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| **Number** | **Description** |
| STA-0160 | Provision of Curriculum Expert Resource ITT |

**ITT Clarifications - Questions and Responses**

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| **Version** | **Date** | **Notes** |
| 1 | 14/11/2017 | Enquiries 1 to 4 |
| 2 | 23/11/2017 | Enquiries 5 to 7 |
| 3 | 29/11/2017 | Enquiry 8 |
| 4 | 07/12/2017 | Enquiries 9 to 11 |

| **#** | **Tenderer Question** | **STA Response** |
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| 1 | Could you please confirm that the the correct reference number for this procurement is STA-0160? | Yes, the reference number for procurement of curriculum experts is STA-0160. |
| 2 | Is the closing date 22 December (your email) or 19th December (p12 of the ITT)? | The correct date for submission of bids is midday on 22 December. |
| 3 | Do we not need to use Redimo 2 for submitting bids? | No, we are not utilizing Redimo on this occasion for this procurement. If you are interested in applying, please complete the relevant sections within the ITT document and email it to TendersTD.STA@education.gov.uk and copy in rashida.akbar@education.gov.uk. |
| 4 | Re the required signature (p25 of the ITT) do you require an electronic signature or a scanned PDF, or is it sufficient to type in a signature here? | An electronic signature will be sufficient for the purposes of submitting the tender. |
| 5 | The ITT document for Q4 states:Q4. You have been provided with some items for each of the subjects in the embedded documents below.  Please look at the items for your chosen subject(s) provided and answer the following questions. The maximum word limit for this question is 750 words.1. Please advise whether the items would be more appropriate at key stage 1 or key stage 2.2. Critically evaluate the strengths and weakness of these items for inclusion in statutory National Curriculum tests of the new National Curriculum.3. Suggest changes that could be made to the items and explain your reasoning.However the maths document then requests different information e.g draft a mark-scheme and give items NC test references and cog dom references. It also states the word limit is 1000 words and the ITT says 750 words. 'Comment on the suitability or fitness for purpose of the example items provided below, for either key stage 1 or key stage 2. Identify potential solutions to any issues identified within those example items. Draft mark schemes for the items outlining potential responses – both correct and incorrect – that could be given by pupils. Provide National Curriculum Test references and cognitive domain references for the questions.'Bidders should aim to provide up to 1000 words in response to this question.The skills we are asked to demonstrate are also very slightly different. Please can you confirm which instructions we should follow? | Please follow the specific Maths instructions in the embedded document within the ITT – that is:'Comment on the suitability or fitness for purpose of the example items provided below, for either key stage 1 or key stage 2. Identify potential solutions to any issues identified within those example items. Draft mark schemes for the items outlining potential responses – both correct and incorrect – that could be given by pupils. Provide National Curriculum Test references and cognitive domain references for the questions.'Bidders should aim to provide up to 1000 words in response to this question.’ |
| 6 | In the Technical Criterion table at 4.3, you say that Question 2 relates to ‘understanding of how curriculum is assessed’. However, Section 5 of the ITT document sets out two different questions for Question 2: one for Curriculum Advisors:* please outline how you keep your knowledge of classroom practice within your subject and key stage up to date

and a separate question for Assessment Advisors:* please outline your experience in the theories and techniques of assessment.

Please could you both clarify and confirm:* that tenderers for a Curriculum Advisor role do not have to provide an answer on their understanding of assessing the curriculum, even though this is shown in the Technical Criterion table
* that the Technical Criterion for Question 2 for a Curriculum Advisor role relates to knowledge of classroom practice within subject/key stage and not assessment.
 | Those applying for the Curriculum Advisor role do not have to provide an answer on their understanding of assessing the curriculum – this is only applicable for those applying for the Assessment Advisor role. We can also confirm that the Technical Criterion for Question 2 for a Curriculum Advisor role relates to knowledge of classroom practice within subject/key stage and not assessment. |
| 7 | Please could you clarify the word count for the mathematics exercise response, question 4? While the question states 750 words, the practical exercise document states 1000. | Please see response to Q5 above. The word limit for the Maths practical exercise is 1000 words. |
| 8 | Could you clarify what is meant by 'personal qualifications’ in Question 3? | Apologies, this should have said ‘professional qualifications’ rather than personal qualifications. These would be any qualifications relevant to the knowledge and experience in this section (so of key stages 1-4 within the given subject) – examples include degrees/Masters/PhD/Diplomas, professional qualifications (QTS, teacher certifications, NPQH), professional development or subject-specific courses undertaken, relevant professional memberships etc. |
| 9 | Can an education consultancy company make a multiple bid for 6 advisers or does each adviser have to apply ,for each post , individually. | Where a multiple number of individuals from a single organisation wish to be considered for the curriculum expert roles, they should submit separate bids rather than an organisation submitting a single bid to cover all individuals concerned. If any individual from the consultancy is successful in being appointed to the role, it is only that named individual who will carry out the duties of the curriculum advisor/assessment advisor role. Please note that in terms of payment, the organisation will be required to submit invoices for any work carried out for STA by the organisation’s individual curriculum experts and payment will be made to the organisation rather than the individual as the contract for each named individual will sit with the organisation. |
| 10 | How many days would each individual be needed for? | As stated in section 2.7 of the ITT, it is anticipated that Curriculum Experts will be required for approximately 50 days over the 2 year period for majority of the subjects. However, this is indicative only as the total number of days a Curriculum Advisor or Assessment Advisor is required will depend on the amount of work requiring completion for each subject and therefore there is likely to be variation between subjects. |
| 11 | In reading a number of the questions and guidance in the tendering document, it seems that they are designed to be most relevant to the KS1 and 2 posts and do not clearly match with the requirements for the literacy and numeracy skills test roles. For example, it is unclear how Q2 should be answered when the skills test is intended to assess prospective teachers’ core skills and so, given that an applicant could be any age from 18 upwards, is not tied to a key stage or particular classroom practice. Equally, sub-questions 1 and 2 in Q4 do not seem relevant to the skills test and the roles and responsibilities outlined on pages 5-7 of the ITT, while having some broad similarities, do not reflect the skills test development process accurately as I understand it. Please could you clarify how someone wishing to apply for the skills test posts should respond to these questions or whether, under the circumstances, it would be more appropriate to produce a separate ITT document distinct from the KS1 and 2 roles and more tailored to the demands of the skills test. | Previously Key Stage 1, Key Stage 2and Skills Tests curriculum experts were recruited using separate RfQs (tender documentation).  However, the skills used for the different project are , in our experience, common and some individuals work across several projects.  For this reason, a single ITT has been issued with the opportunity to apply for multiple roles.Consequently, the ITT was written to provide scope for the candidate to offer relevant experience for the role being applied for.  The second row in the table on page 17 asks Are you able to demonstrate knowledge and understanding of the curriculum in your chosen subject(s) broadly across key stages 1, 2, 3 and 4? This was intended to provide scope to describe relevant knowledge of the GSCE curriculum and hence the skills tests standards.  Question 1 asks for relevant experience of key stage 1, 2 or beyond as appropriate.  Again, for skills tests this will provide opportunity to describe experience outside of the primary.Question 2 should have included an option for Skills Tests in the question, in a similar fashion to question 3 and is amended as follows:**Q2.  Please note that there are two different questions to select from below, depending on the role you are applying for. If you wish to apply for both roles, please answer both questions.****Q2. Curriculum advisor applications only****In no more than 500 words, please outline how you keep your knowledge of classroom practice within your subject and key stage up to date or for Skills tests, your knowledge of the GSCE curriculum and how this is applied practically in a teaching context.****Q2. Assessment advisor applications only** **In no more than 500 words, please outline your experience in the theories and techniques of assessment.*****Question Weighting = 20%***The wording of Question 4 in parts 1 and 2 should also have included reference to the skills tests. Instead this detail was embedded in the  task itself.  Q4 should read: **Q4. You have been provided with some items for each of the subjects in the embedded documents below.** **Please look at the items for your chosen subject(s) provided and answer the following questions.  The maximum word limit for this question is 750 words.**1. **Please advise whether the items would be more appropriate at key stage 1 or key stage 2.**
2. **Critically evaluate the strengths and weakness of these items for inclusion in statutory National Curriculum tests of the new National Curriculum.**
3. **Suggest changes that could be made to the items and explain your reasoning.**

**Or if applying for Skills tests:**1. **Comment on the suitability or fitness for purpose of the example items provided in Appendix 1.**
2. **Identify potential solutions to any issues identified within those example items. Provide details of likely misconceptions / incorrect answers to be given by candidates for each question**
3. **Provide a rationale for the answers that you give.**
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| 12 | **There is no mention of a GPS assessment advisor role for this contract, although this role is available in all other subject areas. Could you please confirm that there will be no assessment advisor for the GPS test?** | **We are not recruiting for a GPS assessment advisor on this occasion.** |
| 13 | **In part A of “Bidders response” the applicant can indicate which roles they are applying for (i.e. Curriculum Advisor or Assessment Advisor) for a given subject. They then need to indicate the “preferred subject and role so that this information can be considered during the evaluation process should you not be successful in all of your applications.”** **Because Q2 (in Part B: Expertise and Experience) is different for the two roles, if an applicant wants to apply for both roles for the same subject, should they provide two different answers in the Q2 box (with each answer of up to 500 words) in the same application/same Word file; or should they submit two separate applications/two Word files with Q2 answered differently in each application?** | **Bidders applying for both the Curriculum Advisor role and the Assessment Advisor role should set out their responses for both roles within the same application, taking care to ensure that they make it clear which role their response relates to. The word limit for the response for each role is 500 words.** |