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**LEARNING AND SKILLS  
COUNCIL NORTH WEST**

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**YOUTH SPECIFICATIONS**

**MARCH 2008**



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For Information Only

<b>Title: Greater Manchester – Prevention of NEET Young People in Salford – Pre 16</b>	<b>Reference: NW/YOUTH/S21</b>
<b>Aim</b> To provide additional support and personalised learning programmes to young people who, during key stage four, are identified as becoming at risk of disengaging from learning. This is aimed to improve the rate of participation in learning post-16.	
<b>Service requirement</b> Proposals to support potential NEET young people are sought under the following categories:  <u>Activities targeted at pre 16, Key Stage 4 reengagement and transition for those who are at serious risk of becoming NEET:</u>  1) The provision of varied and enhanced personalised opportunities for key stage 4 learners (including opportunities to engage with post-16 provision) that enthuse young people. Activities should include flexible teaching styles, enhanced mentoring and strong connections to community based activities. Programmes should include intensive enhanced IAG to strengthen transition into post-16 learning  Applicants will need to demonstrate: <ul style="list-style-type: none"><li>• a track record in the successful delivery of this type of programme and</li><li>• the ability to work in partnership with key stakeholders in Salford</li></ul> The proposal should demonstrate: <ul style="list-style-type: none"><li>• clear collaborative arrangements with local partners (as appropriate) including work-based learning providers and special schools.</li><li>• ability to work innovatively and effectively with disengaged or vulnerable young people</li><li>• clear understanding of the local social and factors which influence NEET in Salford</li><li>• clear understanding of how this activity will contribute to the achievement of targets in the Local Area Agreement and delivery of the 14-19 Strategy objectives for Salford.</li><li>• that the proposed activity is genuinely new</li></ul> All activities must complement mainstream funded opportunities and demonstrate the added value they provide to the young people of Salford.  Engagement in activities must be for a continuous period of sustained, purposeful and enabling contact of not less than 13 weeks in the case of every young person.  Proposals are expected to describe and justify activities in a way which reflects a clear understanding of the types of enabling interventions appropriate to the target groups within a Salford context.  If the proposal is from a consortia or a lead organisation acting on behalf of others, the proposal will clearly need to evidence robust system for the management of subcontractors or other partners delivery .The LSC will require performance information on a monthly basis. The lead organisation will	

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be responsible for both quality (ESF will be subject to OFSTED inspections from 2008) of delivery and audit requirements within the overall contract including the sub contracting organisations.

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

There are established local partnerships responsible for employment, learning and skills for offenders. Tendering organisations 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 co-ordinated by the Youth Offending Service in each borough; applicants must demonstrate how they will work with them.

**Target groups & priority**

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

- Those young people at key stage 4 identified as disengaged or at risk of disengaging from education/training.

Proposed activities should focus primarily on wards within Salford demonstrating the highest NEET levels, namely:

- Irwell Riverside
- Ordsall
- Langworthy
- Barton
- Little Hulton
- Broughton
- Winton
- Walkden North.

Proposed activities could also target working with particular 11-16 schools with low progression rates into post-16 education/training or employment, and/or with level 2 attainments at 16 below the Salford average.

(Written evidence will be required from schools to support the fact that the identified young people aged 14-16 are disengaged or are at risk of disengaging from learning.)

**Geography / area of delivery**

The LSC seeks proposals which will support residents of the following geographical area:

- Salford

Activity should be prioritised on schools and wards listed in section on target groups and priorities.

**Outputs**

Number of participants who are disengaged or who are at risk of disengaging from learning	78
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## Results

We would anticipate the minimum results delivered to be:

Number of participants who are re-engaged in learning or prevented from disengaging from learning	47
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## Other outcomes

- The number and type of positive outcomes attached to each activity and outcome should be included in the proposal but will be subject to confirmation at the contract clarification stage.
- All end-of-project evaluations must identify any good practice arising from the project.
- All proposals must include an exit strategy for the project, including embedding of good practice within partner agencies involved in the project and a dissemination strategy to agencies, partners not part of the project.

## Funding available

The overall funding available for this Tender Specification is: £150,000.

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

- Average unit cost of participant supported via 14-16 activity = £1,900

## Start and end dates

Projects must not start activity before 1 August 2008 and must complete all of their activity by 31 July 2010 (including dissemination and evaluation 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

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.



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SALFORD



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**What are the statistics and particular characteristics of NEET in this area?**

Salford has a Local Public Service Agreement 2 stretch target within its Local Area Agreement to reduce the percentage of NEETs from 9.4% in 2004 to 7.0% by November 2008. Data provided by the Connexions Service in October 2007, reports that the NEET group in Salford comprised 608 young people (excluding those on Personal Development Opportunities and Activity Agreements) out of a cohort 7,633 - 8% of the 16-18 cohort.

Within the NEET group there are high percentages of the following cohorts; learners with learning difficulty, teenage parents, learners leaving care, and young offenders

Performance at 16 is improving quickly (Salford is the most improved authority in England over the last two years) but absolute levels remain a concern, particularly with English and Maths included. Level two attainment in 2007 was just below 60%, 37% if English and maths are included. Post 16 added value to level 2 attainment by 19 is a particular strength in Salford, with 21.1% more 19 year-olds in 2006 having moved on to attain level 2 since leaving school at 16.. However, the overall level of attainment of level two at 19 remains below local and national averages. Level 3 attainment at 32% in 2006 was the 2<sup>nd</sup> lowest in Greater Manchester and well below local and national averages.

FE participation (at 67% in 2006, one of lowest in England) remains a concern, although there are signs of improvement, traditionally high levels on apprenticeships are falling slightly now to be more in line with norms.

**What priorities for action have been identified by the strategic partners?**

There is an established and wide-ranging 13-19 Partnership, chaired by College Principal, with the need for new thematic sub-groups identified which are task orientated to be set up by December 2008.

LSC/Connexions/LA are reviewing the toolkit for aligning provision to meet PSA targets of level two and three at 19 and reducing NEET.

LSC is involved in Local Area Activity Planning Group to align neighbourhood/ward based targeted multi-agency activities on developing engagement and participation in learning.

The strategic partnership recognises that innovative programmes, and partnership working are key to re-engaging and retaining learners if it is to meet is stretching PSA target of 7% NEET by 2008.

**What main activities relating to the prevention and reduction of NEET are currently taking place in the area?**

NEET levels remain a concern and a key target in Children and Young People's Action Plan. NRF funds (£300k) have been targeted at key NEET activities (e.g. teenage parents).

LSC/LA/Connexions working closely to implement September Guarantee.

Engagement with target groups identified in LAA commitments.

LSC in ongoing discussions between agencies (Connexions, Local Authority) to identify data needs for further strategy development.

Diploma activities are underway with Creative and Media diplomas to be delivered from 2008

<b>Title: Greater Merseyside (Merseyside Phasing-in Area) – Employer Pool and Integrated Career Development Mentoring Programme</b>	<b>Reference: NW/YOUTH/S22</b>
<b>Aim</b> <p>The Learning and Skills Council is seeking to appoint a single organisation or consortium of organisations to develop, and deliver an innovative method of providing Apprentices with real work opportunities on a portfolio basis.</p> <p>This programme aims to increase participation and achievement on the Apprenticeship programme by young people, whilst also providing opportunities for employers to meet workforce development needs. Evidence (through employer feedback) suggests that for some employers, and in particular, for employers within specific sectors e.g. retail, construction, there are several factors that prevent them from engaging fully in the Apprenticeship programme. For example, for smaller employers an apprenticeship opportunity can only be offered on a part time basis.</p> <p>Whilst much progress has been made working with employers to generate apprenticeship opportunities locally, there remains considerable work to be done to increase the company penetration rate in terms of the numbers offering apprenticeship places.</p>	
<b>Service requirement</b> <p>The Learning and Skills Council is seeking to run a pilot programme to test out different delivery models. A key aspect of the delivery models will be the generation, co-ordination and collaboration of apprenticeship opportunities within a number of different sectors and with several employers. This method of Apprentice delivery has the potential to offer employers and individuals the chance to access a wider range of employment/ apprentice opportunities by pooling part –time opportunities to create a full time apprenticeship opportunity.</p> <p>A key requirement of the programme will be regular on going evaluation; the views of employers, participants and providers should form part of the evaluation and will also form part of the final report.</p>	
<b>Identification of Apprentices</b> <p>The successful applicant will work with employers/sectors to generate opportunities for Apprentices and will broker across employers a collaborative delivery model to create a full time opportunity. The applicant will then work with providers and with Connexions to identify and match up suitable candidates with employers.</p>	
<b>Apprenticeship provision</b> <p>This programme will not replace or provide monies for Apprenticeship qualification delivery. The successful applicant as part of their consortium or from within their own organisation will work with a provider or range of Apprenticeship providers.</p>	
<b>Responsibilities</b> <p>The successful applicant will be responsible for:</p> <ul style="list-style-type: none"><li>• the development of an evaluation framework as an integral part of the programme;</li><li>• the establishment of an ‘Employer Pool’ and its working parameters;</li><li>• the logistics of Apprentice travel between work placements;</li><li>• the development of a unitised portfolio approach to the completion of the individuals framework working with an established Apprenticeship provider;</li></ul>	

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- managing or providing a 'host' organisation that would employ the individual Apprentices within the pool of talent available for the employer pool to hire;
- a 'host' or co-ordinating body who would have the capacity and capability to carefully monitor the agreed activities and work with the apprenticeship provider so that the needs of both the employer and individual are met fully within an agreed activity plan or career progression pathway;
- a Career Management and Mentoring Programme that is integrated within this offer to programme participants, which will assist the individual to understand the next steps in career development and progression, and which links into appropriate Information, Advice and Guidance working with Connexions;
- the provision of opportunities for the employer to have a trial period with the individual to see how they fit into their company or organisation;
- the requirement that the successful applicant works closely within the new local marketing strategy to employers, making use of the proposed new toolkit where appropriate, and identifying opportunities for employers within the Employer Pool to access further LSC funded provision (such as the holistic Train to Gain offer).

**Companies making up the employer pool**

The LSC believes these employer needs can be addressed through greater innovation and flexibility. Whilst smaller employers are an obvious example for a potential employer pool, this scenario may also be relevant to other sectors such as the public sector.

The provider will be responsible for investigating whether employers need to be provided with incentives to become a member of the 'employer' pool. This element of the programme will be treated as action research and will be considered in consultation with the LSC should demand for the programme not be immediately apparent.

Additionally, there may exist a group of businesses or organisations who, whilst being in a position to provide full-time apprenticeship opportunities (including facilitation of the full framework completion) may be receptive to providing a number of shorter opportunities to a greater number of apprenticeship participants who could then complete their framework (and perhaps with more than one business or organisation).

**Company Engagement**

Applicants will demonstrate their ability to meet the part time employment needs of small employers and how they will be engaged.

The successful applicant must also be capable of bringing together Apprentices and employers to mutual benefit. One of the primary mechanisms for employer engagement will be through intermediaries such as Business Link Greater Merseyside, Banks, Professional Firms, Chambers of Commerce, Trades Unions and other potential channels to market.

**Tender Requirements**

Through this Tender Specification, the LSC is seeking a suitably qualified and experienced Apprenticeship or similar training provider with experience for young people delivery and to deliver a fully integrated programme of promotional activity to achieve the responsibilities stated above.

The Learning and Skills Council requires that potential providers satisfy the following requirements:

- Be able to demonstrate the ability to be flexible in their approach and be able to respond to employer needs within a rapidly changing employment/ learning and development agenda;
- Be able to demonstrate their ability to work across and engage with apprenticeship providers

across Merseyside;

- Have a thorough understanding of LSC funded Apprentice programmes on Merseyside and understand the benefits that each can bring to local businesses;
- Have a track record of delivering and co-ordinating collaborative projects across employers, individuals and stakeholders;
- Possess the technical ability to design and maintain a management information system to track and report on progress of individual apprentices.

**Target groups & priority**

The main focus of this programme are Small and Medium Enterprises (although large employers are not excluded) who have workforce needs, possibly on a part time basis, that could benefit an Apprentice portfolio. Individual apprentice participants do not have to be resident in Merseyside however the beneficiary companies must be located in one of the five boroughs.

For ESF purposes an SME is defined as an enterprise which has:

- fewer than 250 employees; and **either**
- an annual turnover of 50 million euros (approximately £35m) or less; **or**
- an annual balance-sheet total of 43 million euros (approximately £30m) or less.

**Geography / area of delivery**

This programme will cover the Merseyside boroughs of Liverpool, Sefton, Knowsley, Wirral and St Helens.

**Outputs**

Proposals must identify delivery of the following outputs:

<b>Output</b>	<b>Total for programme</b>
Employer Pool Network	1
Co-ordinated activity plans for apprentices produced and agreed	275
Employer referrals to Train to Gain Service	550

**Results**

Proposals must identify delivery of the following results:

- Employers recruited as part of the employer pool – 550
- Individuals supported through the employer pool - 275

**Other outcomes**

This programme should generate the following results:

- Increased penetration rate of hard to reach SMEs into apprenticeships;
- More employers accessing LSC services such as Apprenticeships and Train to Gain;
- Promotional materials and awareness raising activities targeted at 17,500 businesses which informs employers and employer intermediaries of opportunities and good practice;
- 550 company commitments to Skills Pledge;

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- Production of 40 new good news case studies;
- 10 intermediaries using / applying the toolkit.

**Funding available**

The total amount of funding available for this invitation to tender is £1,500,000.

Payments will be made on a monthly basis in accordance with a profile agreed between the LSC and the provider.

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

- Average cost per participant assisted      £5,454
- Average cost per company assisted      £2,727

**Start and end dates**

Projects must not start activity before 1 August 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. The LSC reserves the right to extend the end date of individual contracts where necessary.

**Contracting details**

The Learning and Skills Council would expect no more than 1 contract 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.

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