of the Skills for Jobs for Offenders' service in order to respond to the changing demands of criminal justice partners.

For offenders in the North West it is essential that providers take account of current employability skills programmes funded through ESF and EQUAL. This includes ESF OLASS, IMPACT, PS PLUS and EQUAL Engage. These programmes are commissioned by LSC, probation and prison services. A critical element of these programmes has been to test out ways of working with offenders in order to develop employability skills and valuable information will be generated during the period October 2007 and July 2008. The successful contractor will need to take account of this information so that interventions are informed by evidence of effective practice.

The North West has 2 Job Developers, funded through the National Employer Panel, working in Greater Manchester and Merseyside. Their role is to engage with employers to encourage and support them to consider the recruitment of offenders. The NWDA has recently provided funds to expand this type of work through the creation of 8 new posts attached to prisons in Cheshire, Cumbria and Lancashire. It is critical that the contractor works with these post holders and responds to employer demand so that activities are properly targeted, joined up and not duplicated.

For planning purposes the following table shows the approximate number of offenders in the community in the five criminal justice areas of the region. Offenders will be referred to this Skills for Jobs Programme by the Probation Areas.

Criminal Justice Area	approximate caseload
Cheshire, including Halton	4000
Cumbria	2000
Lancashire	8000
Manchester	17,000
Merseyside	9000
Total	40,000

A partnership structure for offender employment, learning and skills has been developed at regional and local levels in the North West and these partnerships are lead by LSC. There are local offender employment, learning and skills plans and applicants need to demonstrate how they will contribute to these plans. The overriding aim must be for providers to work together in order to present a holistic package of support to offenders.

Routeway Activity Stages

Each of the 3 Routeways defined above will need to include the following 5 stages of activity and these need to be considered from the perspectives of both the employer and the individual.

Stages 1 and 2 – Learner/Employer Engagement

Stage 3 – The Pre Employment Phase.

Stage 4 – The Entry to Employment Phase

Stage 5 – The Post Employment Phase

These 5 stages are outlined above; within each stage we have described a range of activities which could be delivered and these are included in the **Introduction and Guidance to Skills for Jobs**. These are identified as examples of the types of activities which should be included and other appropriate activities can be factored in as necessary to achieve the Skills for Jobs objective. For offenders there are some specific additional activities which must be incorporated into each of the 5 stages, these additional activities are as follows:

- Effective linkages with offender managers and probation staff
- Effective linkages with the prison's Reducing Re-offending Manager responsible for resettlement
- Linkages with other reducing re-offending pathways
- Effective linkages with Job Developers and Employer Support Officers
- Disclosing offences in a positive way
- Skills for Life embedded in other interventions where appropriate
- Mentoring and support services for offenders and employers
- Post employment mentoring and support for individuals and employers

Please be aware that the LSC is not willing to consider applications which only seek to deliver particular stages, or actions within the stages detailed in The Introduction and Guidance to Skills for Jobs. Applications must contain activities that will deliver *all* of the defined progression stages.

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

The achievement of entering employment is not seen as the end of the learner's Skills for Jobs for

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Offenders' journey as we wish to ensure that in work support and training ensures sustainability of employment and, where appropriate, also pulls through to level 2 learning via Train 2 Gain.

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

Applications will need to make clear links to bespoke information, advice and guidance (IAG) services including the existing Nextstep service and enhanced services procured through LSC and DWP ESF Co-financing. Impartial and wide-ranging IAG is critical to the success of Skills for Jobs and should ensure that individuals are able to make informed choices that meet their personal circumstances, skills needs and aspirations and that lead to sustainable job outcomes and further learning. In order to ensure that an IAG offer puts the individual first and provides an impartial service drawing on a range of possible interventions, a separate Tender Specification for IAG has been developed within this LSC ESF Co-financing round. Successful applicants under the Skills for Jobs for Offenders Tender Specification will be required to work with successful IAG providers, providing information about the Routeways being proposed and looking to IAG services for client referrals and continued client IAG support at each stage of the Routeway.

Skills for Jobs activity will support existing priorities including those in local/multi area agreements, joint delivery plans with Jobcentre Plus, growth areas, and City Strategies. Skills for Jobs activity will support emerging Local Employment Partnership activity, and complement achievement of the Skills pledge, as appropriate. It will necessarily need to cross reference with, and complement, the mainly client engagement focussed activities procured by Jobcentre Plus through their ESF Co-Financing round, and also other ESF funded LSC Skills for Jobs activity. It is recognised that the balance of Jobcentre Plus led and LSC led activities contributing to the learner's journey to sustainable employment will vary in local areas.

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

Formative Evaluation

Successful tender applicants will need to participate in evaluation activity as appropriate. They will need to articulate their baseline starting point so that the distance of travel can be measured. Please see the **Introduction and Guidance to Skills for Jobs** for more details.

Target groups & priority

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

The target group for this tender are those offenders from the North West aged 19+ for whom employment has been assessed, through OAsys, as a need and this is entered on their sentence plan.

ESF is primarily aimed at people who are available to work in the job market. Therefore people in custody are eligible to access ESF as follows:

- People sentenced to less than two years can access ESF at any point during their sentence.
- People sentenced to more than two years can only access ESF during the last two years of their sentence.

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

Applicants must note that provision under skills for jobs will need to be compliant with existing benefit regulations, for example the 16-hour rule to those in receipt of Job Seekers Allowance or Job Seekers Income Support.

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

Geography / area of delivery

We are willing to consider applications which seek to support individuals who:

- Reside in North West or Greater Merseyside and are serving their sentence entirely in the community; or
- Will return to the North West or Greater Merseyside once their custodial sentence has been completed.

Given the nature of the target group it may be necessary to work with IAG services in other regions. **Separate tenders must be produced for each Criminal Justice Area of procurement for which the organisation is tendering**

Outputs

Criminal Justice Area	Outputs
Cheshire, including Halton	<ul style="list-style-type: none"> • Minimum of 174 offenders supported in the programme via an action plan • Minimum of 122 progressions achieved from Skills for Jobs Stage 3 to Stage 4 (following the Skills for Jobs Stages described above and evidenced through individual action plan achievements)
Cumbria	<ul style="list-style-type: none"> • Minimum of 94 offenders supported in the programme via an action plan • Minimum of 65 progressions achieved from Skills for Jobs Stage 3 to Stage 4 (following the Skills for Jobs Stages described above and evidenced through individual action plan achievements)
Lancashire	<ul style="list-style-type: none"> • Minimum of 348 offenders supported in the programme via an action plan • Minimum of 244 progressions achieved from Skills for Jobs Stage 3 to Stage 4 (following the Skills for Jobs Stages described above and evidenced through individual action plan achievements)
Manchester	<ul style="list-style-type: none"> • Minimum of 721 offenders supported in the programme via an action plan • Minimum of 505 progressions achieved from Skills for Jobs Stage 3 to Stage 4 (following the Skills for Jobs Stages described above and evidenced through individual action plan achievements)
Merseyside	<ul style="list-style-type: none"> • Minimum of 667 offenders supported in the programme via an

	action plan • Minimum of 467 progressions achieved from Skills for Jobs Stage 3 to Stage 4 (following the Skills for Jobs Stages described above and evidenced through individual action plan achievements)
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Results

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

Cheshire, including Halton	<ul style="list-style-type: none"> • Minimum of 52 offenders entering employment with training • Minimum of 43 of offenders continuing in employment with training after 13 weeks • Minimum of 35 of offenders in employment after 6 months • Minimum of 78 of economically inactive participants engaged in job search activity or further learning
Cumbria	<ul style="list-style-type: none"> • Minimum of 28 offenders entering employment with training • Minimum of 23 of offenders continuing in employment with training after 13 weeks • Minimum of 19 of offenders in employment after 6 months • Minimum of 42 of economically inactive participants engaged in job search activity or further learning
Lancashire	<ul style="list-style-type: none"> • Minimum of 104 offenders entering employment with training • Minimum of 87 of offenders continuing in employment with training after 13 weeks • Minimum of 70 of offenders in employment after 6 months • Minimum of 157 of economically inactive participants engaged in job search activity or further learning
Manchester	<ul style="list-style-type: none"> • Minimum of 216 offenders entering employment with training • Minimum of 180 of offenders continuing in employment with training after 13 weeks • Minimum of 144 of offenders in employment after 6 months • Minimum of 324 of economically inactive participants engaged in job search activity or further learning
Merseyside	<ul style="list-style-type: none"> • Minimum of 200 offenders entering employment with training • Minimum of 167 of offenders continuing in employment with training after 13 weeks • Minimum of 133 of offenders in employment after 6 months • Minimum of 300 of economically inactive participants engaged in job search activity or further learning

Other outcomes

LSC North West is looking to support activity that will deliver or contribute towards the outputs and results specified above. However, applicants are invited to identify any other outcomes, including soft outcomes that their project will deliver including:

- Employers supported
- Link up with skills for jobs routeways in the community where appropriate
- Reduction of re-offending
- Willingness to share data, information and effective practice with partners

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- Focus on individual offender needs
- Effective partnership working and collaboration in the area of employment, learning and skills for offenders
- Models of effective practice for offenders in custody and the community
- Flexible and adaptable working practices to respond to a changing NOMS agenda
- Flexible and adaptable working practices to respond to a changing skills development agenda

Funding available

The maximum amount of funding available for this tender specification is: £3,000,000 of which £1,000,000 is for offenders residing in Merseyside (excluding Halton) or in Merseyside prisons. The breakdown is as follows:-

Criminal justice area	Budget available for this tender
Cheshire including Halton	299,878
Cumbria	138,762
Lancashire	519,870
Manchester	1,041,490
Merseyside	1,000,000
Total	3,000,000

Applicants may not apply for more than the maximum level of funding which has been identified for this Tender Specification.

The activities specified in this Tender Specification will be funded by the LSC's Co-finance Plan for the North West of England for the period January 2007 to December 2010. As this Co-finance Plan has yet to be approved the amounts specified in this Tender Specification are subject to change. The final amount of funding available for this Tender Specification will be agreed prior to contract clarification commencing.

Start and end dates

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

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

Contracting details

LSC North West would expect to let no more than five contracts, one for each sub region.

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

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

Title: Greater Manchester – Skills for Jobs – The Employability Skills Routeway into Sustainable Employment for People with Learning Difficulties and/or Disabilities	Reference: NW/OTHER/S03
Aim <p>The overall strategic aim of services sought under this specification is to support the delivery of an integrated employment and skills system. This is one of a suite of tender specifications that will procure activity that will contribute to the Skills for Jobs framework</p> <p>Skills for Jobs aims to tackle worklessness by reducing the number of individuals not in employment through more effective engagement. It aims to move individuals into sustainable jobs through coaching, skills development, ongoing support, and the provision of qualifications. This will be achieved by linking individuals who want to work with employers/sectors where there are opportunities and preparing those individuals to secure and sustain that employment.</p> <p>The target group for this Tender Specification are adults (aged 19+) who are residents of the Greater Manchester area and who are Learners with Learning Difficulties and/or Disabilities (including Mental Health Issues) who are currently engaged in the FE sector.</p>	
Service requirement <p>The LSC has developed three Skills for Jobs Routeways which aim to reduce the number of individuals not in employment (please refer also to the Introduction and Guidance to Skills for Jobs); this specification relates to the first – The Employability Skills Routeway. The LSC is seeking applications which will co-ordinate and deliver this complete Routeway for either all target groups and sectors, or one or more of the target groups and/or sectors. Applicants must state clearly to which target groups and sectors and in what areas the activity will be delivered. A partnership/consortium approach is essential and applications must be submitted by a lead applicant on behalf of the partnership/consortium. The applicant must list the membership of the partnership/consortium and explain the existing capacity of the partnership/consortium and/or how additional capacity will be developed prior to commencing delivery of the project.</p> <p>Applicants must explain how they will work with a range of agencies, partners and providers to develop a comprehensive menu of support and to ensure smooth transition arrangements that will enable individuals to progress through the Routeway. Such organisations must include Jobcentre Plus, organisations successful in the DWP Co-financing Round (currently under tender), voluntary and community sector organisations involved in engagement activities, and the providers of other existing learning, support and employment programmes.</p> <p>It is particularly important that applicants explain how they will make clear links to bespoke Information, Advice and Guidance (IAG) services including the existing Nextstep service and enhanced services procured through LSC and DWP ESF Co-financing. Impartial and wide-ranging IAG is critical to the success of Skills for Jobs and should ensure that individuals are able to make informed choices that meet their personal circumstances, skills needs and aspirations and lead to sustainable job outcomes and further learning. In order to ensure that an IAG offer puts the individual first and provides an impartial service drawing on a range of possible interventions, a separate tender specification for IAG has been developed within this LSC ESF Co-financing round. Successful applicants under this IAG tender specification will be required to work with the successful applicants under this Employability Skills Routeway to support individuals, make appropriate referrals and provide continued IAG support at each stage of the Routeway.</p> <p>Where necessary protocols should be developed with these organisations to ensure a smooth transition for individuals, this must include provision for the sharing of data and avoidance of double-</p>	

counting of outputs.

The objective of this Employability Skills Routeway is to enhance existing LSC provision by navigating eligible individuals from their current programme into sustained employment. This will be done by identifying suitable employment opportunities and supporting the individuals' transition from welfare to workforce and further skills development, ideally to level 2 via Train to Gain/further appropriate learning.

This Routeway will exclusively support Learners with Learning Difficulties and/or Disabilities (including Mental Health Issues) who are currently engaged in the FE sector. Provision must include the following:

- Establishing links between supported employment organisations and FE providers;
- Working with employers to identify and deliver new supported employment places for those learners who are not eligible for existing local authority or JC+ provision;
- Developing and delivering new models of supported employment that facilitate progression to sustained employment.

Routeway Activity Stages

The Routeway must include the following 5 stages and these must be considered from the perspectives of both the employer and the individual.

Stages 1 and 2 – Learner/Employer Engagement

Stage 3 – The Pre Employment Phase.

Stage 4 – The Entry to Employment Phase

Stage 5 – The Post Employment Phase

Within each of these stages we have identified a range of activities which must be delivered and these are described in the Introduction and Guidance to Skills for Jobs document. These are identified as examples of the types of activities which should be included and additional appropriate activities can also be included as necessary to achieve the programme objective.

Applicants must explain how they will identify and engage individuals from groups recognised as being most detached from under-represented in the labour market this will include through the use of positive action programmes where appropriate.

Some of the activities identified in the guidance document or added by the applicant will be provision that is already funded either through mainstream or discretionary resources held by the LSC, JCP or other agencies, e.g. local authorities. Applicants must explain how best value will be achieved by maximising the use of such provision and how they have, or will develop, relationships with the appropriate providers to ensure that such provision can be accessed by individuals on the Routeway.

In addition to using provision that is already funded, applicants will identify a need for new provision to be developed to meet specific gaps noted in the range of activities identified in the guidance document or added by the applicant. This provision must be funded by the applicant and the costs of this should be included in the application form submitted. Applicants must explain what type of new provision they anticipate will be required, however, the LSC recognises that this might change according to the individual requirements of those on the Routeway. Any new provision must align with and add value to existing funded provision and under no circumstances must it duplicate it.

Applicants should note that the achievement of entering employment is not seen as the end of the learner's Skills for Jobs journey as the LSC wishes to ensure that in work support and training is provided to ensure sustainability of employment and, where appropriate, progression to further appropriate learning, in particular level 2 learning via Train to Gain.

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Skills for Jobs activity must support existing priorities including those identified in local area agreements and the Greater Manchester City Strategy Business Plan. Skills for Jobs activity must also support emerging Local Employment Partnership activity, and complement achievement of the Skills and Jobs pledges as appropriate.

Formative Evaluation

As Skills for Jobs is a new approach, successful applicants must agree to participate in evaluation activity as required by the LSC. Initially, they will be asked to articulate their baseline position so that the distance of travel can be measured. Please see the Introduction and Guidance to Skills for Jobs for more details.

Target groups & priority

Skills for Jobs is intended to improve the engagement of disadvantaged adults who are economically inactive and/or on benefits, and who need additional training and support to prepare them for employment and subsequent in-work training to ensure that employment is sustainable and to support further progression.

The target group for this Tender Specification are adults (aged 19+) who are residents of the Greater Manchester area and who are Learners with Learning Difficulties and/or Disabilities (including Mental Health Issues) who are currently engaged in the FE sector.

We expect delivery to the above groups to be in line with the statistical profile of economic inactivity for each local LSC area as identified in the [North West Strategic Analysis and Sub Regional Analysis Reports](#) which are available on the LSC's website. Applicants are advised that these reports are being reviewed and updated documents will be placed on our website at the beginning of December 2007.

It is strongly advised that applicants read the specifications for Skills for Jobs LSC ESF Co-financing which provide sub-regional context for Skills for Jobs activities. Applicants will need to demonstrate how their proposed IAG services meet Skills for Jobs priority target groups in the sub-regions.

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

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

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

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

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

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

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

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

For ESF purposes, people who are economically inactive are:

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

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

Applicants must also note that the normal eligibility criteria will apply to existing provision which may form part of the Routeway. For mainstream LSC provision this criteria can be found at:

http://www.lsc.gov.uk/providers/funding-policy/Furthereducation/Funding_Guidance_for_Further_Education_in_200708.htm For provision funded by other agencies, applicants should contact those agencies to obtain their eligibility criteria.

Geography / area of delivery

All individuals supported by this tender specification must be residents of Greater Manchester. Applicants must, in particular, target individuals living in areas where economic inactivity is particularly concentrated; these are identified in the Greater Manchester City Strategy Business Plan.

Outputs

The following outputs must be delivered by successful applicants:

- 500 Individuals who have completed a Skills for Jobs Action Plan
- A maximum of three Skills for Jobs action plan main Stage Progressions per participant (i.e. progression from stage 1 engagement, to stage 3, to stage 4 and then stage 5). Stage 5 support is limited to a maximum of 6 months per individual

Results

The following results must be delivered by successful applicants:

- 200 individuals on the Routeway who progress to employment with further training and or support when they leave the project
- Of which 165 individuals remain in that employment for at least 13 weeks
- And 130 individuals remain in that employment for at least 6 months

Other outcomes

In addition to the outputs and results listed above, applicants are asked to specify any other

outcomes, including 'soft' outcomes that their project will deliver.

Funding available

The maximum amount of funding available for this tender specification is: £250,000.

Applicants may not apply for more than this maximum level of funding.

The activities specified in this tender specification will be funded by the LSC's Co-finance Plan for the North West of England which covers the period January 2007 to December 2010. As this Co-finance Plan has yet to be approved the amount of funding specified above is subject to change. The final amount of funding available will be agreed with successful applicants prior to commencement of the contract clarification process.

Start and end dates

Successful applicants must not start project activity before 1st May 2008 and must complete all activity by 31st December 2010 (including evaluation and dissemination activities).

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

Contracting details

LSC Greater Manchester would expect to let no more than 5 contracts against this tender specification.

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

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

For Information Only

Title: Northwest including Halton – Community Grants Co-ordinating Bodies	Reference: NW/OTHER/S04
Aim <p>To establish a regional Grants Co-ordinating structure to develop, deliver and manage a Community Grants Programme across the Northwest region (excluding the Merseyside 'phasing in' area) to support people from the hardest to reach communities and individuals experiencing multiple disadvantage access mainstream ESF and domestic employment and skills provision.</p> <p>Provision offered through the Community Grants programme must not duplicate provision that is already supported through existing LSC or DWP mainstream provision, or ESF Co-Financing.</p>	
Service requirement <p>ESF Community Grants will enable small third sector organisations that would not otherwise be able to access ESF, to access small grants through simplified application arrangements. Grants will focus on progression towards the labour market but will not duplicate provision that is available through mainstream ESF activity. Grants will strengthen the ability of small third sector organisations to deliver employment and skills activities to disadvantaged people.</p> <p>The programme will extend provision currently offered by the LSC Basic and Employability Programme and the Skills for Jobs Programme to tackle worklessness and improve social inclusion and social mobility. It will target disadvantaged individuals in deprived communities, providing access to locally tailored learning and support relevant to the specific needs of those from the hardest to reach groups.</p> <p>Grant co-ordinating bodies will:</p> <ul style="list-style-type: none">• Identify, develop and manage a Community Grants Programme on behalf of the LSC, in line with the regional ESF Framework;• Ensure that the programme meets local needs and priorities and referenced to Local Area Agreements where available;• Ensure that the Community Grants Programme is coherent with other neighbourhood renewal and community capacity building grant programmes;• Work with other Co-ordinating Bodies within a regional forum to develop, instigate and manage a simplified regional application process and procedure to ensure that small third sector organisations are able to apply for grants when applications are called;• Develop and publicise an application timetable to ensure at least two calls for grant applications per year between summer 2008 and summer 2010;• Receive and assess applications for grants using a common set of clear and transparent criteria;• Select successful applicants, agreeing level of approved grant and planned outcomes;• Provide support to grant recipients to help them manage ESF funds especially in maintaining records of actual grant expenditure to ensure a full audit trail;• Ensure that grant recipients keep financial records such as invoices to support expenditure, bank statements, staff time sheets, job descriptions, expenses payments;• Work with the LSC to promote the quality of provision for participants engaged in learning;• Monitor performance and delivery of grant recipients and report on performance to the LSC;• Collaborate with other regional Community Co-ordinating Bodies within a regional forum	

led by the LSC.

ESF Community Grants will focus on hardest to reach communities and individuals who have difficulty accessing mainstream provision and/or ESF. The programme will support a range of activities that may include:

- Initial help with basic skills;
- Taster work experience including voluntary work;
- Training advice and guidance;
- Job search assistance;
- Confidence building and personal development;
- First contact engagement activities, e.g. to provide support to individuals overcome barriers to learning and/or employment.

In addition there will be limited scope of up to 10% of the ESF available to support Community Grants for small third sector organisations themselves to support activities such as:

- Training for staff and volunteers in third sector organisations on mainstream routes to employment and training;
- Actions to support the development of delivery and accreditation arrangements in-house;
- Working with other Grant Co-ordinating Bodies within a regional forum to identify common capacity development needs that can best delivered in regional/sub-regional provision or by referral and signposting.

This provision is subject to inspection by Ofsted, the Office for Standards in Education, Children's Services & Skills. The grant awarding body will be required:

- Ensure that those in receipt of community grants are measuring distance travelled using RARPA principles where soft outcomes are used as measurement;
- To complete a quarterly equality and diversity report for LSC monitoring purposes which relates to the recruitment, participation, completion, achievement and progression of participants of the priority groups supported through the grant process;
- To produce a bi-annual qualitative report of learner satisfaction;
- To complete an end of programme report to identify what went well/did not go well, methods of best practice and recommendations to sustain community engagement.

Target groups & priority

Target group for this tender specification is community based small third sector organisations who work with individuals from the following group:

- Unemployed people and inactive people aged 16 years and over who are from hardest to reach communities and who have difficulty accessing mainstream provision and/or ESF. Within this overarching target group, participation of the following groups should be prioritised:
 - People with disabilities and health conditions
 - Lone parents
 - People aged 50 and over
 - People from ethnic minorities
 - Females

Geography / area of delivery

The LSC is tendering for one or more Grant Co-ordinating Bodies to implement Community Grants in the region. The LSC welcomes applications put forward by individual organisations or lead bodies on behalf of partnerships or consortia, to act as a Grant Co-ordinating Body in the following specific geographic areas:

- Cheshire and Warrington
- Cumbria
- Greater Manchester
- Halton
- Lancashire

Outputs

Whilst Community Grants will contribute to ESF objectives overall by helping individuals to move closer to mainstream activity, they will not contribute directly to the achievement of the regional participant, job and NVQ output and results targets.

However, the numbers of participants engaged will be monitored using the LSC ESF Short Record. Emphasis should be placed on the recruitment and engagement of participants from the following priority groups. Overall the programme seeks to engage with at least:

- 22% of participants with disabilities and health conditions
- 12% of participants who are lone parents
- 18% of participants who are aged 50 and over
- 11% are participants from ethnic minority groups

will be required to collect participant data using the ESF Short Record.

Results

Whilst the LSC does not intend to prescribe the level of each individual grant award, other than a maximum of £12,000 our planning assumption is that there will be a total volume of grants of 100 to 200 across the lifetime of the tender for the Northwest.

Coordinating Bodies will be required to collect leaving data on individual learners upon their exit from the Community Grant programme using the ESF Short Record.

- 100-200 grants awarded
- Number of participants in work on leaving
- Number of economically inactive people engaged in job search activity or further learning

It is expected that the majority of participants upon completion of their programme will progress into further learning in mainstream provision

Other outcomes

Co-ordinating Bodies will be required to collect key information on the progress and contribution of the Community Grants Programme to the objectives of Priority 1 of the Operational Programme and the Regional ESF Framework, therefore quarterly progress

reports will need to be submitted to the LSC which provides the following:

- Number of application for grants received;
- Number and value of grants awarded;
- Average value of grants awarded;
- Number of participants supported through grants using the ESF Short Record;
- Evidence of distance travelled by participants through the use of soft outcomes measured using RARPA principles;
- Preparation of case studies of how grants have supported specific targets groups and specific outcomes, as advised by the LSC.

Funding available

A total of £1,296,210 is available for a Community Grants Programme in the North West. The funding is split on a geographical basis as follows:

Co-ordinating Body	Community Grant Budget
Cheshire and Warrington	£209,197
Cumbria	£114,294
Greater Manchester	£606,979
Halton	£28,534
Lancashire	£337,206
Total	£1,296,210

A Co-ordinating Body can utilise up to 10% of its allocation as a staff resource for the management and monitoring of the programme in its area.

The maximum level of grant awarded to a small third sector organisation, recommended by the European Social Fund Division, is £12,000 per annum.

The activities specified in this Tender Specification will be funded by the LSC's Co-finance Plan for the North West of England for the period January 2007 to December 2010. As this Co-finance Plan has yet to be approved the amounts specified in this Tender Specification are subject to change. The final amount of funding available for this Tender Specification will be agreed prior to contract clarification commencing.

Start and end dates

Projects must not start activity before 1 May 2008 and must complete all of their activity by 31 December 2010 (including dissemination and evaluation activities).

The LSC reserves the right to extend the end date of individual contracts where necessary.

Contracting details

expects to issue a maximum of four contracts to ensure provision is available in each area of the region.

The LSC intends to contract the activity within this tender specification against a set of deliverables, such as starts, qualifications, job outcomes, companies assisted; as applicable with the activity defined in the Outputs and Results section of this Tender Specification. Each key deliverable will be assigned a unit cost and the LSC will pay against this profile of activity. Successful applicants will be required to submit regular learner and performance

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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.

DWP are still determining the exact management information requirements for ESF Community Grants; the successful provider(s) will be advised of these management information requirements as part of contract clarification.

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

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