



European Union
European Social Fund
Investing in jobs and skills

ESF CO-FINANCE NORTH WEST

28TH MARCH 2008 TENDERS

SUMMARY OF BRAVO QUESTIONS



Leading learning and skills

ESF PRIORITY 1: ADULT TENDER SPECIFICATIONS

NW/ADULT/S16 - Knowsley and St Helens - Priority Sector Routeway		
Question	Answer	Date of Question
Please can you confirm whether minimum/maximum/average hours under the Delivery Mechanism Section are per week or over the lifetime of the beneficiary on the project.	Please complete it with details of the hours spent over the lifetime of the beneficiary being on the project.	30 th April 2008
NW/ADULT/S17- Greater Merseyside (Merseyside Phasing-In Area) – Skills Coaching		
Question	Answer	Date of Question
Please can you confirm whether minimum/maximum/average hours under the Delivery Mechanism Section are per week or over the lifetime of the beneficiary on the project.	Please complete it with details of the hours spent over the lifetime of the beneficiary being on the project.	30 th April 2008
NW/ADULT/S18 - Greater Merseyside (Merseyside Phasing-In Area) – Routeways to Employment		
Question	Answer	Date of Question
Please confirm if the Employer Contribution is mandatory, and whether it can be in cash or in kind.	The employer contribution is mandatory and it can be cash or in kind staff time	16 TH April 2008
Can you confirm how the total payments will be broken down by outcomes, and whether there will be service charge element?	Payments to providers will be made as follows: Beneficiaries accessing employability module = 50% Beneficiaries entering employment = 20% Progression onto further learning = 10% Beneficiaries remaining in sustainable employment (after 13 weeks) = 20%	16 th April 2008

Can people on Employment Zone provision be referred to this programme	As long as the employment zone provision is JCP mainstream and not ESF and as long as they can demonstrate the added value of the routeway.	18 th April 2008
Is the 1,606 beneficiaries going into further training referring to those who complete a routeway after pre-employment training or is it referring to those who access Train to Gain once in work?	This refers to people accessing T2G once in employment.	18 th April 2008
Will this fund specialist area science for post graduate	No	24 th April 2008
Please can you confirm whether minimum/maximum/average hours under the Delivery Mechanism Section are per week or over the lifetime of the beneficiary on the project.	Please complete it with details of the hours spent over the lifetime of the beneficiary being on the project.	30 th April 2008

NW/ADULT/S19 - Cheshire & Warrington – The Sustainable Employment Programme		
Question	Answer	Date of Question
Do employers have to go through JCP or can they engage with providers directly, conversely, if providers have identified employers do they need to pass them to JCP or can they engage with them directly.	Where a provider has identified employers we would expect the provider to directly broker a meeting with JCP with the intention that a LEP be agreed. Should the employer choose not to pursue a LEP, the LSC would require a written explanation as to reason, which the LSC would review and on a case by case basis determine whether support could still be offered.	9 th April 2008
Could you please provide an example showing the individual cash stage payments illustrating how the 50/25/25% model achieves a total payment of ~£1500 for an individual entering a job which is sustained to 13 weeks? Also could you please provide a link to the Skills for Jobs payments model?	Applicants are required to identify the actual cost of delivering their proposed activity. The financial value of £1,500 as quoted in the Tender Specification is purely for information purposes only. The Tender Specification itself in the section entitled 'Funding Available' demonstrates how the 50/25/25 model will be applied. For illustrative purposes, if an applicant identifies that it would cost £1,500 per individual, they would be paid the following: 50% (£750 in the case of this example) on engagement of the individual and a start on	

	<p>training. 25% (£375 in the case of this example) for the individual starting work with training. 25% (£375 in the case of this example) for the individual remaining in employment which lasts at least 13 weeks.</p> <p>The model identified above and that included in the Tender Specification reflect the Skills for Jobs payment model.</p>	
<p>Projects must not recruit individuals if there is insufficient time to allow them to achieve the outcomes of the project.</p> <p>The programme ends 31st July 2010.</p> <p>With this in mind do we have to stop recruiting participants in April in order to allow them to complete the training programme and enter sustained employment for at least 13 weeks?</p> <p>If we continued to deliver training programmes in May / June then we wouldn't be able to evidence sustained employment of at least 13 weeks before the end of July.</p> <p>Please advise.</p>	<p>The Tender Specification indicates in the Start and End Dates section that 'Projects must not recruit individuals if there is insufficient time available to allow them to achieve the outcomes of the project.'</p> <p>Therefore as one of the outcomes for this Tender Specification is in 'Sustained employment at 13 weeks', recruitment would need to complete 13 weeks prior to the end date specified for this Tender Specification.</p>	22 nd April 2008
<p>Is this just for the Retail sectors or can we include other sectors aswell?</p>	<p>The Sustainable Employment Programme is applicable to all sectors.</p>	28 th April 2008
<p>Please can you confirm whether minimum/maximum/average hours under the Delivery Mechanism Section are per week or over the lifetime of the beneficiary on the project.</p>	<p>Please complete it with details of the hours spent over the lifetime of the beneficiary being on the project.</p>	30 th April 2008

NW/ADULT/S20 – Cumbria – The Sustainable Employment Programme		
Question	Answer	Date of Question
<p>Do employers have to go through JCP or can they engage with providers directly, conversely, if providers have identified employers do they need</p>	<p>Where a provider has identified employers we would expect the provider to directly broker a meeting with JCP with the intention that a LEP be agreed. Should the employer choose not to pursue a LEP, the</p>	9 th April 2008

<p>to pass them to JCP or can they engage with them directly.</p>	<p>LSC would require a written explanation as to reason, which the LSC would review and on a case by case basis determine whether support could still be offered.</p>	
<p>The Service Requirement indicates that the SEP may incorporate or link to existing LSC provision such as ESP, S4J and ESF funded activity and bidders should have a sound knowledge of this existing provision.</p> <p>In these circumstances</p> <p>1. Will the LSC favour proposals that actively incorporate existing provision such as those listed above in the SEP delivery or is it simply the LSC's intention that clients should be referred to the most appropriate provision</p> <p>2. If incorporation is preferred how will potential double funding / shared outcomes be handled</p> <p>Regardless of the response to the above can the LSC please indicate how bidders may obtain up to date list of such LSC provision including provider contact information in order that they may effectively plan delivery linked to this provision.</p>	<p>1. The LSC would expect provision offered to link to and utilise the most appropriate provision for clients.</p> <p>2. The issue of sharing outcomes/double funding is currently being explored by the LSC and JCP with DWP's ESF Division, so further guidance will be provided to successful applicants.</p> <p>3. The LSC has published a list of organisations which have been successful at PQQ, this can be found at: http://readingroom.lsc.gov.uk/lsc/NorthWest/PQQ3_4SuccessfulList.pdf</p>	<p>10th April 2008</p>
<p>Could you please provide an example showing the individual cash stage payments illustrating how the 50/25/25% model achieves a total payment of ~£1500 for an individual entering a job which is sustained to 13 weeks?</p> <p>Also could you please provide a link to the Skills for Jobs payments model?</p>	<p>Applicants are required to identify the actual cost of delivering their proposed activity. The financial value of £1,500 as quoted in the Tender Specification is purely for information purposes only. The Tender Specification itself in the section entitled 'Funding Available' demonstrates how the 50/25/25 model will be applied.</p> <p>For illustrative purposes, if an applicant identifies that it would cost £1,500 per individual, they would be paid the following:</p> <p>50% (£750 in the case of this example) on engagement of the individual and a start on training. 25% (£375 in the case of this example) for the individual starting work</p>	

	<p>with training. 25% (£375 in the case of this example) for the individual remaining in employment which lasts at least 13 weeks.</p> <p>The model identified above and that included in the Tender Specification reflect the Skills for Jobs payment model.</p>	
<p>Projects must not recruit individuals if there is insufficient time to allow them to achieve the outcomes of the project.</p> <p>The programme ends 31st July 2010.</p> <p>With this in mind do we have to stop recruiting participants in April in order to allow them to complete the training programme and enter sustained employment for at least 13 weeks?</p> <p>If we continued to deliver training programmes in May / June then we wouldn't be able to evidence sustained employment of at least 13 weeks before the end of July.</p> <p>Please advise.</p>	<p>The Tender Specification indicates in the Start and End Dates section that 'Projects must not recruit individuals if there is insufficient time available to allow them to achieve the outcomes of the project.'</p> <p>Therefore as one of the outcomes for this Tender Specification is in 'Sustained employment at 13 weeks', recruitment would need to complete 13 weeks prior to the end date specified for this Tender Specification.</p>	22 nd April 2008
Is this just for the Retail sectors or can we include other sectors aswell?	The Sustainable Employment Programme is applicable to all sectors.	28 th April 2008
Please can you confirm whether minimum/maximum/average hours under the Delivery Mechanism Section are per week or over the lifetime of the beneficiary on the project.	Please complete it with details of the hours spent over the lifetime of the beneficiary being on the project.	30 th April 2008

NW/ADULT/S21 – Greater Manchester – The Sustainable Employment Programme

Question	Answer	Date of Question
Do employers have to go through JCP or can they engage with providers directly, conversely, if providers have identified employers do they need to pass them to JCP or can they engage with them directly.	Where a provider has identified employers we would expect the provider to directly broker a meeting with JCP with the intention that a LEP be agreed. Should the employer choose not to pursue a LEP, the LSC would require a written explanation as to reason, which the LSC would review and on a case by case basis determine whether support	9 th April 2008

<p>The Service Requirement indicates that the SEP may incorporate or link to existing LSC provision such as ESP, S4J and ESF funded activity and bidders should have a sound knowledge of this existing provision.</p> <p>In these circumstances</p> <p>1. Will the LSC favour proposals that actively incorporate existing provision such as those listed above in the SEP delivery or is it simply the LSC's intention that clients should be referred to the most appropriate provision</p> <p>2. If incorporation is preferred how will potential double funding / shared outcomes be handled</p> <p>Regardless of the response to the above can the LSC please indicate how bidders may obtain up to date list of such LSC provision including provider contact information in order that they may effectively plan delivery linked to this provision.</p>	<p>could still be offered.</p> <p>1. The LSC would expect provision offered to link to and utilise the most appropriate provision for clients.</p> <p>2. The issue of sharing outcomes/double funding is currently being explored by the LSC and JCP with DWP's ESF Division, so further guidance will be provided to successful applicants.</p> <p>3. The LSC has published a list of organisations which have been successful at PQQ, this can be found at: http://readingroom.lsc.gov.uk/lsc/NorthWest/PQQ3_4SuccessfulList.pdf</p>	<p>10th April 2008</p>
<p>Could you please provide an example showing the individual cash stage payments illustrating how the 50/25/25% model achieves a total payment of ~£1500 for an individual entering a job which is sustained to 13 weeks?</p> <p>Also could you please provide a link to the Skills for Jobs payments model?</p>	<p>Applicants are required to identify the actual cost of delivering their proposed activity. The financial value of £1,500 as quoted in the Tender Specification is purely for information purposes only. The Tender Specification itself in the section entitled 'Funding Available' demonstrates how the 50/25/25 model will be applied.</p> <p>For illustrative purposes, if an applicant identifies that it would cost £1,500 per individual, they would be paid the following:</p> <p>50% (£750 in the case of this example) on engagement of the individual and a start on training. 25% (£375 in the case of this example) for the individual starting work with training. 25% (£375 in the case of this example) for the individual remaining in</p>	

	<p>employment which lasts at least 13 weeks.</p> <p>The model identified above and that included in the Tender Specification reflect the Skills for Jobs payment model.</p>	
<p>Projects must not recruit individuals if there is insufficient time to allow them to achieve the outcomes of the project.</p> <p>The programme ends 31st July 2010.</p> <p>With this in mind do we have to stop recruiting participants in April in order to allow them to complete the training programme and enter sustained employment for at least 13 weeks?</p> <p>If we continued to deliver training programmes in May / June then we wouldn't be able to evidence sustained employment of at least 13 weeks before the end of July.</p> <p>Please advise.</p>	<p>The Tender Specification indicates in the Start and End Dates section that 'Projects must not recruit individuals if there is insufficient time available to allow them to achieve the outcomes of the project.'</p> <p>Therefore as one of the outcomes for this Tender Specification is in 'Sustained employment at 13 weeks', recruitment would need to complete 13 weeks prior to the end date specified for this Tender Specification.</p>	<p>22nd April 2008</p>
<p>The specification indicates that you are looking for a bespoke programme of pre/post employment training which MAY incorporate or link with SOME or all components of existing LSC provision...</p> <p>As such we plan to incorporate Pathway to NVQ L2, TTG and Sector Employability Toolkits into our response. We do not hold ESP or SfJ contracts. We are planning to deliver a number of the elements outlined on page 3 of the specification (initial assessment, employer led demand training etc) ourselves and at this stage do not plan to signpost to external ESP or SfJ provision if we have the capability to deliver in-house. Is this acceptable?</p>	<p>Whilst we are unable to comment on individual proposals. The Sustainable Employment Programme is part of the LSC's Skills for Jobs Framework and as such the SEP offer should align with and add value to existing funded provision. Providers should utilise all or part of existing programmes where appropriate to the needs of the individual/employer, rather than duplicating provision that is already available through, for example:</p> <ul style="list-style-type: none"> • The Employability Skills Programme • Skills for Jobs • ESF funded activity including pre employability and pre Train to Gain. • Employer responsive provision i.e. Sector employability toolkits, Train to Gain and Apprenticeships 	<p>22nd April 2008</p>

In doing so we are collectively assisting more clients, instead of double accounting the same client base. Please advise.		
Is this just for the Retail sectors or can we include other sectors aswell?	The Sustainable Employment Programme is applicable to all sectors.	28 th April 2008
Please can you confirm whether minimum/maximum/average hours under the Delivery Mechanism Section are per week or over the lifetime of the beneficiary on the project.	Please complete it with details of the hours spent over the lifetime of the beneficiary being on the project.	30 th April 2008

NW/ADULT/S22 - Lancashire – The Sustainable Employment Programme		
Question	Answer	Date of Question
Do employers have to go through JCP or can they engage with providers directly, conversely, if providers have identified employers do they need to pass them to JCP or can they engage with them directly.	Where a provider has identified employers we would expect the provider to directly broker a meeting with JCP with the intention that a LEP be agreed. Should the employer choose not to pursue a LEP, the LSC would require a written explanation as to reason, which the LSC would review and on a case by case basis determine whether support could still be offered.	9 th April 2008
<p>The Service Requirement indicates that the SEP may incorporate or link to existing LSC provision such as ESP, S4J and ESF funded activity and bidders should have a sound knowledge of this existing provision.</p> <p>In these circumstances</p> <p>1. Will the LSC favour proposals that actively incorporate existing provision such as those listed above in the SEP delivery or is it simply the LSC's intention that clients should be referred to the most appropriate provision</p> <p>2. If incorporation is preferred how will potential double funding / shared outcomes be handled</p> <p>Regardless of the response to the above can the LSC please indicate how bidders may obtain up to</p>	<p>1. The LSC would expect provision offered to link to and utilise the most appropriate provision for clients.</p> <p>2. The issue of sharing outcomes/double funding is currently being explored by the LSC and JCP with DWP's ESF Division, so further guidance will be provided to successful applicants.</p> <p>3. The LSC has published a list of organisations which have been successful at PQQ, this can be found at: http://readingroom.lsc.gov.uk/lsc/NorthWest/PQQ3_4SuccessfulList.pdf</p>	10 th April 2008

<p>date list of such LSC provision including provider contact information in order that they may effectively plan delivery linked to this provision.</p>		
<p>Could you please provide an example showing the individual cash stage payments illustrating how the 50/25/25% model achieves a total payment of ~£1500 for an individual entering a job which is sustained to 13 weeks?</p> <p>Also could you please provide a link to the Skills for Jobs payments model?</p>	<p>Applicants are required to identify the actual cost of delivering their proposed activity. The financial value of £1,500 as quoted in the Tender Specification is purely for information purposes only. The Tender Specification itself in the section entitled 'Funding Available' demonstrates how the 50/25/25 model will be applied.</p> <p>For illustrative purposes, if an applicant identifies that it would cost £1,500 per individual, they would be paid the following:</p> <p>50% (£750 in the case of this example) on engagement of the individual and a start on training. 25% (£375 in the case of this example) for the individual starting work with training. 25% (£375 in the case of this example) for the individual remaining in employment which lasts at least 13 weeks.</p> <p>The model identified above and that included in the Tender Specification reflect the Skills for Jobs payment model.</p>	
<p>Projects must not recruit individuals if there is insufficient time to allow them to achieve the outcomes of the project.</p> <p>The programme ends 31st July 2010.</p> <p>With this in mind do we have to stop recruiting participants in April in order to allow them to complete the training programme and enter sustained employment for at least 13 weeks?</p> <p>If we continued to deliver training programmes in May / June then we wouldn't be able to evidence sustained employment of at least 13 weeks before the end of July.</p>	<p>The Tender Specification indicates in the Start and End Dates section that 'Projects must not recruit individuals if there is insufficient time available to allow them to achieve the outcomes of the project.'</p> <p>Therefore as one of the outcomes for this Tender Specification is in 'Sustained employment at 13 weeks', recruitment would need to complete 13 weeks prior to the end date specified for this Tender Specification.</p>	<p>22nd April 2008</p>

Please advise.		
Is this just for the Retail sectors or can we include other sectors aswell?	The Sustainable Employment Programme is applicable to all sectors.	28 th April 2008

NW/ADULT/S23 – Greater Merseyside – The Sustainable Employment Programme		
Question	Answer	Date of Question
The tender document for the above states that £74,939 is ring-fenced for Halton with a requirement to engage 69 individuals. This amount is disproportionate to the remainder of the contract which requires 1200 individuals to be engaged for which there is £2,200,000 potential funding. As such we would expect the ring-fenced amount, for Halton, to be £126,500. Could you please advise?	<p>The amount detailed in the Tender Specification for Halton is correct.</p> <p>The ESF funding that the LSC receives comes in 2 batches an allocation for the Merseyside Phasing-In Area (Knowsley, St Helens, Wirral, Liverpool and Sefton) and an allocation for the Northwest (excluding the Merseyside Phasing-In Area). The level of funding available for the Merseyside Phasing-In Area is greater than the Northwest allocation, the volume of cash and the outputs and results that have to be delivered are prescribed to us.</p> <p>The level of funding awarded for Halton is from the Northwest allocation and is in line with the allocations for the other Northwest areas (ie Cheshire & Warrington, Cumbria, Greater Manchester and Lancashire).</p>	4 th April 2008
Do employers have to go through JCP or can they engage with providers directly, conversely, if providers have identified employers do they need to pass them to JCP or can they engage with them directly.	Where a provider has identified employers we would expect the provider to directly broker a meeting with JCP with the intention that a LEP be agreed. Should the employer choose not to pursue a LEP, the LSC would require a written explanation as to reason, which the LSC would review and on a case by case basis determine whether support could still be offered.	9 th April 2008
<p>The Service Requirement indicates that the SEP may incorporate or link to existing LSC provision such as ESP, S4J and ESF funded activity and bidders should have a sound knowledge of this existing provision.</p> <p>In these circumstances</p> <p>1. Will the LSC favour proposals that actively incorporate existing provision such as those listed</p>	<p>Response to query:</p> <ol style="list-style-type: none"> 1. The LSC would expect provision offered to link to and utilise the most appropriate provision for clients. 2. The issue of sharing outcomes/double funding is currently being explored by the LSC and JCP with DWP's ESF Division, so further guidance will be provided to successful applicants. 3. The LSC has published a list of organisations which have been 	10 th April 2008

<p>above in the SEP delivery or is it simply the LSC's intention that clients should be referred to the most appropriate provision</p> <p>2. If incorporation is preferred how will potential double funding / shared outcomes be handled</p> <p>Regardless of the response to the above can the LSC please indicate how bidders may obtain up to date list of such LSC provision including provider contact information in order that they may effectively plan delivery linked to this provision.</p>	<p>successful at PQQ, this can be found at: http://readingroom.lsc.gov.uk/lsc/NorthWest/PQQ3_4SuccessfulList.pdf</p>	
<p>Could you please provide an example showing the individual cash stage payments illustrating how the 50/25/25% model achieves a total payment of ~£1500 for an individual entering a job which is sustained to 13 weeks?</p> <p>Also could you please provide a link to the Skills for Jobs payments model?</p>	<p>Applicants are required to identify the actual cost of delivering their proposed activity. The financial value of £1,500 as quoted in the Tender Specification is purely for information purposes only. The Tender Specification itself in the section entitled 'Funding Available' demonstrates how the 50/25/25 model will be applied.</p> <p>For illustrative purposes, if an applicant identifies that it would cost £1,500 per individual, they would be paid the following:</p> <p>50% (£750 in the case of this example) on engagement of the individual and a start on training. 25% (£375 in the case of this example) for the individual starting work with training. 25% (£375 in the case of this example) for the individual remaining in employment which lasts at least 13 weeks.</p> <p>The model identified above and that included in the Tender Specification reflect the Skills for Jobs payment model.</p>	
<p>Is it possible to put in a bid for one area of a Sub Region - is there a minimum amount of individuals or cash?</p>	<p>The Tender Specification indicates that we would expect more than one contract in each sub-region, so yes it is possible to submit a proposal for one area of a sub-region. Minimum funding limits have not been set.</p>	<p>22nd April 2008</p>
<p>Projects must not recruit individuals if there is insufficient time to allow them to achieve the</p>	<p>The Tender Specification indicates in the Start and End Dates section that 'Projects must not recruit individuals if there is insufficient time</p>	<p>22nd April 2008</p>

<p>outcomes of the project.</p> <p>The programme ends 31st July 2010.</p> <p>With this in mind do we have to stop recruiting participants in April in order to allow them to complete the training programme and enter sustained employment for at least 13 weeks?</p> <p>If we continued to deliver training programmes in May / June then we wouldn't be able to evidence sustained employment of at least 13 weeks before the end of July.</p> <p>Please advise.</p>	<p>available to allow them to achieve the outcomes of the project.'</p> <p>Therefore as one of the outcomes for this Tender Specification is in 'Sustained employment at 13 weeks', recruitment would need to complete 13 weeks prior to the end date specified for this Tender Specification.</p>	
<p>Is this just for the Retail sectors or can we include other sectors aswell?</p>	<p>The Sustainable Employment Programme is applicable to all sectors.</p>	<p>28th April 2008</p>
<p>Please can you confirm whether minimum/maximum/average hours under the Delivery Mechanism Section are per week or over the lifetime of the beneficiary on the project.</p>	<p>Please complete it with details of the hours spent over the lifetime of the beneficiary being on the project.</p>	<p>30th April 2008</p>

ESF PRIORITY 1: YOUTH TENDER SPECIFICATIONS

NW/YOUTH/S21 - Greater Manchester – Prevention of NEET Young People in Salford – Pre 16		
Question	Answer	Date of Question
<p>Please can you confirm whether minimum/maximum/average hours under the Delivery Mechanism Section are per week or over the lifetime of the beneficiary on the project.</p>	<p>Please complete it with details of the hours spent over the lifetime of the beneficiary being on the project.</p>	<p>30th April 2008</p>

NW/YOUTH/S22 – Greater Merseyside (Merseyside Phasing-in Area) – Employer Pool and Integrated Career Development Mentoring Programme		
Question	Answer	Date of Question
<p>Please can you confirm whether minimum/maximum/average hours under the Delivery</p>	<p>Please complete it with details of the hours spent over the lifetime of the beneficiary being on the</p>	<p>30th April 2008</p>

Mechanism Section are per week or over the lifetime of the beneficiary on the project.	project.	
--	----------	--

ESF PRIORITY 1: OTHER TENDER SPECIFICATIONS

NW/OTHER/S05 – Lancashire – Community Grants Co-ordinating Body		
Question	Answer	Date of Question
Can you clarify if a third sector organisation has been in receipt of a ESF grant previously eg Global Grants. Would they be able to apply to the Co-ordinating body for a Community Grant?	Yes	15 th April 2008
Could you clarify that when the ITT to tender has been completed is this for 1 year or 2. Could you also clarify as the Read me first states there is no need to fill in the financial spec in part b yet this is scored. Does this mean that the outputs and results profile does not have to be completed.	The Read Me First document is correct, Part B is not required for the Lancashire Community Grants Specification. This section will not be scored for this specification. The funding specified in the Tender Specification is the full amount available for the duration identified in the Tender Specification.	16 th April
In the specification and questionnaire it refers to the completion of financial targets and milestones (Section B). In the read me first documentation it states that no Section B is required. Please could you clarify if we are required to submit any financial information (Section B). Do you require a breakdown of the administration charges we are seeking and at which level (referred to a maximum of £12,000)	The Read Me Document is correct; we do not require the completion of Part B. As stated in the Funding Available section of the Tender Specification, applicants are required to: Identify the following in Question 12 Value for Money: <ul style="list-style-type: none"> • The amount and percentage of funding that will be required for the administration costs associated with the management of the community grants scheme in Lancashire. • The amount and percentage of the funding that be allocated for grants. • The amount to be used for capacity building 	25 th April 2008
Please can you confirm whether minimum/maximum/average hours under the Delivery Mechanism Section are per week or over the lifetime of the beneficiary on the project.	Please complete it with details of the hours spent over the lifetime of the beneficiary being on the project.	30 th April 2008

NW/OTHER/S06 – Cumbria – Skills For Jobs For Offenders		
Question	Answer	Date of Question

Please can you tell me where I can find the Introduction and Guidance to Skills for Jobs	The Introduction and Guidance to Skills for Jobs can be found at the following location: http://readingroom.lsc.gov.uk/lsc/NorthWest/SfJ_Introduction_and_Guidance.pdf	15 th April 2008
Please can you confirm whether minimum/maximum/average hours under the Delivery Mechanism Section are per week or over the lifetime of the beneficiary on the project.	Please complete it with details of the hours spent over the lifetime of the beneficiary being on the project.	30 th April 2008

ESF PRIORITY 2: EMPLOYER TENDER SPECIFICATIONS

NW/EMPLOYER/S16 – Greater Merseyside (Merseyside Phasing In Area) – SkillWorks		
Question	Answer	Date of Question
Please can you confirm whether minimum/maximum/average hours under the Delivery Mechanism Section are per week or over the lifetime of the beneficiary on the project.	Please complete it with details of the hours spent over the lifetime of the beneficiary being on the project.	30 th April 2008

NW/EMPLOYER/S17 – Northwest including Halton - Skills Pledge Plus		
Question	Answer	Date of Question
Under the Paragraph on 'Service Requirement' the first section indicates relevant qualifications to at least Level 2. In the following section it seems to suggest that funding is limited to Levels 4 or 5. Can you confirm that Level 3 or second Level 2 are excluded from this funding	This funding may be used to provide any customised training regardless of qualification levels. However, there are some exceptions: Where qualifications are fundable via Train to Gain or other LSC ESF tenders ie Level 2 and 3. Statutory training - ESF cannot be used to fund statutory training. L4 or L5 qualifications - ESF can only be used to fund L4 or L5 qualifications in small organisations in the Northwest and SMEs in the Merseyside Phasing-In Area.	3 rd April 2008
Please can you confirm whether minimum/maximum/average hours under the Delivery Mechanism Section are per week or over the lifetime of the beneficiary on the project.	Please complete it with details of the hours spent over the lifetime of the beneficiary being on the project.	30 th April 2008

NW/EMPLOYER/S18 – Northwest including Merseyside Phasing In Area – NVQ Level 4		
Question	Answer	Date of Question
Could you confirm whether or not the employer funding has to be in cash or can it be given in time?	It is anticipated that this can be cash or in kind time.	7 th April 2008
There is not a specific NVQ 4 for the Voluntary sector	The Tender Specification indicates that 'the	10 th April 2008

<p>however we have found a high demand for ILM qualifications, the nearest equivalent being the Level 5 Diploma in Management, would that be an acceptable equivalent for the purposes of this tender?</p>	<p>Learning and Skills Council will consider applications for delivery of full qualifications that are equivalent to NVQ Level 4, provided that an NVQ level 4 does not exist in the relevant sector and that the applicant can clearly demonstrate there is a demand for the qualification. Applicants will be expected to clearly show that equivalents are "true" equivalents in terms of delivery hours and content.'</p> <p>Decisions regarding the appropriateness of NVQ equivalents will be made as part of the evaluation of tenders, therefore, we suggest that an application is submitted.</p>	
<p>Is this ITT available to the self -employed in the NW including Halton and the Merseyside Phasing-In area?</p>	<p>The specification does cover self-employed individuals.</p>	<p>15th April 2008</p>
<p>Many providers deliver Level 4 Leadership & Management quals that are not NVQ's. Are these eligible for this tender?</p>	<p>The Tender Specification indicates that 'the Learning and Skills Council will consider applications for delivery of full qualifications that are equivalent to NVQ Level 4, provided that an NVQ level 4 does not exist in the relevant sector and that the applicant can clearly demonstrate there is a demand for the qualification. Applicants will be expected to clearly show that equivalents are "true" equivalents in terms of delivery hours and content.'</p> <p>Decisions regarding the appropriateness of NVQ equivalents will be made as part of the evaluation of tenders, therefore, we suggest that an application is submitted.</p>	<p>21st April 2008</p>
<p>Why do we need to complete a financial sheet for the L4 as it is a set price? I notice this is not required for the L2.</p>	<p>Applicants are required to complete the output and outcome section of Part B for both the Level 2 and Level 4 specification. We do not require the completion of the income or expenditure elements.</p>	<p>23rd April 2008</p>
<p>What is meant by a full Level 3? A number of the construction sector's current site supervisors/managers will</p>	<p>A full Level 3 is a qualification that is delivered as a single learning aim. The full L3 definition has 3</p>	<p>25th April 2008</p>

<p>have received their craft/technical training some considerable years ago and are likely to have a L3 equivalent such as an Advanced Craft or a BTEC National Award or an ONC. Would these be considered a full L3 within the remit of this ITT?</p>	<p>parts;</p> <ul style="list-style-type: none"> • Aims selected on the type of learning aim. This includes NVQs, GNVQs AND VCEs • Access to Higher Education qualifications recognised by the Quality Assurance Agency for Higher Education (QAA) • Other qualifications (VRQs) that are likely to be counted as full L3 in the Government's Labour Force Survey <p>In addition, qualifications must be approved on the (former) DfES section 96 or 97 lists or be a component of an approved qualification (LSC Funding status codes = 01,02,03 or 06).</p> <p>The qualifications referred to in the email would count as full L3 quals.</p>	
<p>Does the minimum contract value of £100,000 refer to the LSC contribution or the total contribution?</p>	<p>The £100,000 minimum contract level refers to the LSC contribution.</p>	<p>29th April 2008</p>
<p>Please can you confirm whether minimum/maximum/average hours under the Delivery Mechanism Section are per week or over the lifetime of the beneficiary on the project.</p>	<p>Please complete it with details of the hours spent over the lifetime of the beneficiary being on the project.</p>	<p>30th April 2008</p>

NW/EMPLOYER/S19 – Northwest including Merseyside Phasing In Area - Vocationally Relevant Second NVQ Level 2		
Question	Answer	Date of Question
<p>Could you confirm whether or not the employer funding has to be in cash or can it be given in time?</p>	<p>It is anticipated that this can be cash or in kind time.</p>	<p>7th April 2008</p>
<p>Is this ITT open to the self-employed?</p>	<p>Yes, this tender is open to self-employed individuals.</p>	<p>21st April 2008</p>
<p>We seek clarification in relation to the section that states "Training of trainers in the public sector to deliver basic skills and other provision to support ESF priority groups is eligible at any level". The phrasing implies that the individuals to be supported must already be trainers and that you cannot train</p>	<p>This Tender Specification is seeking to purchase the delivery of vocationally relevant second NVQ Level 2s, the only exception to this is where a learner's initial assessment and job role indicates that they would benefit from undertaking an NVQ Level 3 instead of a NVQ Level 2. The qualifications being offered need to be full Level 2</p>	<p>23rd April 2008</p>

<p>individuals to be trainers – could you confirm that this is the case. It follows that the support given to trainers could be for a “whole” or a “part” qualification and that the level of that qualification/part qualification is not significant – could you confirm that this interpretation is correct. We are aware of the ESF exemption that related to basic skills/skills for life tutors under the last programme, is the inclusion of “and other provision” within the tender section an extension of this such that it would be possible to deliver, for example, a unit of NVQ Level 3 Direct Training and Support – Scheme no. 7318 – 02: e.g. L20 – “Support competence achieved in the workplace” This qualification would enhance the ability of supervisors to support and assess learners in the workplace. - could you confirm that as long as this activity is to be undertaken with members of ESF priority groups it would be eligible.</p>	<p>or 3 qualifications.</p>	
<p>Why do we need to complete a financial sheet for the L4 as it is a set price? I notice this is not required for the L2.</p>	<p>Applicants are required to complete the output and outcome section of Part B for both the Level 2 and Level 4 specification. We do not require the completion of the income or expenditure elements.</p>	<p>23rd April 2008</p>
<p>As new applicants for LSC funding I would be grateful if you could please help us with the following and also point us in the direction of any additional useful reference material that may assist us further.</p> <p>NVQ in Business Improvement Techniques Level 2 has a TtG weighting factor of 1.5 on LAD (unweighted Rate 1 of £1,230 and Rate 2 of £615) and is under the sector framework “106-Engineering”. It also has listed as SSA tier 1 of “15 – Business, Administration and Law” and SSA tier 2 of “15.3 Business management”. Under ITT ESF Employer S19 – relevant second level 2. Please advise if Total Funding would be £1,261 under business Administration and Law, or £1,891 as listed against Engineering and Manufacturing? – the lower figure would not be in keeping with TtG levels!</p>	<p>The total funding would be in line with Train to Gain funding, BIT will be funded under Engineering.</p> <p>For ease of administration and recognising that an employer contribution would be required, it was decided to use only the TtG higher rates for funding Second Level 2.</p>	<p>24th April 2008</p>

<p>Also please could you confirm how this funding differs from TtG e.g. why there are not two rates listed here (Rate 1 and Rate 2) – i.e. does the funding allowed under ESF require delivery of Underpinning Knowledge (>20 hours) as well as the assessment of the qualification.</p> <p>The assumed employer contribution listed on page 5 of 18 of Part A is £536 for all SSAs but with differing LSC contribution rates – is this correct given a standard 42.5% Assumed Employer Contribution?</p> <p>Could you please advise where I can get more information on how to complete Section 6 and what is required under OUTPUTS and OUTCOMES (i.e what specifically is meant by these – for example given that our tender will have a focus on NVQ in Business Improvement Techniques).</p> <p>Section 7: Please could you explain what is meant by ESF funding 100% of the costs associated with this tender and how the completion of this section relates to the Funding Available table on page 5 of Part A.</p> <p>I understand that the funding is available to businesses of all sizes in the NW – please confirm.</p> <p>I am having trouble locating the ESF Guidance Handbook on www.esf.gov.uk as indicated could you please advise.</p>	<p>Providers are required to deliver underpinning knowledge and training as indicated by the outcome of each learner’s initial assessment. The unit rate includes all aspects of NVQ delivery as outlined in “Requirements for Funding Train to Gain”.</p> <p>The employer contribution was calculated on the lowest rate of £1261, however the same rate is applied across all sectors as this was the approach adopted for the Level 3 trials.</p> <p>When completing the OUTPUTS element of Section 6 please refer to the outputs specified in the Outputs section of the Tender Specification and when completing the OUTCOMES element of Section 6 please refer to the results specified in the Results section of the Tender Specification.</p> <p>Applicants are not required to complete the income or expenditure element of Part B, we only require the completion of the Output and Outcome profile.</p> <p>This funding is available for all employees.</p> <p>The handbook referred to relates to the 2000-06 programme, it has changed its name and is now in 4 parts and can be found under heading referring to Co-finance Guidance at the following address;</p> <p>http://www.esf.gov.uk/archive/2000_2006_esf_programme/</p>	
<p>Does the minimum contract value of £100,000 refer to the LSC contribution or the total contribution?</p>	<p>The £100,000 minimum contract level refers to the LSC contribution.</p>	<p>29th April 2008</p>
<p>We are proposing to offer a combination of qualifications comprising, for example:</p>		<p>29th April 2008</p>

NVQ level 2 in Business-Improvement Techniques (BIT)
NVQ level 3 in Business-Improvement Techniques
NVQ level 2 in Team Leading
NVQ level 3 in Management

OUTPUTS and OUTCOMES

Thank you for your initial advice. Please could you further indicate what specific OUTPUT line items you would expect to see in section 6 to support the above proposed qualifications - e.g. one line item for NVQ in Business Improvement Techniques level 2 for the North West excluding Merseyside (with any level 3 jumpers included under this line item)? another line item for NVQ level 2 in Team Leading again for the NW excluding Merseyside (with any level 3 jumpers into Management included in this line item)? Do “number of Initial Assessments” and also “number of Individual Learning Plans” require detailing as Outputs in separate line items? Should all of the entries be replicated for the Merseyside phasing-in area or can the two area entries (NW and Merseyside) be combined? With regard to OUTCOMES please advise similarly as to Outputs – i.e. should they be split across the two regions and also have specific output line items detailing progression to level 3? I presume that if we can identify further additional quantifiable outputs that will result from our activity then we should also add these?

Learning Aims Database Entries:

On the LAD I notice that NVQ in Team Leading and the NVQ in Management are listed with QCA accreditation,

OUTPUTS and OUTCOMES:

For outputs please specify the following:

- XX Northwest excluding Merseyside - Starts on NVQ Level 2 including NVQ Level 3 “jumpers”
- XX Northwest excluding Merseyside - Initial assessment including identification of SfL needs where appropriate
- XX Northwest excluding Merseyside - Production of an individual learning plan for each learner reflecting the outcome of information, advice and guidance
- XX Merseyside phasing-in area - Starts on NVQ Level 2 including NVQ Level 3 “jumpers”
- XX Merseyside phasing-in area - Initial assessment including identification of SfL needs where appropriate
- XX Merseyside phasing-in area - Production of an individual learning plan for each learner reflecting the outcome of information, advice and guidance

For outcomes please specify the following:

- XX Northwest excluding Merseyside - Learners achieving an NVQ Level 2 (or NVQ Level 3 for L3 “jumpers”).
- XX Northwest excluding Merseyside - Progression to NVQ Level 3 where this is appropriate for the learner
- XX Merseyside phasing-in area -Learners achieving an NVQ Level 2 (or NVQ Level 3 for L3 “jumpers”).
- XX Merseyside phasing-in area - Progression to NVQ Level 3 where this is appropriate for the learner

LEARNING AIMS DATABASE ENTRIES:

Please check with your EV/awarding body as to the status of these qualifications after 31 August 2008. Provided

certification and DfES approval end dates set at 31/08/2008. Does any of this imply that the qualification may not be supported or funded after this date?

Geographical Split:

Thank you for your clarification that BIT will be fundable as if under Engineering I presume that the table in Appendix A (volumes of sarts for each SSA/sub-region would list BIT under the Sector Subject Area of “Business Administration and Law” which would be the same as the Team Leader and Management NVQs and hence all combined into one table row?

Please advise if we will be held strictly accountable for the geographical split detailed here or what, if any, flexibility will be afforded should a different split by region be delivered. Also please advise if more funding would/could be made available in the event that there is over-achievement in terms of total volumes etc.

ESF and TTG:

We do not currently deliver for the LSC and are also tendering for Mainstream TtG. I would assume that most people applying for ESF would already hold a TtG contract and would be aiming to add the ESF capacity to their existing TtG offering? Is there anything that we should be aware of given that we are applying for both tenders simultaneously and, for example, could theoretically be successful in ESF but not TtG?

SERVICE SECOTR DELIVERY INCLUDING NHS:

there are revised qualifications after that date, to replace the existing ones, and that they are still a full NVQL2, we see no reason why the LSC would not continue to support them.

GEOGRAPHICAL SPLIT:

Yes, please list BIT under the Sector Subject Area of “Business Administration and Law” which would be the same as the Team Leader and Management NVQs and hence all combined into one table row.

It is anticipated that there will be some flexibility within the allocation for the Northwest, however there will not be any flexibility between the Merseyside Phasing-in Area and the Northwest, this is due to ESF requirements. Details of the flexibility will be discussed at Contract Clarification.

ESF and TTG:

The LSC would consider awarding a contract solely for the ESF provision; however **providers should note the following paragraph in the ITT for second NVQ Level 2**

“Successful providers will be part of the broad Train to Gain service, and should seek where possible to make available a wide range of provision to employers, drawing on the range of funding and contracts they have available, including for example Apprenticeships and ESF funded provision. Providers should also ensure that where an employer has skill needs they are unable to address, an appropriate referral is made to another provider or Business Link NW to ensure that the employer’s needs are met.”

SERVICE SECTOR DELIVERY INCLUDING NHS:

We are focussing our target customer base in the Manufacturing sector but we are also already working with the service sector and in particular the NHS for which all of the above listed qualifications are also relevant. Please advise if we will be able to offer ESF funded second level 2 qualifications into Hospitals – particularly Business Improvement Techniques (The ESF specification on page 4 seems to effectively rule out level 3 provision for NHS Trusts – why?). Is this situation in any way different under Mainstream TtG?

TUPE:

In the Instructions and Information for Organisations Invited to Tender

Could you please clarify why TUPE is mentioned on page 4 (paragraph 16, 16.1 and 16.2) in the context of this ITT and also how it might apply to our specific tender. Is there any real possibility that we might be required to undergo a Transfer of Undertakings as part of any resulting contract with the LSC?

Page 12 of 18 Specification and Questionnaire:

At the top of page 12 there are 4 spaces to enter details of

Under mainstream TtG the NHS is eligible for support however the rules around ESF are different. There are specific rules regarding the use of ESF in relation to public sector workers the guidance states ‘Training to support low skilled public sector workers to gain basic skills and level 2 qualifications is eligible. This is because the benefits of training at this level primarily benefit the individuals concerned and promote career development and mobility. Training of public sector workers at level 3 and above is ineligible except in the following cases:

- Training of trainers in the public sector to deliver basic skills and other provision to support ESF priority groups, is eligible at any level;
- Where specific gaps in level 3 training are identified in regional ESF frameworks.

The following are considered to be part of the public sector:

- Central Government;
- local authorities;
- the armed forces;
- NHS Trusts; and
- public education sector.

TUPE:

The TUPE clause is inserted into all LSC mainstream and ESF contracting documents to ensure that all Providers and Suppliers of Services are reminded of their potential responsibilities under the TUPE regulations. There is a potential under any programme where these regulations may apply when funding is provided by a Government Agency fortunately these occasions are rare but Providers are solely responsible for ascertaining any likelihood of this before entering into potential Contracting discussions with the LSC.

PAGE 12 OF 18 SPECIFICATION AND

<p>qualifications to be delivered and achieved. Please advise the purpose of the second two as they appear to be duplicates of the first two.</p> <p>SELF ASSESSMENT: As we do not currently provide for the LSC we have had no reason to perform a Self Assessment and present a SAR. I presume that this will only be required should be enter into a contract with the LSC and not before?</p>	<p>QUESTIONNAIRE: You are not required to complete the later 2 questions.</p> <p>SELF ASSESSMENT: Yes, the LSC will only require a SAR if you should be enter into a contract with the LSC and not before?</p>	
<p>Please can you confirm whether minimum/maximum/average hours under the Delivery Mechanism Section are per week or over the lifetime of the beneficiary on the project.</p>	<p>Please complete it with details of the hours spent over the lifetime of the beneficiary being on the project.</p>	<p>30th April 2008</p>