



EUROPEAN UNION
European Social Fund



Leading learning and skills

Specification Title: Level 1 apprenticeship	Specification Number 12001/9	
ESF Objective 3	Funding available £126,900	
Measure: 1.2	Location: Pan Sussex (areas with pockets of high needs including rural and city areas will be considered)	
<p>Description</p> <p>Development of a Level 1 apprenticeship programme in vocational areas identified by applicants.</p> <p>This programme will be aimed at young people who are not yet ready to undergo a Level 2 apprenticeship programme. This programme should be viewed as a stepping stone to a full apprenticeship or programme led apprenticeship.</p> <p>The project is aimed at young people 16+ in order to prevent them from remaining or becoming NEET.</p> <p>The LSC will consider more than one applicant / bid if appropriate.</p> <p>The project is expected to start from 1st May 2007 and finish no later than June 2008.</p>		
Priority Target Group	Activities	Planned Outputs
<p>16 + who are Level 1 ready (i.e progressing on from E2E) or who are NEET</p>	<p>Development of a level 1 apprenticeship in one vocational area encompassing one NVQ and two Key Skills (Literacy and Numeracy, Application of Number and Communication).</p> <p>A minimum of one day a week work experience for the first three months and increasing thereafter.</p> <p>Development of innovative approaches to learning / training</p> <p>Employer engagement will be part of this programme as well as developing good relationships with other key stakeholders such as LSC Work Based Learning providers</p> <p>Evaluation and a dissemination event will be required</p>	<p>100 beneficiaries accessing the programme</p> <p>60% of beneficiaries will achieve the Key Skills</p> <p>60% of beneficiaries will achieve a NVQ Level 1</p> <p>30% of beneficiaries will progress onto a full Level 2 apprenticeship, programme led apprenticeship or employment with training</p> <p>All beneficiaries will receive advice and guidance</p>

Applicants

Successful applicants will demonstrate knowledge and experience of delivering vocational training at Level one

Successful applicants will lead a partnership whose members can demonstrate commitment to the project

Successful applicants will need to have the **capacity** to:

- put in place a delivery plan, management structure and monitoring systems to ensure that the programme is operational from May 2007;
- deliver the outcomes by 30th June 2008;
- set up and further develop robust and genuine partnership working, especially where such working will help address issues of sustainability or viability.

Successful applicants will need to have robust **administrative and management information systems** to collect details of:

- employees supported using the LSC Short Record;
- SMEs supported using the LSC ESF Company Level Data Form. This includes maintaining payment records related to State Aid.
- provide monthly monitoring progress reports to the LSC
- handle the requirements of ESF monitoring and the quality standards of the LSC Provider Framework.

Successful applicants will need to have the **forward planning skills** to:

- outline in the 'Project Sustainability' section of the tender form, an exit strategy and action plan of how they anticipate the project could be sustainable beyond the ESF funded phase;
- complete the 'ESF Sustainable Development Toolkit' and supply their score in the 'Sustainable Development' section of the tender form.

Successful applicants will need to have the **qualifications and experience** to:

- work effectively with the target group, voluntary and community sector organisations, further education and training providers, employers and others;
- evidence a successful track record where they have had involvement in ESF or similar funded projects (current or within the last 3 years), either as a contract holder or partner. New providers to the LSC will need to undergo the LSC New Provider Assessment process.
- have achieved Matrix Accreditation (or the intention to achieve Matrix Accreditation within a specified timescale) if they and/or their partners/sub-contractors are delivering Information, Advice and Guidance.

Contract Negotiation Date:

23rd – 24th April 2007