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**STATEMENT OF REQUIREMENTS**

**711133452**

**THE CIVIL ENGINEERING (DEGREE) LEVEL 6 APPRENTICESHIP**

**1 . Introduction**

1. The Authority (Ministry of Defence) has a requirement to provide apprentice training and associated services and is under scrutiny to ensure they provide value for money to support delivery of excellent public services which align to strategic goals and core business. Apprentices are vital in developing the capability and productivity of our workforce, now and in the future. The Authority wants to create opportunities for individuals from diverse backgrounds to gain work-related skills and nationally recognised qualifications through structured, work-based training programmes with most of the training ‘on the job’. The remaining ‘off the job’ training will be provided by a training provider (Supplier). Apprenticeships will follow either a framework or a standard (noting that all English apprenticeships moved to standards in 2020)

**2. Background**

2. From May 2017 the system for the funding and procurement of apprenticeship training has changed. In line with this the Government requires all large employers (including those in the Public Sector) to pay an apprenticeship levy (tax) of 0.5% of pay bill. The levy is taken automatically by HMRC on a monthly basis in the same way as it takes employer National Insurance Contributions. Money collected from employers will be used to fund apprenticeship training.

3. Employers will access the funds through a Digital Apprenticeship Account (DAA) ultimately controlled by the Education and Skills Funding Agency (ESFA). The DAA is hosted on a system known as the Digital Apprenticeship Service (DAS). Each levy paying employer will have a virtual account equivalent in value to its contribution, minus an amount equivalent to the notional contribution for its employees that live in Scotland, Wales and Northern Ireland, plus a government top up of 10%. The Authority expects a Digital Account worth approximately £8m per annum.

4. Funds in the Digital Account can only be used to cover the cost of apprenticeship training and end point assessment for apprenticeships undertaken in England. To access the funds the Authority will need to show, through the Digital Apprenticeship Service, that it has a contract for the delivery of a recognised Apprenticeship Scheme delivered by a registered supplier. For these purposes a registered supplier is a training provider who appears on the ESFA Register of Apprenticeship Training Providers. the Authority will tell the ESFA (through the DAS) who our apprentices are; the Supplier will tell the ESFA who it is training for the Authority. On the strength of this information the ESFA will then pay the Supplier and subtract the relevant amount from our DAA.

The specifications for the Standards and Frameworks listed above can be found on the ESFA webpages through the following link: <https://www.gov.uk/government/publications/apprenticeship-funding-bands>

**3. Outline of the Requirement**

The Defence Infrastructure Organisation (DIO), a TLB (top level budget) of Ministry of Defence (MoD) seeks to contract with a provider to deliver the Civil Engineer (Degree) Level 6 Apprenticeship. Civil Engineering professionals play a crucial role within DIO, supporting on both small and large scale building and infrastructure programmes on all defence built estate. Staff are spread out geographically throughout England with the main hub of apprentices expected to be based in Andover and Wyton.

* Training providers of apprenticeships in England must be on the ESFA Register of Apprenticeship Training Providers prior to a contract award and throughout the life of the training requiremnent.contract.
* Providers must offer ‘block release’ delivery. **In one week blocks required at the providers site, no more than six blocks per year.** Please provide full schedule details of how often Apprentices will be required to attend in person.
* Providers must provide information on whether on site accommodation is available for Apprentices during the time they are required to attend in person and what the potential cost would be.
* Training and assessment should be delivered within the funding band limits set for the individual apprenticeship by the ESFA, and honour any apprenticeship already started if funding band changes are made.
* Providers must have sufficient trainers, assessors, talent coaches and delivery teams in place to deliver all the Authority apprenticeships to a consistently high standard.
* Providers must provide timely management information on the enrolment and status of apprentices based on the Authority requirements.
* Providers must agree to regular relationship meetings (monthly) and contract reviews (quarterly) against Key Performance Indicators with the Authority’s representatives.
* Providers’ IT systems should be accessible to the Authority staff through their work-based IT systems or provide suitable alternative systems or equipment to meet the Authority’s needs.
* Providers must be willing for their assessors and other staff requiring regular access to the Authority sites, to train and assess apprentices, to undergo security clearance checks which will be at their expense.

**4. Timescales**

The intention is to procure a contract with a provider at the earliest with the plan to recruit the first cohort to start their apprenticeships in September 2025 or the next available cohort.

**5. Apprenticeship to be delivered**

The specifications for the Civil Engineering (Degree) Level 6 apprenticeship standard can be found on the Institute of Apprenticeships & Technical Education (IfATE) website using the following link: [Civil engineer (degree) / Institute for Apprenticeships and Technical Education](https://www.instituteforapprenticeships.org/apprenticeship-standards/civil-engineer-degree-v1-0)

**6. Demand Frequency**

Initial demand signals are forecasting as four Level 6 Civil Engineering apprentices. Please note, the MOD reserves the right not to put forward students in response to business or policy changes.

**7. Management Information (MI)**

The provider is required to submit management information by the 5th working day of the month. This will detail apprentice progression through the programme using a Red, Amber, Green (RAG) system. Information will also need to be provided on training provider performance against KPIs. (See information on KPIs in Key Performance Indicators section)

RAG Summary

* Red - Apprentice not on track and needs extra support
* Amber - Apprentice at risk of falling behind
* Green – Apprentice on track

Management Information at a minimum must contain the following and be submitted through email using an excel spreadsheet or Power BI.

**8. Management Information**

|  |  |
| --- | --- |
| **MI** | **Description** |
| Apprentice name |  |
| Apprenticeship standard and level | Course name and level |
| Application date | Date learner application received |
| Eligibility checks | Date commenced and completed |
| Start date | Date the learner started apprenticeship |
| Skills Coach | Name and contact details for the skills coach assigned to learner |
| Last review | Date of last progress review meeting with learner, line manager and scheme manager |
| Next review | Next scheduled progress review meeting with learner, line manager and scheme manager |
| Completion date | Completion (or scheduled) completion date |
| Withdrawal date |  |
| Termination date |  |

**9. Key Performance Indicators**

|  |  |
| --- | --- |
| **Description** | **Measurable** |
| Management Information | Providing regular and comprehensive suite of MI as stated on the first week of the month. |
| Apprentice Enrolment | Efficient enrolment of apprentices within a maximum of 12 weeks |
| Eligibility Checks Completed | Eligibility for apprenticeship confirmed 2 weeks minimum before learner starting apprenticeship |
| RAG Progress Status | Red, amber and green status report of learner’s progress through apprenticeship |
| Learner satisfaction | Retention of apprentices on schemes limiting withdrawals to a maximum 15% withdrawal rate, providing early warning of ‘amber’ performance rating, and providing incentives to reduce drop-outs |
| Completions | Apprentice success rates of 70% - providing monthly MI on completions rates and highlighting exceptional learners.  Timeliness of apprenticeship completion - completing within agreed timeframes with action plans discussed with DIO for cases that exceed times set |
| Complaints | Resolution (or acknowledgement of further investigation required) to complaints or issues within 5 working days and making all learners aware of complaints procedures and timeframes |

**10. Service Level Agreements**

The DIO Apprenticeship Team will manage the KPIs as agreed in the contract.

**11. Geographical Footprint**

Permanent duty station for Civil Engineering Apprentices will be Andover and Wyton.

The preferred delivery model is block release. Providers need to be within 100 miles of both locations.

**12. Financials**

The providers will be funded for apprenticeships delivered in England using the Apprenticeship Levy through the Digital Account.

**13. Deliverables**

* Apprenticeship training to MOD civil servants (both new entrants and existing staff).
* Timely delivery of apprenticeships and completion within the required time and to the appropriate standard.
* Within the Education and Skills Funding Agency’s funding band rates bands honouring any apprenticeships started if funding bands change
* Delivery of apprenticeship training to OFSTED and HEFCE quality standards.
* Delivery of apprenticeships training in line with standards of professional bodies, where a qualification aligned to that body is included.
* In a method that is accessible to all the applicable MOD civil service staff including where online/electronic.

**14. Government Funded Assets**

None to be provided. There may be a requirement for some training to be delivered on a Ministry of Defence site if there is a cohort requirement at a specific location. Wherever possible, the Supplier would be expected to provide their own equipment to deliver such training events.

**15. Numbers and Financials**

The anticipated throughput of civilian apprenticeships initially would be approximately 4 for the first year (based on current recruitment and workforce numbers). This figure may increase or decrease depending on Departmental requirements for the further years of the contract.

The providers will be paid for apprenticeships which they deliver in England through the Digital Account as explained above. Any additional costs must be notified to MOD as they become known and be pre-approved before submitting a request for payment. Where an additional delivery cost has been pre-approved, payment will be made on receipt of an invoice from the provider to a single point of contact within the Authority. All such payments must be administered through the Authority`s Contracting Purchasing and Finance system (CP&F)..If not already enabled, MOD will issue the Provider with a route to obtaining an Exostar account.

The Supplier will notify the Authority of any employer incentive payments received from the ESFA for an apprentice during the training period and will pay that money on receipt of an invoice from the MOD*.*

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**16. Complaints**

Problems

The provider shall ensure that any issues raised directly by customers are dealt with as a matter of priority. The provider shall assist in seeking speedy resolution to resolve the situation, irrespective of where the fault lies.

Escalation

The provider will respond to any escalated matters within 24 hours, providing a resolution course of action. An escalation process will be agreed with the client and contact details provided.

Complaints

The provider shall assist in seeking speedy resolution to resolve the situation, irrespective of where the fault lies. Types of complaints that will be supported in this way include, but are not limited to:

* Quality of support supplied by provider
* Availability of receiving services
* Services not meeting specific needs of individuals e.g., services to support apprentices with disabilities

**17. Cyber Security**

All suppliers, including sub-contractors within the Defence Supply chain, must follow the Defence Cyber Protection Partnership (DCPP) Cyber Security Model for any contract that involves the transfer of MOD Identifiable Information. For further details please refer to <https://www.gov.uk/guidance/defence-cyber-protection-partnership>

The Moderate Cyber Risk Profile applies to MOD Apprenticeship contracts, therefore relevant control measures must be put in place by the provider. For further details please refer to <https://www.gov.uk/government/publications/cyber-security-for-defence-suppliers-def-stan-05-138>

**Contract name:** “Civil Engineering Degree Level 6 Apprenticeship”

**Risk Assessment Ref:** RAR- 250121A06

**Cyber Risk Profile:** Moderate

Tenderers should complete their SAQ using the [SAQ Form](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2Fe%2FgwWaExBF4w&data=05%7C01%7CKaren.Lynch273%40mod.gov.uk%7C5b5cceac5201411a2e3b08dbe046d515%7Cbe7760ed5953484bae95d0a16dfa09e5%7C0%7C0%7C638350367051106338%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=r%2Bqtuf2PEPhP6hJbH0w9dm9GaeAJH7tIzGnAbEpCzFk%3D&reserved=0), which must be returned to [UKStratComDD-CyDR-DCPP@mod.gov.uk](mailto:UKStratComDD-CyDR-DCPP@mod.gov.uk) (and a copy of the outcome provided to the Supplier by DCPP must be included with the tender response). The Supplier is advised to submit their SAQ in sufficient time to obtain a response from DCPP prior to the Tender deadline (minimum 3 working days). The Supplier must have the required Cyber Accreditation Level at the time of Tendering and throughout the life of any subsequent contract. On this occasion the Customer will not consider accepting a Cyber Implementation Plan (CIP) from Suppliers who are not already accredited and compliant.

**18. Data Storage and Management**

All Personal Data pertaining to staff from the Ministry of Defence will be stored in line with GDPR legislation and hosted within the United Kingdom by the training provider. No Off-Shoring of Personal Data provided by MOD is to be stored, transmitted or accessed outside of the United Kingdom.