

<p>Specification Title: Developing IAG delivery in the workplace via the ULR network and information, advice and guidance providers</p>	<p>Specification Number: 32015/8</p>
<p>ESF Objective 3</p>	<p>Funding available: £120,000</p>
<p>Measure: 3.2</p>	<p>Location: Sussex</p>
<p>Description</p> <p>The Union Learning Representative (ULR) network is recognised as being central to engaging employers and employees in unionised workplaces, gaining employer support for the nextstep offer, and engaging employees in the priority groups.</p> <p>The first aim of this specification is to further increase and develop the network of ULRs, with a view to developing workplace learning agreements and referral protocols for the effective delivery of information, advice and guidance. Giving ULRs the opportunity to achieve information, advice and guidance qualifications will also be a target for this project. This would further ensure the delivery of the IAG offer in the workplace.</p> <p>Effective partnerships between unionlearn, unionised employers, publicly funded learning providers, established learning centres and existing providers of information, advice and guidance in Sussex are critical in order to make this project successful.</p> <p>The project envisages developing provision in areas of high employment and low skills, such as the Gatwick Diamond and/or Brighton & Hove, enabling the ULR network to be further expanded.</p> <p>The second aim of the project is to deliver a range of IAG services to employees identified by ULRs in their organisation, thus enabling the professional development of those with the lower skills set towards opportunities at levels 2 or 3. Employees without a first level 2 qualification should be entitled to receive one advice episode funded through the local IAG Partnership. This may be delivered by nextstep or any matrix accredited provider in receipt of LSC funding for information, advice and guidance. Employees with a level 2 qualification or those wishing to receive further advice or guidance will benefit from IAG services funded through this project.</p> <p>All outputs of this project must be funded with European Social Funds. Progression opportunities at first Level 2 and 3 may be provided through other LSC sources.</p> <p>Proposals are encouraged from partnerships where the partnership has within it both experience of relevant education and training for ULRs and the capacity to engage beneficiaries in new sectors and/or areas of Sussex as well as the support of Trade Unions and/or the TUC.</p> <p>We would expect one project to be successful under this specification. The project should begin in May 2007 and end in June 2008.</p>	

Applicants

Successful applicants will demonstrate knowledge and experience of:

- the delivery of Skills for Life and Level 2 (NVQ or equivalent) provision
- the role of trade union learning representatives and the training they receive
- the ability to engage with public sector employers and their staff
- providing a service to employed adults with low skills and alleviating the barriers to learning

Successful applicants will lead a partnership of organisations and providers 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