



SKILLS FUNDING AGENCY

On behalf of the YPLA

ESF 2011-2013 - Youth

Specification Questionnaire GL/YP/07

**Supporting
Training to Work for Young People**

July 2011

MAYOR OF LONDON



Supporting Training for Work for Young People

GL/YP/07

Detail of provision

This specification will benefit young people in London who are Not in Education, Training or Employment (NEET) or at risk of becoming NEET.

The project will bring together employers and partners within growth sectors in order to move participants into Apprenticeships (60%) or sustained employment (40%) for a minimum of 26 weeks.

Applicants will work with participants to address skills deficiencies and lack of work experience by providing them with training that will enable them to move into a recognised, full-time Apprenticeship **OR** general employment.

Mentoring support will be provided to participants while they are on the programme to enhance the chances of completing an Apprenticeship / remaining in employment for a minimum of 26 weeks.

There is not a prescribed way as to how the project will be delivered. However, there is a requirement that the service provided does not replicate either mainstream or other ESF specifications targeting young people.

The table below details the activities that are required in sustaining engagement outcomes.

Stage	Activity
Recruit participating employers	Applicants will recruit sufficient employers from within the listed sectors who have identified job vacancies/apprenticeship vacancies.
Design bespoke training courses	Applicants will design a bespoke training course, the content of which is driven by the employers(s) engaging the participant, and reflective of the intended result.
Identify and recruit participant	Applicants will identify and recruit eligible participants onto the programme
Provide appropriate support to enable participant to complete course	Applicants, in consultation with the participant will conduct diagnostic needs and abilities assessment to identify the additional wrap around support needed. A personally centred action plan will be created and deliver to address the participants needs
Interview all who complete course	Applications will guarantee that all participants who complete their training course will be able to have an interview with one of the participating employers.
Offer job to all successful at interview	Applicants will guarantee that all participants who are successful at interview will secure a job with a participant employer

Provide tailored IAG to all not successful at interview	Applicants will guarantee that all participants who are unsuccessful at interview are given tailored and appropriate information, Advice and Guidance which signposts them to all relevant opportunities
Support participant to sustained Apprenticeship/Em ployment	Applicants will support and mentor the participant who enter Apprenticeship/Employment to ensure to sustain a minimum of 26 weeks, and will support their respective employer if necessary. For the Apprenticeship, this support to the participant should be over and above the support offered by the Apprenticeship Training Provider and/or employer.

Projects must incorporate the following key characteristics:

- A **person-centred action plan** drawing on an existing recent assessment of the young person's needs by the school, college or by a Connexions personal adviser, and on in-depth discussions with the participant. The action plan should be:
 - provided or supervised by a qualified adviser¹
 - developed in partnership and in consultation with the young person and in consultation
 - set out an agreed definition of the young person's sustained re-engagement (based on attendance, achievement and progression)
 - set out clear steps towards sustained re-engagement at 26 weeks (if employed/on an Apprenticeship).
 - used to monitor the participants progress on the programme.
- Early identification of participants that are NEET or at risk of becoming NEET through engagement with schools, colleges, Connexions and other relevant referral agencies.
- Undertaking intensive information, advice and guidance (IAG) to ascertain whether a pre-Apprenticeship or bespoke training programme is appropriate for the participant over and above that provided through Connexions or equivalent providers / agencies.
- Provide be-spoke training that includes:
 - Working towards expected levels of literacy and numeracy as determined by need and linked to Apprenticeship framework
 - Developing appropriate technical knowledge
 - Employability Skills (including time management skills, CV preparation and interview skills)
 - Sector specific training and health and safety, such as CSCS card and the SIA licence.

For the Apprenticeship element, applicants should ensure that participants work closely or link to an Apprenticeship framework from the start of the project to ensure that progression onto an Apprenticeship is seamless. Applicants should also demonstrate links with Sector Skills Councils to ensure that the pre-Apprenticeship training will prepare participants for the demands of the full Apprenticeship framework.

Applicants must demonstrate that they have in place, or have the capability to establish and run, a working partnership to deliver the programme (including own staff and, if applicable to the delivery model, a range of providers to deliver the service – possibly including employers).

¹ Qualified adviser: i.e. holding a relevant professional qualification in careers advice and guidance or youth work at NVQ/SVQ level 4 or equivalent.

Applicants will be asked to demonstrate track record of relevant experience of effective partnership management where applicable.

It is important to note that support under this specification does not include any activity already funded through existing funding streams including Employer Responsive provision (i.e. Apprenticeship delivery). Therefore, applicants without Apprenticeship mainstream funding will need to demonstrate how they will link to relevant existing colleges and training providers who have access to programme funding to support Apprenticeship delivery.

The applicant will be expected to detail their experience of working with young people from different backgrounds, for example (but not limited to) disabled people, people of different ethnic origins, faith and gender and to demonstrate how support was tailored to the individual.

Target groups & priorities

Eligibility for the Project

The total number of participants supported under this specification is 805.

The project will target the following young people:

On joining an ESF project, participants must:

- be aged between 16-19
- reside in one of London's 32 boroughs or the City of London
- NEET or at risk of becoming NEET.

Priority Groups

The project will be required to achieve the following **minimum** equality benchmarks which relate specifically to London's NEET population:

<i>% of female participants</i>	48%
<i>% of participants who are lone parents</i>	<i>n/a</i>
<i>% of participants from BAME</i>	40%
<i>% of participants with disabilities or health issues</i>	13%

Young people at risk of becoming NEET must be assessed as eligible for the project by Connexions or an organisation external to the project.

Applicants must demonstrate that a Training to Work programme is relevant to the sector(s) and linked to sector(s) where there is evidence of Apprenticeship/general employment opportunities.

We expect Apprenticeships in the following sectors:

- Retail

- Hospitality
- Creative and Media
- Transport and Logistics
- Finance
- Construction
- Engineering
- Childcare
- Active Leisure
- Information Technology
- Public Sector

For any additional sectors and general employment sector information please refer to the Introduction to Tender.

Geography / area of delivery

This is a pan London project comprising all 32 London boroughs and the City of London

Applicants must ensure that eligible residents from all boroughs bid for have access to the project.

Applicants must demonstrate clearly how residents from all boroughs will be proactively targeted to participate in the project.

Funding available

Deliverable	Number	Unit Cost (£)	Funding Available (£)
S2 Start – Participant Assessment, planning and support	1275	160	204,000
S4 Start – Non Accredited learning	1275	180	229,500
A2 Completion – Non Accredited Learning	1211	300	363,300
S21 Progression into general employment (40%)	460	350	161,000
S22 Progression into Apprenticeship (60%)	690	350	241,500
P10 Apprenticeship (60%) or general employment (40%) sustained for 13 weeks	1150	350	402,500
P11 Apprenticeship or employment sustained for 26 weeks	805	1,175	945,875
M4 External Evaluation Report		1 per contract	

Applicants can claim either a S21 or a S22 per beneficiary they cannot claim both.

S22 A progression will not be deemed to achieved until the participant has started formally into an Apprenticeship and the ILR has been updated accordingly.

Applicants must complete the delivery profile, partnership details and geographical sector spreadsheets within the Deliverables Workbook which forms part of this ITT. Failure to complete these will make the tender ineligible as it will be deemed not to meet the specification.

Start and end dates

This contract will start in November 2011 and delivery, including all sustainable results (P10 and P11) will complete in December 2014.

All starts to the project must have completed their non-accredited learning by June 2014.

Final Submission of evidence and monitoring information will be March 2015

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

Contracting details

The Skills Funding Agency is looking to award the minimum number of contracts required to ensure the required full geographical coverage, value for money and to ensure support for all the specified groups/sectors.

SPECIFICATION QUESTIONNAIRE

TENDER TITLE:

GL/YP/07 - Supporting Training for Work for Young People

ORGANISATION NAME:

Please enter the name of the organisation here

ACTIVITY OVERVIEW

Please provide a summary of the activities you intend to deliver. This information will be used as part of the decision making process to provide an overview of the applicant's response to the tender.

(Maximum character limit = 5000)

Ref: [Q Overview]

Please enter your answer here

1 What is your proposed delivery model and what structures will you use to support the model?

(Maximum character limit = 9000) (Maximum score = 200)

Tips

- Your proposed delivery model should explain what activities will be delivered and how they link to the tender specification.
- Identify any deliverable models you will use eg ATA, and how this will be developed, implemented and supported within the project
- Explain how the activities will support the participants to engage in an Apprenticeship or employment.
- Explain how you will identify employers and their vacancies, understand their sectors and address their requirements
- Explain how the applicant plans to engage with and impact upon employers to ensure that participants progress onto and are sustained on Apprenticeship/in employment.
- Identify any additional local requirements that are unique to the region/sub-region or borough(s) and how these can be addressed within the requirements of the specification.
- Include any information that you think is significant to explain how partners/consortium arrangements will support and add value to the activities and outcomes.
- Identify how the delivery model will achieve engagement, progression and positive outcomes for the participants.
- Complete the volumes template using the Excel Profile Spreadsheet "TITLE" giving number of young people to be supported and estimated results.
- Demonstrate links with appropriate Sector Skills Councils in relation to the sector(s) the applicant proposes to deliver in.

Please enter your answer here

2	<p>How will you manage and deliver the proposed activity? (Maximum character limit = 9000) (Maximum score = 250)</p> <p>Tips</p> <ul style="list-style-type: none"> • Your activity plan should describe how the activities will be delivered, who (which organisation or individual) will be responsible for each element of the delivery and how this will achieve full coverage of the region/sub-region. • Where this involves a partnership or consortium, responsibilities and accountability should be made clear together with how commitment of all parties will be secured and managed. • Where this involves a partner or consortium outline the applicants previous experience of managing partners/sub-contractors • There should be details of realistic timescales, project milestones, aims and objectives with contingency plans to provide assurance that sufficient outcomes can be achieved. • Demonstrate what will be done to develop, implement, measure and evaluate each of the activities. • The application should detail when specific local infrastructure and processes will be in place to ensure that delivery can be implemented in line with the proposed profile. Include how recruitment of sufficient eligible young people will be undertaken. • Indicate what resources are available with evidence of the capability and capacity needed to support the learner needs, activities proposed and scale of this project. • Identify other organisations that are key to the success of the project and explain how relationships will be maintained to provide the most appropriate signposting and pathways for the young people.
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Please enter your answer here

3	<p>What is your experience of working successfully with the target group? (Maximum character limit = 9000) (Maximum score = 200)</p> <p>Tips</p> <ul style="list-style-type: none"> • To provide assurance that projects of this scale and type have been successfully managed in the past, the application should detail: <ul style="list-style-type: none"> ○ Examples of similar projects with the target client groups undertaken by the organisation/partnership/consortium with details of the scale and outcomes achieved (to include performance data on retention, achievement and progression) ○ Evidence of working in the specific geographical areas the applicant will cover ○ Evidence of engaging and understanding employers in the sectors and delivering training to support their needs • The Skills funding Agency reserves the right to verify all details provided. • Show an understanding of the causes of NEET/EET and provide examples of strategies that you have used both in engaging with this client group and moving them into sustained employment, education or
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	<p>training.</p> <ul style="list-style-type: none"> • Provide knowledge of the target group in the geographical area and outcome opportunities that can be exploited on behalf of the group. Provide details of working in all the relevant boroughs.
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Please enter your answer here

<p>4</p>	<p>How will you engage with and meet the needs of the target groups? (Maximum character limit = 9000) (Maximum score = 200)</p> <p>Tips</p> <ul style="list-style-type: none"> • Describe how you will engage with the target groups in the relevant boroughs and in doing so show the extent to which you will adopt differentiated approaches in order to meet particular circumstances in different localities. • Explain the extent to which this will involve pro-active marketing and third party referrals. • Detail how you will ensure that the minimum equality targets are met and what different approaches will be used to respond to the varying characteristics of the cohort. • Describe how the proposed programme of activities will attract the target groups and will not duplicate existing projects. • Set out the progression pathways that you expect the participants to follow into relevant outcomes. • Explain how you will monitor that the needs of individuals are being met and that progression towards an sustainable outcome is achieved. • Describe how information will be recorded to support the monitoring activity and how this will be used to adapt and evaluate the ongoing delivery programme.
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Please enter your answer here

<p>5</p>	<p>How do your proposed activities complement and link in to other activities that are available to the target group? (Maximum character limit = 9000) (Maximum score = 100)</p> <p>Tips</p> <ul style="list-style-type: none"> • Identify other agencies working in the geographical area and/or other funded activities that can be aligned with the project activities to add value and provide a holistic approach to the needs of the eligible target groups. • Explain how this project will work with the agencies and activities identified to ensure a seamless approach to the support given to individuals. • Reference any national, regional and local research findings and strategies developed to identify how this project responds to them.
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Please enter your answer here

<p>6</p>	<p>How will you ensure the quality of provision? (Maximum character limit = 9000) (Maximum score = 50)</p>
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Tips

- Describe what quality assurance arrangements you have in place and how these are appropriate for this provision, including continuous improvement measures; seeking and evaluating learner feedback; links to the Common Inspection Framework, Matrix Standard and/or National Quality Standards for Young People.
- What quality marks and/or awards are currently held by you or partners involved in the project? Include the results of any OFSTED inspection in the last 3 years.
- Confirm that accreditation is held to deliver the qualifications/activities proposed.
- Describe the management information systems used and how resources are applied to gather and record relevant information for the Individual Learner Record (ILR) and performance management.
- Describe how performance management information be used throughout the term of the project.
- Explain what financial arrangements and internal audit systems are in place to monitor the project finances. Include how value for money will be demonstrated during the lifetime of the project.
- Detail the processes and systems in place to ensure safeguarding of young people, including any experience of safeguarding checks, CRB checks and the risk/health and safety assessments of learner placements.
- Demonstrate how each of the cross cutting themes detailed in the tender will be addressed.

Please enter your answer here