

# **Standards and Frameworks**

## **Invitation to Tender**

**to become a**

## **Delivery Partner**

Tender Ref: DP Standards

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## Background

Strong vocational education and training systems are key to improving growth in our economy, productivity in our workplaces and opportunities for individuals to access good jobs.

Strong vocational systems start with nationally recognised industry led standards. National Occupational Standards (NOS) are the raw material on which high quality apprenticeship frameworks, qualifications and vocational study programmes are built. They give confidence to employers that apprentices are following training that will lead them to full industry competence, and that qualified new recruits will have had a similar grounding wherever they have trained. To individuals they offer a guarantee that their apprenticeship and/or qualification will result in the recognition they deserve and the breadth of skills they need to develop their career with an employer, change jobs within an industry, or move across industries.

So high quality National Occupational Standards, Apprenticeship frameworks and qualifications are important tools in achieving well qualified, competent and productive people.

An essential part of having the right tools is having the right partners to work with to ensure delivery of world class products. We need to work with the best delivery partners we can find to ensure we have the right products, in the right place, at the right time.

**That is why we are inviting you to tender to become a Delivery Partner for Standards and Frameworks.**

This document provides you with all the guidance, information and application forms you need to become a Delivery Partner for NOS, Apprenticeship/Modern Apprenticeship Frameworks and Scottish Vocational Qualifications. It sets out the role of Standards and Frameworks, why we need world class Delivery Partners and what you need to have and do to become one. We tell you what is needed to prepare and submit a tender including timescales and how we will assess your response.

In 2015, it was announced that Government in England would be withdrawing funding from the UK Commission for Employment and Skills (UKCES). This means that UKCES will cease to operate during Autumn 2016 and the work on Standards and Frameworks will transfer to a new organisation. UKCES will handle this invitation to tender on behalf of the three Devolved Administrations in Northern Ireland, Scotland and Wales (DA's), agree contracts and working arrangements with you and monitor delivery up until this time. We will then novate (transfer) the Delivery Partner agreements and funding arrangements agreed for 2016-17 to the new organisation. We will keep you informed on any decisions made in the meantime.

We look forward to receiving your tender and wish you every success.

## SECTION 1 – Commissioning Information

### 1. Understanding Standards and Frameworks

National Occupational Standards (NOS), apprenticeship frameworks and vocational qualifications are important tools which help employers and individuals with recruitment and entry to the workplace and further progression once in work.

NOS are the raw material on which many apprenticeships and vocational qualifications are currently based in the UK. They provide confidence and a mark of quality to individuals and employers that training and learning reflects what actually happens and is needed in the workplace.



The UK Commission for Employment and Skills (UKCES) on behalf of the NOS Governance Group has for many years ensured that high quality NOS, vocational qualifications and apprenticeship frameworks are available to support the aspirations of employers and individuals. An essential part of this role is about ensuring we have the best delivery partners working with us to make sure these important products continue to meet the ever changing needs of employers.

We are now looking for organisations or partnerships of organisations or individuals who can continue to work with us in meeting that aim.

### 2. Who can tender to become a Delivery Partner?

A single organisation or individual, supported by employers and other key partners may have the capability, capacity and knowledge to tender to become a Delivery Partner. However, they must be able to provide evidence of support from employers and other key partners, *across the entirety of each of the occupational families for which they are bidding.*

Due to the breadth of many of the occupational families, we therefore believe that high quality products will be best achieved through effective partnership arrangements between a number of organisations or individuals, each supported by their employers and other key

partners. There is no prescription about collaborative arrangements, or the types of organisations who can apply, but they must be able to demonstrate that they can meet the criteria set out in Appendix 3 (Assessment Criteria and Weighting) for all occupations in the family for which they are bidding.

Where a partnership of organisations or individuals is successful in becoming a Delivery Partner, a lead organisation or individual should be identified, who will be responsible for

- negotiating the Delivery Partner Agreement and where appropriate funding for work on an annual basis (with delivery timeline and agreed invoicing points);
- robust and effective quality assurance and delivery arrangements with partner organisations/individuals;
- delivery of high quality products/outcomes, to quality, budget and time. It is important to recognise that the nominated lead partner will be responsible for meeting the quality criteria for all products which have been commissioned.

### 3. What do we want our Delivery Partners to do?

Firstly, we want our Delivery Partners to have a real understanding of the occupational family for which they are tendering. This includes the employers, their skills needs and the current and future demands of labour markets. This will mean you can anticipate trends and demands in skills and employment across the UK and advise us on which products will best meet those demands.

Secondly, Delivery Partners will need to secure and evidence the leadership of employers covering the occupational family to ensure the products you deliver truly reflect the depth and breadth of employers both across the UK and across the occupational family and their needs.

Finally, we want Delivery Partners to have the technical ability to produce high quality products to time and to budget which are:

- National Occupational Standards (NOS) – both new development and reviews
- Scottish Vocational Qualification (SVQs) or alternative competence based qualifications for use in Modern Apprenticeship Frameworks (including credit rating for the SCQF and an assessment strategy) - both new development and reviews
- Apprenticeship/Modern Apprenticeship Frameworks (not in England) – both new development and reviews

The Quality Criteria at Appendix 7 gives full details on each of the products in scope and the tender form at Appendix 5 gives full details of what we need from our Delivery Partners.

Should you be unable to provide strong evidence of any of the above elements (more specifically detailed in the Assessment Criteria) then you should not submit a tender.

### 4. What are the aims & objectives of this new approach?

The new approach laid out in this guidance is intended to result in:

- **Innovation** – we want to work with world class Delivery Partners who can bring a fresh perspective, know their industry inside out and can respond to and anticipate changes and demands in the labour market across broader occupational families or through supply chains within an occupational family and anticipate the emergence of new occupations.

- **VFM and Quality Products** – we want to secure value for money at the same time as delivering high quality products for end users
- **Real employer leadership** – we want employers from each of the four Nations and across the UK to work with you to set out what they want from the products, when they want them and how many.

## 5. How will all this be achieved?

Appendix 2 provides a simple flow chart which outlines the different stages of the process to submit a tender. In summary this includes:

**Stage 1 - Expression of Interest:** Lead organisations or individuals should submit a short and simple Expression of Interest, prior to submitting a full tender, by noon (BST) Thursday 28 April 2016 (see Appendix 4). This is not an onerous process but will require high level, succinct detail including the name of the lead organisation, potential partner organisations or individuals and a list of the occupational families to be covered in the full tender (see Appendix 8 on occupational families). Failure to provide this does not affect your eligibility to submit a full tender but will allow us to assess what volume of full tenders we may receive and assess coverage of the occupational families.

**Stage 2 - Application to become a Delivery Partner:** Lead organisations/individuals will then complete and submit a full tender by 5pm (BST) Monday 16 May 2016 (see Appendix 5) which contains details of:

- Occupational families to be served
- Delivery arrangements
- UK-wide coverage of employers and employer leadership
- Capability and experience
- Quality processes

In order to achieve our aims, we will **only consider tenders that cover the whole range of products** covered by this document (i.e. NOS, Apprenticeship/Modern Apprenticeships and SVQs). Proposals will not be accepted for individual products e.g. NOS only submissions.

**Stage 3 – Delivery Partner Agreement:** Successful applicants will receive a Delivery Partner Agreement which will cover the period 07 June 2016 to 31 March 2017. There may be a requirement to extend this Agreement by a further year and Delivery Partners will be informed as soon as possible if that is the case.

Once the Delivery Partner Agreement has been issued, we will then negotiate with lead organisations/individuals funding to cover any work to be delivered in 2016-17. We will agree funding with you based on the DAs priorities. **Please note that not all Delivery Partners may be offered work in any specific year.**

## 6. How will my tender be assessed?

Timelines for the assessment and the process are detailed in the Commissioning Timetable on Page 9.

We don't want this to be a lengthy, onerous process but we do want to ensure that the assessment of your tenders is fair, transparent and rigorous in order that we can get the best Delivery Partners.

## 7. What are occupational families?

NOS are designed to reflect occupations across the UK economy and set out what an individual needs to know and do to be competent in an occupation.

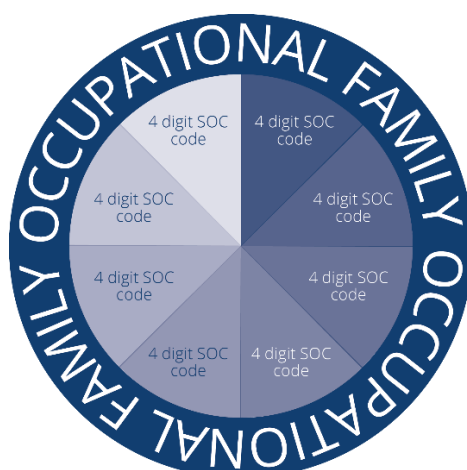
There are many skills and competencies, covered by NOS, which are common to occupations which means individuals can easily transfer their skills across occupations and employers can recruit with confidence knowing individuals will have those important common skills and competencies.

Many apprenticeship frameworks and vocational qualifications across the UK are currently built on NOS so they too support transferability of skills.

We want our Delivery Partners to be able to work with employers and other partners on families of occupations which have shared skills and competencies and produce the full range of products for the occupational family.

We have used the Standard Occupational Classification (SOC) framework to group occupations into families and the full list of occupational families with relevant SOC codes can be found at Appendix 8.

So when you tender for this work you will bid for whole occupational family (you may bid for more than one family) and you will have the capacity and capability to deliver all the products in the range i.e. NOS, apprenticeship frameworks and SVQs across the whole family or families.



The diagram above illustrates an occupational family. An occupational family groups together occupations aligned to a 4 digit SOC code. The number of 4 digit SOC codes grouped within each occupational family will vary.

## **8. What are the quality criteria arrangements?**

The 'Quality Criteria' at Appendix 7 clearly sets out quality expectations in relation to NOS, Apprenticeship and Modern Apprenticeship Frameworks and SVQs in a way that will ensure they meet the expectations of Scotland, Wales and Northern Ireland. The quality criteria has been agreed with all of the three DAs.

We will work closely with all our Delivery Partners to ensure we provide the support you need to deliver the best possible outcomes. We will check with you how you are progressing against agreed timescales in the funding agreement, work with you to iron out any problems, check progress on expenditure and payments and make sure you are going to meet the quality expectations.

You will be assigned an account manager who will become your first point of contact and work with you on all these matters.

We can only pay Delivery Partners for products which meet the quality expectations defined in the quality criteria at Appendix 7.

## **9. Our commitment to you.**

The NOS Governance Group, will use a robust evidence base to inform its annual commissioning discussions. This will involve using 'top down' data and intelligence from various sources across the UK and 'bottom up' data and intelligence from successful Delivery Partners. This will provide us with the fullest possible picture with which to determine need and products which will be required to meet those needs in any one financial year.

We will evaluate the efficiency and impact of Delivery Partner agreements including evaluating the overall approach outlined in this document.

We will also work closely with you throughout the lifetime of the agreement and individual funding agreements to support your work and to anticipate and resolve any problems.

## **10. We want to hear from you!**

We therefore invite tenders from organisations wishing to become a Delivery Partner for the period 2016-17, with the option of extending the agreement for a further year to 31 March 2018 if required.

We wish you success in preparing your tender and look forward to working with you in the future.



## 11. Commissioning timetable

Appendix 2 shows the tender and assessment process and Table 1 below details the timetable that will apply. Organisations should read these and the 'General information on Tendering' in Appendix 1 before making a submission

**Table 1: Commissioning timetable**

Stage 1 - EXPRESSION OF INTEREST	
Activity	Planned Completion Date
Invitation to Tender Notice submitted to Delta eSourcing for upload to European Journal. Notice published on Contracts Finder	11 April 2016
Invitation to Tender, Expression of Interest Form and Delivery Partner Tender Form uploaded to Contracts Finder and released to those who have requested it as a result of the Notices	15 April 2016
<b>Submission of Expression of Interest</b> <i>Expression of Interest submissions received and reviewed by UKCES. Not formally assessed or scored. The UKCES will at this point consider if there are any potential gaps in coverage and take action accordingly.</i>	<b>*Noon, 28 April 2016</b>
Closing date for questions regarding the requirements/process	<b>*Noon, 04 May 2016</b>
Closing date for UKCES to respond to questions	<b>*Noon, 06 May 2016</b>
STAGE 2: DELIVERY PARTNER TENDER	
Activity	Planned Completion Date
<b>Closing date for submission of full tender by Delivery Partner</b>	<b>*5pm - 16 May 2016</b>
UKCES completes assessment of submitted tenders and invites shortlisted organisations for interview (if required)	24 May 2016
Interviews (if required) – in London	26 May 2016
Successful Delivery Partners notified by email	27 May 2016
Unsuccessful organisations notified & debriefed if requested	27 May 2016
STAGE 3: NEGOTIATIONS & AGREEMENTS	
Activity	Planned Completion Date
Delivery Partner Agreements issued following Alcatel standstill. Funding and delivery timeline agreed for any work to be delivered in 2016-17.	07 June 2016
Funding and work schedules for 2016-17 drawn up by UKCES.	07 June 2016

\*Please note all times listed above are in British Summer Time (BST). UKCES reserves the right to vary these dates as circumstances dictate, but will endeavour to notify organisations as soon as possible.

## SECTION 2 – Appendices

### Appendix 1 – General Information on Tendering

We intend to make multiple awards of Delivery Partner Agreements (DP Agreements) under this Invitation to Tender. Each Agreement will cover product development for one, or more, occupational family. However, as stated earlier, there is no guarantee of any products being commissioned for a particular occupational family within a given funding year.

Given that the potential **overall funding** for product development may reach £1,000,000 in 2016-17 and, if extended, possibly £2,500,000 cumulatively over two years, we are required, under UK Public Contracts Regulations, to advertise this opportunity in the Official Journal of the European Union (OJEU). We have therefore published this opportunity on the Delta eSourcing portal, which uploads to the Official Journal. The Delta eSourcing portal can be found at [www.delta-esourcing.com](http://www.delta-esourcing.com) and it is free for you, as a supplier, to register on this site and access further opportunities. However, for ease, it would be appreciated if ALL contact with UKCES, including submission of your application, be made through **tenders@ukces.org.uk**.

#### General

You should read these instructions carefully before completing the required documents within the appendices.

These instructions are designed to ensure that all tenders are given equal and fair consideration. Please read the instructions in the procedures for submitting tenders carefully as failure to comply with them may invalidate your tender.

Please note that references to “we”, “our” throughout this document mean UKCES. References to “You” refer to the organisation/individual submitting a tender.

It is important that you provide all the information asked for in the format and order specified. Please contact [tenders@ukces.org.uk](mailto:tenders@ukces.org.uk) if you have any doubts as to what is required.

All questions you wish to submit in relation to clarifying the process, specification and requirements should be sent to [tenders@ukces.org.uk](mailto:tenders@ukces.org.uk). Questions will be uploaded to a Q&A document along with our response and this will be circulated to all organisations who have Expressed an Interest and will also be published on the Delta eSourcing portal by the closing date for our response to questions. The applicant who asked the original question will remain anonymous. Under no circumstances should you attempt to discuss the Invitation to Tender document or its requirements with any member of UKCES staff or the Devolved Administrations.

Please respond to the requirements within this document as fully but as concisely as possible. All tenders should be made using the appropriate forms within the appendices. Tenders received which are not within this template will be rejected.

UKCES will not reimburse any costs of preparing any tender or those incurred in attending any interview panel.

### Inducements

Offering an inducement of any kind in relation to obtaining this or any other contract with the UKCES will disqualify your tender from being considered and may constitute a criminal offence.

### Incomplete or inaccurate submissions

Tenders may be rejected if the information asked for is not given at the time of submitting a tender.

You may submit revised tenders electronically to [tenders@ukces.org.uk](mailto:tenders@ukces.org.uk) up to the closing time and date. Please clearly mark your new submission with Version 2, or whatever number is appropriate to clearly show which is your most recent version.

UKCES will only review the most recent email tender and discard all others for each organisation. Once the tender submission date has expired you will not have the opportunity to amend or alter your tender.

Please note that UKCES reserves the right to vary the dates in the published timetable as circumstances dictate, but will endeavour to notify you.

### Electronic Submission

Submissions should be e-mailed to [tenders@ukces.org.uk](mailto:tenders@ukces.org.uk) (which is a confidential e-mail account) by the due date; the subject of the email should include the reference 'DP Standards'.

When submitting a proposal electronically please:

- Ensure that your proposal **reaches us by 5pm (BST) on 16 May 2016**. You should allow time for the electronic transfer of information, please remember that the larger the file size the longer it takes to transfer.
- Only tenders submitted to the correct email address will be accepted. Submitting your application or copying it to any other UKCES or Devolved Administration e-mail address (even to a personal email address of a staff member in those bodies) will invalidate your proposal.
- It is your responsibility to ensure that copies of any electronic documents or attachments are appropriately secure and "tamper" proof.
- Emails containing large files as attachments can be delayed or blocked by e-mail systems. To minimise delays in submission caused by technical difficulties, e-mails should not be greater than 15MB in size. If necessary attachments should be compressed or zipped and pictures or photographs should be removed.
- Submissions which are close to the 15MB limit MAY NOT reach the [tenders@ukces.org.uk](mailto:tenders@ukces.org.uk) inbox.
- Proof of sending on or before the deadline does not constitute proof of receipt. In fact, most portals including Contracts Finder will bounce/reject your proposal if not received in full by the due date and time.
- All submissions which reach the [tenders@ukces.org.uk](mailto:tenders@ukces.org.uk) will trigger an automated email response confirming receipt. Individual personal receipt emails will not be sent.
- If you DO NOT receive this automated email response your tender has NOT been received. Please contact [tenders@ukces.org.uk](mailto:tenders@ukces.org.uk) or telephone 01709 774877 and speak with the Procurement Manager before the deadline. Please note we do not have the authority to give an extension of the deadline at this point.
- Late submissions cannot be considered, whatever the cause of the delay.

### Receipt and Acceptance

Tenders will be received up to the time and date stated and the time and date of the specified deadline are not negotiable. Those received before the due date will be retained unopened until then and will not be accessed by the UKCES.

It is your responsibility to ensure that your tender is delivered no later than the appointed time. UKCES accepts no responsibility for tenders that were received after the stated deadline, whatever the cause of the delay.

**Debriefing**

Debriefing will be available on unsuccessful tenders on written request to [tenders@ukces.org.uk](mailto:tenders@ukces.org.uk). Please respond promptly if you would like feedback.

**VAT**

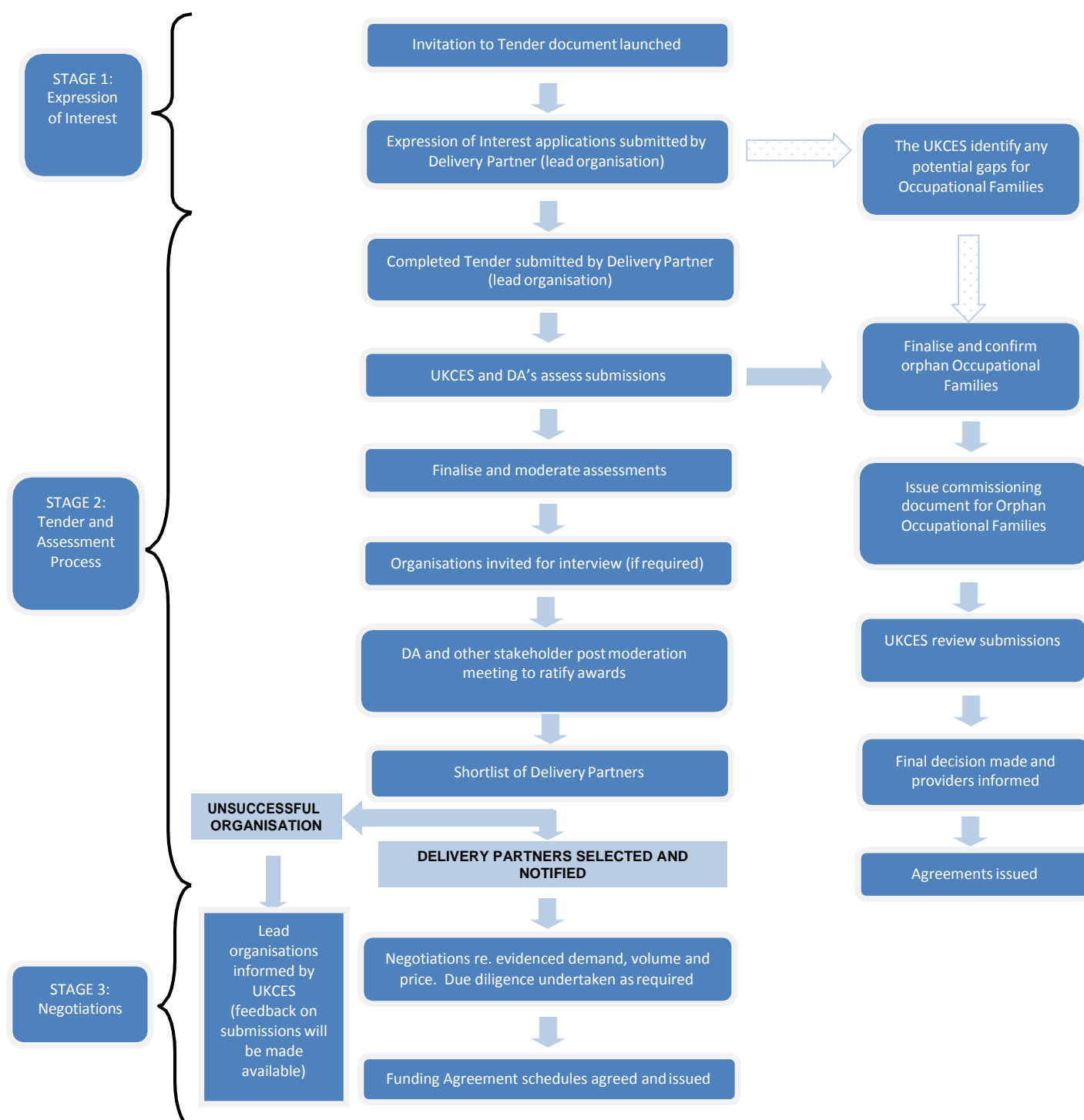
Current advice is that this activity falls outside the scope of VAT. Therefore, VAT does not apply and the overall funding values will be the total amount payable. UKCES has applied to HMRC for confirmation of this position and you will be advised should the situation change.

**IPR**

National Occupational Standards, Apprenticeship/Modern Apprenticeship Frameworks and SVQs are public goods developed and reviewed via public funding.

The IPR for the products will rest with the Crown. IPR for any background information or research will rest with the Delivery Partner. It will be a condition of the Funding Agreement that the Delivery Partner must ensure that all the products are made publically available, free of charge, anywhere in the UK, to all employers, Government and government bodies and anyone who has an interest in them.

## Appendix 2: Tender & Assessment Overview Flow Diagram



## Appendix 3: Assessment Criteria and Weighting

**Expressions of Interest** will not be assessed or scored as part of this process. The purpose of the Expression of Interest is to provide the UKCES with planning information on expected volumes of full tenders and occupational family coverage.

**Stage 2** Applications will be scored against the criteria identified in Table 2 below. The UKCES will also seek views on Delivery Partner tenders against the criteria in Table 2 from the three DAs or their nominated stakeholder bodies. The assessment criteria are designed to secure the best delivery partners

Tenders must provide evidence that meets the criteria in Table 2. Weighting and minimum pass marks applied to each criterion are indicated in the table. Tenders must meet the minimum score for each assessment criteria to be considered for Delivery Partner status. Failure to meet the minimum score for any one criterion will mean the tender is rejected in full.

**Table 2: Assessment criteria and weighting**

STAGE 1: EXPRESSION OF INTEREST			
Assessment Criteria	Criteria Detail	Weighting	Min. Pass Mark
n/a	<ul style="list-style-type: none"> <li>Submit Expression of Interest form.</li> </ul>	n/a	n/a
STAGE 2: Application to become a Delivery Partner			
Assessment Criteria	Criteria Detail	Weighting	Min. Pass Mark
Occupational Family knowledge	List the occupational family which your tender covers and: <ul style="list-style-type: none"> <li>Demonstrate your understanding and experience of working with the occupational family for which you are bidding. This should include knowledge of employers/key partners, skills needs, labour markets, current &amp; future demand for the products and should cover all occupations within the occupational family.</li> </ul>	Pass/Fail	Pass required
Evidence of Support & Commitment	<ul style="list-style-type: none"> <li>Provide evidence of support for and commitment to the tender to cover the selected occupational families. e.g. direct support from employer groups, delivery partner letters of support. across all nations of the UK.</li> <li>Demonstrate how you will ensure depth and breadth in employer leadership and support from across the UK throughout the lifetime of the agreement. This should be evidenced for example through employer governance structures including membership, employer charters/ service level agreements, use of technology to consult a wide range/ high volume of employers.</li> </ul>	Pass/Fail	Pass required
Capability	<ul style="list-style-type: none"> <li>Demonstrate your and where applicable, partner organisations capability, skills, capacity and experience in relation to delivering Standards and</li> </ul>	Pass/fail	Pass required

	<p>Frameworks products for the occupational family identified in your submission:</p> <ul style="list-style-type: none"> <li>○ NOS – development and review</li> <li>○ SVQ/alternative competence based qualification structures and related credit rating activities and development of assessment strategies – development and review</li> <li>○ Apprenticeship/Modern Apprenticeship – developments and review</li> </ul> <p>NB: You must be able to provide evidence of your capability to provide all of the above products.</p>		
UK-wide Coverage	<ul style="list-style-type: none"> <li>• Demonstrate your, and where applicable, partner organisations abilities to meet the requirements of the Standards and Frameworks products in relation to policy and differences in products in: <ul style="list-style-type: none"> <li>○ Scotland</li> <li>○ Wales</li> <li>○ Northern Ireland</li> <li>○ UK-wide (NOS only)</li> </ul> </li> </ul>	30%	A min. score of 5 out of 10
Delivery Arrangements	<ul style="list-style-type: none"> <li>• Describe the delivery arrangements for the selected occupational family including a clear rationale to include: <ul style="list-style-type: none"> <li>○ Partnership arrangements and agreements or other structures to ensure delivery to time, quality and to meet the demands of employers and end users.</li> </ul> </li> </ul>	30%	A min. score of 5 out of 10
Quality Processes (UK wide)	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of the quality requirements needed to deliver the outputs within scope: <ul style="list-style-type: none"> <li>○ NOS – development and review</li> <li>○ SVQ/alternative competence based qualification structures and related credit rating activities and development of assessment strategies – development and review</li> <li>○ Apprenticeship/Modern Apprenticeship – developments and review</li> </ul> </li> <li>• Demonstrate how the required quality assurance will be ensured and implemented by: <ul style="list-style-type: none"> <li>○ The lead organisation</li> <li>○ Partner organisations (if applicable)</li> </ul> </li> <li>• Define how the lead organisation will manage the overall quality assurance and ensure delivery to the Quality Criteria identified at Appendix 7</li> </ul>	40%	A min. score of 5 out of 10

Requirements for NOS, SVQs and Apprenticeships/Modern Apprenticeship Frameworks will vary year on year and there is a possibility that in any one year there is no demand for products and therefore there may be no funding available for that year. However, under these circumstances the Delivery Partner status will still remain in place for the full term.

Should the NOS Governance Group decide to extend the term of the Delivery Partner status for a further year, Delivery Partners will be contacted during 2016-17 to discuss their continued capacity and capability to deliver. If there are concerns about the ability of the organisation/partnership to continue with the arrangement, the NOS Governance Group reserve the right to seek alternative arrangements.

In the event that either the Delivery Partner Agreement or funding for specific products not be agreed with a Delivery Partner, UKCES on behalf of the NOS Governance Group reserves the right to select an alternative organisation through an appropriate process.

The UKCES on behalf of the NOS Governance Group may undertake due diligence on Delivery Partners before entering into a Funding Agreement.

Any questions relating to the commissioning document, tender process and procedure must be submitted in writing to [tenders@ukces.org.uk](mailto:tenders@ukces.org.uk). In order to ensure a fair and transparent process in which all organisations considering submissions have access to the same information, the Q&A will be circulated to all organisations/individuals who Express an Interest and will be published on [www.delta-esourcing.com](http://www.delta-esourcing.com) under the commissioning document title 'Standards and Frameworks – Invitation to Tender to become a Delivery Partner'.

If applicants are required to attend an interview, the UKCES will make contact as soon as possible to make arrangements, with interviews taking place 26 May 2016.

It is also imperative that Delivery Partners Lead organisations are available to negotiate the timeline and funding for work in 2016-17 during the period 27 May 2016 to 07 June 2016.



## Appendix 4 – Expression of Interest tender form

The lead organisations should complete the template below and submit to [tenders@ukces.org.uk](mailto:tenders@ukces.org.uk) by **Noon on 28 April 2016**. Please note that the completion and submission of this document highlights your intention to submit a full tender against the contents of this commissioning document and in no way binds you into the process.

Organisations can submit one Expression of Interest form listing their intention to apply for one or multiple occupational families.

**Please note a completed Expression of Interest tender form will not be assessed. UKCES will at this point consider if there any potential gaps in coverage and take action accordingly.**

<b>Lead Organisations Name:</b>	
<b>Lead Organisations Contact Name:</b>	<b>Contact Details:</b> (address, email, telephone number)
<b>Potential Partner Organisations</b>	
<b>Submission Coverage</b> - Please list the Occupational Family and descriptors which the submission will cover. The list of Occupational Families within scope can be found in Appendix 8 of the commissioning document	
<b>Occupational Family</b>	<b>Descriptor</b>
	<i>*Please tab to insert a new row*</i>

## Appendix 5 – STAGE 2: Delivery Partner Tender Form

**If you are applying to become a Delivery Partner for multiple occupational families, a tender form must be completed for EACH Occupational Family.**

<b>Lead Organisations Name:</b>	
<b>Lead Organisations Contact Name:</b>	<b>Contact Details:</b> (address, email, telephone number)
<b>Potential Partner Organisations (if applicable):</b>	
<b>Submission Coverage</b> - Please list the Occupational Family and descriptor which the submission will cover. The list of Occupational Families within scope can be found in Appendix 8 of the commissioning document	
<b>Occupational Family</b>	<b>Descriptor</b>

Occupational Family knowledge
<b>Weighting</b>
Pass/Fail
<b>Min. Pass Mark</b>
Pass required
<ul style="list-style-type: none"> <li><b><i>Demonstrate your understanding and experience of working with the occupational family for which you are bidding. This should include knowledge of employers/key partners, skills needs, labour markets, current &amp; future demand for the products and should cover all occupations within the occupational family</i></b></li> </ul>
<i>Insert answer here</i>

Evidence of Support & Commitment
<b>Weighting</b>
Pass/Fail
<b>Min. Pass Mark</b>
Pass required
<ul style="list-style-type: none"> <li><b><i>Provide evidence of support for and commitment to the tender to cover the selected occupational families. e.g. direct support from employer groups, delivery partner letters of support. across all nations of the UK.</i></b></li> <li><b><i>Demonstrate how you will ensure depth and breadth in employer leadership and support from across the UK throughout the lifetime of the agreement. This should be evidenced</i></b></li> </ul>

*for example through employer governance structures including membership, employer charters/ service level agreements, use of technology to consult a wide range/ high volume of employers.*

*Insert answer here*

Capability
Weighting
Pass/Fail
Min. Pass Mark
Pass
<ul style="list-style-type: none"> <li>• <b>Demonstrate your and where applicable, partner organisations capability, skills, capacity and experience in relation to delivering Standards and Frameworks products for the occupational family identified in your submission:</b> <ul style="list-style-type: none"> <li>○ <b>NOS – development and review</b></li> <li>○ <b>SVQ/alternative competence based qualification structures and related credit rating activities and development of assessment strategies – development and review</b></li> <li>○ <b>Apprenticeship/Modern Apprenticeship – developments and review</b></li> </ul> </li> </ul> <p><b>NB: You must be able to provide evidence of your capability to provide all of the above products.</b></p>
<i>Insert answer here</i>

UK-wide Coverage
Weighting
30%
Min. Pass Mark
5 out of 10
<ul style="list-style-type: none"> <li>• <b>Demonstrate your, and where applicable, partner organisations abilities to meet the requirements of the Standards and Frameworks products in relation to policy and differences in products in:</b> <ul style="list-style-type: none"> <li>○ <b>Scotland</b></li> <li>○ <b>Wales</b></li> <li>○ <b>Northern Ireland</b></li> <li>○ <b>UK-wide (NOS only)</b></li> </ul> </li> </ul>
<i>Insert answer here</i>

Delivery Arrangements
Weighting
30%
Min. Pass Mark
5 out of 10
<ul style="list-style-type: none"> <li>• <b>Describe the delivery arrangements for the selected occupational family including a clear rationale to include:</b> <ul style="list-style-type: none"> <li>○ <b>Partnership arrangements and agreements or other structures to ensure delivery to time, quality and to meet the demands of employers and end users.</b></li> </ul> </li> </ul>
<i>Insert answer here</i>

Quality Processes (UK wide)
Weighting
40%
Min. Pass Mark
5 out of 10
<ul style="list-style-type: none"> <li>• <b>Demonstrate an understanding of the quality requirements needed to deliver the outputs within scope:</b> <ul style="list-style-type: none"> <li>○ <b>NOS – development and review</b></li> <li>○ <b>SVQ/alternative competence based qualification structures and related credit rating activities and development of assessment strategies – development and review</b></li> <li>○ <b>Apprenticeship/Modern Apprenticeship – developments and review</b></li> </ul> </li> </ul>
<i>Insert answer here</i>
<ul style="list-style-type: none"> <li>• <b>Demonstrate how the required quality assurance will be ensured and implemented by:</b> <ul style="list-style-type: none"> <li>○ <b>The lead organisation</b></li> <li>○ <b>Partner organisations (if applicable)</b></li> </ul> </li> </ul>
<i>Insert answer here</i>
<ul style="list-style-type: none"> <li>• <b>Define how the lead organisation will manage the overall quality assurance and ensure delivery to the Quality Criteria identified at Appendix 7</b></li> </ul>
<i>Insert answer here</i>

## FINANCIAL AND COMMERCIAL CRITERIA (PASS OR FAIL)

Please complete this section and include it within your tender.

How many years have you been trading?		
What was your actual turnover in the last 2 financial years?	y/e turnover	y/e turnover
What was your actual trading result in the last 2 financial years? (profit/loss)	y/e profit/loss	y/e profit/loss
What were your balance sheet total reserves in the last 2 financial years?	y/e Reserves	y/e Reserves
If asked would you be able to provide at least one of the following:		
A copy of your most recent audited accounts.		<b>Yes / No</b>
A statement of your turnover, profit and loss account and cash flow for the current year of trading.		<b>Yes / No</b>
During the last financial year which single organisation or group was your primary customer?		Name:
What percentage of your annual turnover did this customer account for?		%:
Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past 12 months?		<b>Yes</b> <b>No</b> <b>No such terms</b>
If "No" what were the reasons and what has been done to put things right?		
Has your organisation met all its obligations to pay its creditors and staff during the past 12 months?		<b>Yes / No</b>
If "No" what were the reasons and what has been done to put things right?		
Are you currently involved in any legal disputes or are any pending?		<b>Yes / No</b>
Have you had any judgements against you for which reparation, compensation or costs are still outstanding?		<b>Yes / No</b>
If "Yes" give brief details – sufficient not to prejudice the legal process.		

Please record the value of insurance cover for current policies where payments are up to date.

Value of Employers Liability insurance cover	
Value of Public Liability insurance cover	
Value of Professional Indemnity insurance cover	
Other cover. Please provide details	

### By submitting this document, you are confirming that:

- The information contained in this form is correct. All organisations mentioned have been consulted and have agreed roles, responsibilities and are financially viable.
- On the date of submission of this tender, the organisation you represent and the staff proposed for this work are not subject to conflicts of interests in the context of this application. You undertake to inform the UKCES without delay of any change to this situation after the date of submission of the tender.

## Appendix 6 – 16/17 Standards & Frameworks Prices (Fixed)

16/17 Standards & Frameworks commissioning prices will be fixed at the prices provided in the table below.

Product	Price
NOS Review	£10,000
NOS New	£10,000
NOS Translation (Welsh)	£5,550
SVQ Review	£4,000
SVQ New	£10,000
Apprenticeship/Modern Apprenticeship Review	£5,000
Apprenticeship/Modern Apprenticeship New	£10,000

Prices will be fixed but under exceptional circumstances can be negotiated where individual products require additional/resource/ time due to size.

In order to ensure economies of scale, prices may be reduced where there are multiple products which belong to the same occupational family.

## Appendix 7 – Funding eligibility, and Quality Criteria

The specification below has been approved by the NOS Governance Group.

### 1. Funding eligibility

The following information sets out what activities will be funded for each of the products. Any proposed activity that falls outside the scope of this specification will be declined for funding.

In any one year, based on demand, some of these activities may not be required. Delivery Partners will be notified as soon as possible what is to be commissioned in each financial year.

#### Fundable activities are:

- National Occupational Standards (NOS) – new development and review
- SVQs (and/or alternative competence based qualifications) including Credit Rating for the SCQF and the development of an assessment strategy - review and new development
- Modern Apprenticeships/Apprenticeships (not in England) - review and new development

A clear rationale for funding of development or review of any product must be provided at the time of negotiating the funding agreement.

#### National Occupational Standards (NOS)

Funding will be provided for the development of new NOS or the review of existing NOS. This will be according to evidence of demand provided by each of the DAs and the Delivery Partners.

Evidence of demand should include one or more of the following:

- Evidence of significant employer demand for the standard
- Evidence of demand to meet priorities in one or more of the Devolved Administrations
- Changes to the labour market, skills demands and/or working practices
- Changes to industry legislation or regulation

In addition, evidence is needed to show:

- How the product will be used (Qualifications, Licence to Practice, Apprenticeships etc.)
- Market failure i.e. that the review of NOS cannot be funded through other sources (e.g. employers)
- If the NOS is not reviewed there would be significant impact on learners and/or employers

Additional information will also be needed where the following apply:

- Clear timelines if products are dependent on each other. For example, where an SVQ and/or Apprenticeship development is dependent on a NOS review, delivery dates should provide sufficient time for dependent activities to be completed.
- Evidence any NOS are unique to the sector and not generic NOS which are customised

## **Scottish Vocational Qualifications (SVQs) and/or alternative competence based qualifications \***

The development or review of SVQs and/or alternative competence based qualifications as identified by SQA Accreditation may be funded, provided that the outputs meet such requirements as required by SQA Accreditation. Funded activities could include development, review of structure and credit rating and/or review of the assessment strategy and Core Skills Signposting.

Evidence of demand (according to whether the SVQ is new/ for review) must include:

- Evidence of Scottish employer demand, including data on predicted take up
- Changes to labour market, skills demands or working practices
- Changes to industry legislation or regulation
- Need based on changes to NOS
- Accreditation period of any current SVQ

For development of a new SVQ additional information will be needed:

- Evidence that there are no existing SVQs or options for a pathway within an existing SVQs
- Evidence of support from at least one awarding body prepared to deliver the SVQ
- Identification of where the SVQ will feed into a Modern Apprenticeship

*\*Please note that SVQs are the preferred vocational qualification in Scotland but where demand exists, an alternative competence based qualification may be developed. This must be in line with SQA Accreditation guidelines and processes and Scottish Government requirements.*

## **Apprenticeships/ Modern Apprenticeships**

### **ENGLAND**

Development or review of Apprenticeship frameworks (SASE) will not be funded.  
Development or review of 'trailblazer' Apprenticeship standards will not be funded.

### **SCOTLAND, WALES & NORTHERN IRELAND**

Development and/or reviews of Apprenticeship Frameworks will only be funded through this commissioning process where there is **clear evidence** of:

- Ongoing demand for the Framework evidenced by enrolment data (review only)
- Priority for one or more of the three Nations
- Changes to skills or working practices
- Changes to legislation or regulation
- Significant employer demand including predicted take-up data for the relevant nation
- If the accreditation of the qualifications contained within the Apprenticeship Framework is due to lapse/expire (review only)



## 2. Quality Criteria

### National Occupational Standards (NOS)

NOS provide evidence-based benchmarks of competent performance which underpin occupational and vocational learning and development, apprenticeships and qualifications. To remain current NOS must reflect changes within industries and sectors e.g. changes to labour markets, job design and working practices, legislation, Government policy etc.

NOS should be developed and will be approved in line with the following key principles.

National Occupational Standards must:

- Work for businesses across the UK. Although some standards may be developed with a specific nation in mind, all three DAs must be consulted to ensure that they comply with policy.
- Be approved via the NOS QA process which can be found on the NOS database under 'Admin' then 'Guidance'
- Be reviewed and agreed by a representative sample of relevant employers and stakeholders in each of the four UK Nations (English employer consultation requirements remain to ensure NOS is applicable UK wide)
- Be based on rigorous, high quality LMI
- Be developed to the agreed NOS template which will be provided at the time of negotiation
- Be freely available to all employers
- Be written in clear, plain language with a minimum of jargon
- Support employability by clearly showing the employability skills required for effective performance in each occupation
- Be suitable for use to inform sector qualification priorities

Delivery Partners need to be aware that where NOS are being reviewed, there is a requirement to consider whether there is a need to review an existing or develop a new Scottish Vocational Qualification (SVQ) structure (and/or an alternative competence based qualification for inclusion in a Modern Apprenticeship) and perform relevant credit rating activity.

Delivery Partners are also required to measure stakeholder demand for NOS in the Welsh Language. Where need is identified; those NOS should be translated in to Welsh by an appointed translator, and sent to the Welsh Government for quality assurance sampling. Where content changes are proposed by the Welsh Government, the Delivery Partner should ensure that the full suite of NOS is reviewed and amended by the appointed translator. Every attempt should be made to ensure that Welsh versions are ready as soon as possible after the English NOS are published.

### Scottish Vocational Qualifications (SVQs) and/or alternative competence based qualifications

Delivery Partners must ensure that revised/new SVQ structures, credit rating activity, assessment strategy and core skills signposting:

- Are developed in line with SQA Accreditation guidelines and processes
- Are approved by SQA Accreditation

Delivery Partners are required to adhere to SQA Accreditation timelines for approval and submit evidence of completion to the in accordance with the Funding Agreement order to trigger payments. For SVQs (and/or alternative competence based qualification) this will be a letter/email confirming completion from SQA Accreditation.

## **Apprenticeships**

### **All apprenticeships new and reviewed must comply with relevant national policy.**

Welsh Frameworks need to comply with the Specification of Apprenticeship Standard in Wales (SASW). Evidence must be provided to demonstrate that the Apprenticeship cannot be funded through other sources. Frameworks should meet the minimum requirements of SASW and there should be evidence that the final framework product has been subjected to the current quality assurance system.

In Northern Ireland Apprenticeship Frameworks should be developed in line and comply with DELNI processes and policies including DELNI processes for maintenance and development of frameworks.

Apprenticeship Framework development in Scotland must comply with the Modern Apprenticeship Group (MAG) policies and approval arrangements. Apprenticeships are approved by the Modern Apprenticeships Group (MAG) and need to follow the required template. Successful providers should seek early engagement with MAG. Information on this template can be found on the Skills Development Scotland website.

Please note that all activities agreed with Delivery Partners for 16/17 are required to be completed **and** approved by the 28th February 2017.

## Appendix 8 – Occupational Families

The Occupational Families which are included in the scope of this commissioning document are within table 3 below.

**Table 3: Occupational Families**

4 Digit SOC Code and Title are as defined in the Standard Occupational Classifications 2010 Vol 2

Occupational family		4-digit-SOC Code and Title
1	Agricultural, Environmental and Animal Care	1211 Managers and proprietors in agriculture and horticulture
		1213 Managers and proprietors in forestry, fishing and related services
		2141 Conservation professionals
		2142 Environment professionals
		3550 Conservation and environmental associate professionals
		5111 Farmers
		5112 Horticultural trades
		5113 Gardeners and landscape gardeners
		5114 Groundsmen and greenkeepers
		5119 Agricultural and fishing trades n.e.c.
		6131 Veterinary nurses
		6132 Pest control officers
		6139 Animal care services occupations n.e.c.
		8223 Agricultural machinery drivers
		9111 Farm workers
		9112 Forestry workers
		9119 Fishing and other elementary agriculture occupations n.e.c.
2	Business, Legal and Finance	2412 Barristers and judges
		2413 Solicitors
		2419 Legal professionals n.e.c.
		2421 Chartered and certified accountants
		2423 Management consultants and business analysts
		2424 Business and financial project management professionals
		2425 Actuaries, economists and statisticians
		2426 Business and related research professionals
		2429 Business, research and administrative professionals n.e.c.
		2451 Librarians
		2452 Archivists and curators
		2461 Quality control and planning engineers
		2462 Quality assurance and regulatory professionals
		2463 Environmental health professionals
		3234 Housing officers
		3520 Legal associate professionals
		3531 Estimators, valuers and assessors
		3532 Brokers
		3533 Insurance underwriters
		3534 Finance and investment analysts and advisers
		3535 Taxation experts
		3536 Importers and exporters
		3537 Financial and accounting technicians
		3538 Financial accounts managers
		3539 Business and related associate professionals n.e.c.
		3541 Buyers and procurement officers
		3542 Business sales executives
		3561 Public services associate professionals
		3562 Human resources and industrial relations officers

		4112 National government administrative occupations
		4113 Local government administrative occupations
		4114 Officers of non-governmental organisations
		4121 Credit controllers
		4122 Book-keepers, payroll managers and wages clerks
		4123 Bank and post office clerks
		4124 Finance officers
		4129 Financial administrative occupations n.e.c.
		4131 Records clerks and assistants
		4132 Pensions and insurance clerks and assistants
		4133 Stock control clerks and assistants
		4134 Transport and distribution clerks and assistants
		4135 Library clerks and assistants
		4138 Human resources administrative occupations
		4151 Sales administrators
		4159 Other administrative occupations n.e.c.
		4161 Office managers
		4162 Office supervisors
		4211 Medical secretaries
		4212 Legal secretaries
		4213 School secretaries
		4214 Company secretaries
		4215 Personal assistants and other secretaries
		4216 Receptionists
		4217 Typists and related keyboard occupations
		9211 Postal workers, mail sorters, messengers and couriers
		9219 Elementary administration occupations n.e.c.
3	Catering and Hospitality	1221 Hotel and accommodation managers and proprietors
		1223 Restaurant and catering establishment managers and proprietors
		1224 Publicans and managers of licensed premises
		1225 Leisure and sports managers
		3546 Conference and exhibition managers and organisers
		5431 Butchers
		5432 Bakers and flour confectioners
		5433 Fishmongers and poultry dressers
		5434 Chefs
		5435 Cooks
		5436 Catering and bar managers
		6231 Housekeepers and related occupations
		6232 Caretakers
		6240 Cleaning and housekeeping managers and supervisors
		9272 Kitchen and catering assistants
		9273 Waiters and waitresses
		9274 Bar staff
4	Childcare and Education	2311 Higher education teaching professionals
		2312 Further education teaching professionals
		2314 Secondary education teaching professionals
		2315 Primary and nursery education teaching professionals
		2316 Special needs education teaching professionals
		2317 Senior professionals of educational establishments
		2318 Education advisers and school inspectors
		2319 Teaching and other educational professionals n.e.c.
		3231 Youth and community workers
		3233 Child and early years officers
		3563 Vocational and industrial trainers and instructors
		3564 Careers advisers and vocational guidance specialists
		6123 Playworkers
		6125 Teaching assistants
		6126 Educational support assistants

5	Cleaning	9231 Window cleaners 9232 Street cleaners 9233 Cleaners and domestics 9234 Launderers, dry cleaners and pressers 9235 Refuse and salvage occupations 9236 Vehicle valeters and cleaners 9239 Elementary cleaning occupations n.e.c.
6	Construction	2432 Town planning officers 2434 Chartered surveyors 2435 Chartered architectural technologists 2436 Construction project managers and related professionals 5241 Electricians and electrical fitters 5314 Plumbers and heating and ventilating engineers 5316 Glaziers, window fabricators and fitters 5330 Construction and building trades supervisors 8143 Rail construction and maintenance operatives 8222 Fork-lift truck drivers
7	Creative and Design	2471 Journalists, newspaper and periodical editors 2472 Public relations professionals 2473 Advertising accounts managers and creative directors 3411 Artists 3412 Authors, writers and translators 3413 Actors, entertainers and presenters 3414 Dancers and choreographers 3415 Musicians 3416 Arts officers, producers and directors 3417 Photographers, audio-visual and broadcasting equipment operators 3422 Product, clothing and related designers 5411 Weavers and knitters 5412 Upholsterers 5413 Footwear and leather working trades 5414 Tailors and dressmakers 5419 Textiles, garments and related trades n.e.c. 5441 Glass and ceramics makers, decorators and finishers 5442 Furniture makers and other craft woodworkers 5443 Florists 5449 Other skilled trades n.e.c.
8	Digital and IT	2133 IT specialist managers 2134 IT project and programme managers 2135 IT business analysts, architects and systems designers 2136 Programmers and software development professionals 2137 Web design and development professionals 2139 Information technology and telecommunications professionals n.e.c. 3131 IT operations technicians 3132 IT user support technicians 5242 Telecommunications engineers 5244 TV, video and audio engineers 5245 IT engineers
9	Engineering and Manufacturing	1121 Production managers and directors in manufacturing 1123 Production managers and directors in mining and energy 2122 Mechanical engineers 2123 Electrical engineers 2124 Electronics engineers 2126 Design and development engineers 2127 Production and process engineers 2129 Engineering professionals n.e.c. 3112 Electrical and electronics technicians 3113 Engineering technicians 3115 Quality assurance technicians

		3116 Planning, process and production technicians
		3119 Science, engineering and production technicians n.e.c.
		5211 Smiths and forge workers
		5212 Moulders, core makers and die casters
		5213 Sheet metal workers
		5214 Metal plate workers, and riveters
		5215 Welding trades
		5221 Metal machining setters and setter-operators
		5222 Tool makers, tool fitters and markers-out
		5223 Metal working production and maintenance fitters
		5224 Precision instrument makers and repairers
		5225 Air-conditioning and refrigeration engineers
		5231 Vehicle technicians, mechanics and electricians
		5232 Vehicle body builders and repairers
		5234 Vehicle paint technicians
		5235 Aircraft maintenance and related trades
		5236 Boat and ship builders and repairers
		5237 Rail and rolling stock builders and repairers
		5249 Electrical and electronic trades n.e.c.
		5250 Skilled metal, electrical and electronic trades supervisors
		5421 Pre-press technicians
		5422 Printers
		5423 Print finishing and binding workers
		8111 Food, drink and tobacco process operatives
		8112 Glass and ceramics process operatives
		8113 Textile process operatives
		8114 Chemical and related process operatives
		8115 Rubber process operatives
		8116 Plastics process operatives
		8117 Metal making and treating process operatives
		8118 Electroplaters
		8119 Process operatives n.e.c.
		8121 Paper and wood machine operatives
		8122 Coal mine operatives
		8123 Quarry workers and related operatives
		8124 Energy plant operatives
		8125 Metal working machine operatives
		8126 Water and sewerage plant operatives
		8127 Printing machine assistants
		8129 Plant and machine operatives n.e.c.
		8131 Assemblers (electrical and electronic products)
		8132 Assemblers (vehicles and metal goods)
		8133 Routine inspectors and testers
		8134 Weighers, graders and sorters
		8135 Tyre, exhaust and windscreen fitters
		8137 Sewing machinists
		8139 Assemblers and routine operatives n.e.c.
		9132 Industrial cleaning process occupations
		9134 Packers, bottlers, canners and fillers
		9139 Elementary process plant occupations n.e.c.
10	Health and social care	1181 Health services and public health managers and directors
		1241 Health care practice managers
		2211 Medical practitioners
		2212 Psychologists
		2213 Pharmacists
		2214 Ophthalmic opticians
		2215 Dental practitioners
		2216 Veterinarians
		2217 Medical radiographers

		2218 Podiatrists
		2219 Health professionals n.e.c.
		2221 Physiotherapists
		2222 Occupational therapists
		2223 Speech and language therapists
		2229 Therapy professionals n.e.c.
		2231 Nurses
		2232 Midwives
		3213 Paramedics
		3216 Dispensing opticians
		3217 Pharmaceutical technicians
		3218 Medical and dental technicians
		3219 Health associate professionals n.e.c.
		3235 Counsellors
		3239 Welfare and housing associate professionals n.e.c.
		3441 Sports players
		3442 Sports coaches, instructors and officials
		3443 Fitness instructors
		6141 Nursing auxiliaries and assistants
		6142 Ambulance staff (excluding paramedics)
		6143 Dental nurses
		6148 Undertakers, mortuary and crematorium assistants
		9271 Hospital porters
		2443 Probation officers
		2444 Clergy
		2449 Welfare professionals n.e.c.
		6146 Senior care workers
		6147 Care escorts
11	Management	1115 Chief executives and senior officials
		1116 Elected officers and representatives
		1131 Financial managers and directors
		1132 Marketing and sales directors
		1133 Purchasing managers and directors
		1134 Advertising and public relations directors
		1135 Human resource managers and directors
		1136 Information technology and telecommunications directors
		1139 Functional managers and directors n.e.c.
		1150 Financial institution managers and directors
		1161 Managers and directors in transport and distribution
		1162 Managers and directors in storage and warehousing
		1255 Waste disposal and environmental services managers
		1259 Managers and proprietors in other services n.e.c.
12	Protective and Security Services	1171 Officers in armed forces
		1172 Senior police officers
		1173 Senior officers in fire, ambulance, prison and related services
		3311 NCOs and other ranks
		3312 Police officers (sergeant and below)
		3313 Fire service officers (watch manager and below)
		3314 Prison service officers (below principal officer)
		3315 Police community support officers
		3319 Protective service associate professionals n.e.c.
		3567 Health and safety officers
		9241 Security guards and related occupations
		9242 Parking and civil enforcement occupations
		9244 School midday and crossing patrol occupations
		9249 Elementary security occupations n.e.c.
13	Retail, Customer and Personal Services	1190 Managers and directors in retail and wholesale
		1226 Travel agency managers and proprietors
		1251 Property, housing and estate managers

		1252 Garage managers and proprietors
		1253 Hairdressing and beauty salon managers and proprietors
		1254 Shopkeepers and proprietors – wholesale and retail
		3543 Marketing associate professionals
		3544 Estate agents and auctioneers
		3545 Sales accounts and business development managers
		6211 Sports and leisure assistants
		6212 Travel agents
		6214 Air travel assistants
		6215 Rail travel assistants
		6219 Leisure and travel service occupations n.e.c.
		6221 Hairdressers and barbers
		6222 Beauticians and related occupations
		7111 Sales and retail assistants
		7112 Retail cashiers and check-out operators
		7113 Telephone salespersons
		7114 Pharmacy and other dispensing assistants
		7115 Vehicle and parts salespersons and advisers
		7121 Collector salespersons and credit agents
		7122 Debt, rent and other cash collectors
		7123 Roundspersons and van salespersons
		7124 Market and street traders and assistants
		7125 Merchandisers and window dressers
		7129 Sales related occupations n.e.c.
		7130 Sales supervisors
		7211 Call and contact centre occupations
		7213 Telephonists
		7214 Communication operators
		7215 Market research interviewers
		7219 Customer service occupations n.e.c.
		7220 Customer service managers and supervisors
		9251 Shelf fillers
		9259 Elementary sales occupations n.e.c.
		9275 Leisure and theme park attendants
		9279 Other elementary services occupations n.e.c.
14	Science	2111 Chemical scientists
		2112 Biological scientists and biochemists
		2114 Social and humanities scientists
		2119 Natural and social science professionals n.e.c.
		2150 Research and development managers
		3111 Laboratory technicians
15	Transport and Logistics	3511 Air traffic controllers
		3512 Aircraft pilots and flight engineers
		3513 Ship and hovercraft officers
		8211 Large goods vehicle drivers
		8212 Van drivers
		8213 Bus and coach drivers
		8214 Taxi and cab drivers and chauffeurs
		8215 Driving instructors
		8231 Train and tram drivers
		8232 Marine and waterways transport operatives
		8233 Air transport operatives
		8234 Rail transport operatives
		8239 Other drivers and transport operatives n.e.c.
		9260 Elementary storage occupations