

ECITB SCHOLARSHIP 2024

Design and Draughting Specification

This document specifies the skills and knowledge delivery services required for the 2024 ECITB Scholarship Programme.

CONTRACT SPECIFICATION

The ECITB's contractual requirement is for the training provider to deliver skills and knowledge leading to skilled employment status or entry onto a recognised Apprenticeship Standard/Framework in the Engineering Construction or related industries.

This specification document describes the activities and processes required to be undertaken by the appointed provider (Approved Centre) in order to ensure that all learners achieve the requirements contained within the ECITB's Scholarship Programme (**table 1**).

Please note that the final number of learners will not be confirmed until the conclusion of the tendering process.

1 TERMS AND DEFINITIONS

The following definitions and rules of interpretation apply in this specification:

1.1 Approved Centre

means an organisation approved by the ECITB Awarding Organisation to deliver and assess ECITB regulated qualifications.

1.2 Awarding Organisation

this is the term used to describe an organisation approved by UK government appointed regulatory authorities to award qualifications, including Competence Qualifications. The ECITB is the UK's skills training board and standard setting body for engineering construction as well an awarding organisation for engineering construction qualifications.

1.3 Apprenticeship Standard/Framework

if referenced means the requirements that must be met and the qualifications to be achieved by an apprentice for them to successfully complete an Apprenticeship.

1.4 Craft Programme means the programme which will follow a programme in craft related pathways (Pipefitting, Mechanical Fitting, Plating, etc.).

1.5 Competence Qualification

means the qualification a learner must complete, and which attests his or her ability to do a job of work to a nationally recognised standard. A learner will complete the Competence Qualification during the scholarship following which they will demonstrate competence in real work situations through employment or progression onto an Apprenticeship.

1.6 Funding Contract

The Approved Centre will secure and maintain a contract with the relevant funding agency for the purposes of funding the delivery of the Knowledge component of the

Scholarship Programme.

1.7 Knowledge Qualification

means the qualification a learner must complete that confirms their knowledge of the fundamental aspects of their discipline to underpin. This qualification will be achieved during the Scholarship Programme and must meet the requirements as detailed in **(table 1)**.

1.8 Pathway

means the discipline/s or occupation that the learner will follow during the Scholarship Programme.

1.9 Skills Training

means the practical skills training that the learner will complete to prepare them for the Workplace.

1.10 Technician Programme means the programme which will be direct entry at level 3 over the duration of the programme in technical related pathways (Electrical Maintenance, Mechanical Maintenance, Instrument & Control, Design & Draught, Energy Transfer Technician etc.)

2. KNOWLEDGE QUALIFICATION REQUIREMENTS

2.1 The Approved Centre shall have all arrangements in place to deliver one of the Knowledge Qualification as detailed in **(table 1)**.

2.2 The Approved Centre shall be able to deliver the Knowledge Qualification from a location within the identified region.

2.3 The Approved Centre will take all necessary steps to fund the delivery of the Knowledge Qualification through a public funding contract.

3. SKILLS QUALIFICATION/TRAINING & ASSESSMENT REQUIREMENTS

3.1 The Approved Centre shall have all arrangements in place to deliver a period of skills training throughout the programme to reflect the requirements of the discipline specific vocational qualification/s.

3.2 The Approved Centre shall be able to deliver the skills training services from a location within the identified region.

The Training Provider shall possess, or be able to access through a partnering arrangement, the essential physical resources to deliver the skills relating to the Pathways as listed in **(table 1)**.

ECITB Scholarship Programme –

The programme content tables below are separated to list the requirements of the Scottish Craft Scholarship.

Where an ECITB qualification is referenced in the specification, formal contract execution will only be completed once the ECITB Awarding Organisation are satisfied the provider can meet all the criteria required to deliver the qualification.

When specified in table 1, the provider must ensure they are in a position to gain approval (if not already approved) to deliver all elements of the ECITB Pre Employment Programme (PEP) using ECITB approved course materials.

Table 1 – Scholarship Programme Outcomes

The order of curriculum delivery is subject to discussion and to be confirmed with the provider at pre contract stage.

Year 1

Pre-Programme Promotion	<ul style="list-style-type: none"> • The training provider will work with ECITB to promote the programme, this should commence within one calendar month of contract award and conclude once the pre-requisite number of learners plus an agreed number of reserves have accepted offers to participate in the programme in principle. • The promotional activity should include social media postings, school engagement and face to face recruitment and awareness events which can include employers and will be supported by the ECITB. • Support ECITB in publishing a 2024 Scholarship programme launch in August.
Recruitment	<p>The provider will arrange and facilitate engagement with employers to:</p> <ul style="list-style-type: none"> • Enable employers to put forward potential learners for selection, • Assess the learners in order to identify their suitability for employment either as a direct hire or for progression onto an Apprenticeship.
Employer Engagement with the Programme	<ul style="list-style-type: none"> • The provider will host employer/ECITB meetings to review the learners progress, help facilitate work placement and employment opportunities and the curriculum content relevancy. • The meetings will run for the duration of the programme. It is anticipated the meetings will be held bi-monthly, but this will be discussed and agreed at the pre contract meeting.

<p>Work Experience</p>	<p>The provider will arrange and facilitate one of the following work experience options for the learners consisting of a minimum of 35 hours to be discussed and agreed with the ECITB:</p> <ul style="list-style-type: none"> a. Simulated workplace project such as a turnaround or shut down, b. A supervised work placement with an employer. <p>Note: Collaboration between centres is encouraged if considering option a.</p>
<p>RPL Against an Apprenticeship</p>	<ul style="list-style-type: none"> • Using the Scholarship specification as a benchmark, the provider will determine how much RPL a candidate will gain from the Scholarship against a comparable level 3 apprenticeship. • The provider will provide an example for the ECITB which shows how much Apprenticeship levy would be drawn and the anticipated duration of the apprenticeship. • The provider will clearly state which Apprenticeship has been used, and if applicable (England only) state the STO reference number.
<p>Supporting the Net Zero Agenda</p>	<p>Clean Energy Technologies (Min of 6 Hours)</p> <p>ECITB will provide access to the digital platform required for delivery of this component.</p> <p>This will require no development or delivery by the provider.</p>
<p>Behavioural Based Safety</p>	<p>ECITB will provide access to the digital platform required for delivery of this component. (Min of 6 Hours)</p> <p>This will require no development or delivery by the provider.</p>

<p>ECITB Digital Passport</p>	<p>The ECITB will provide access to an online platform to enable the learners to undertake and be assessed against an ECITB Digital Passport. (Min of 6 Hours)</p>
<p>Skills Training & Competency Qualifications</p>	<p>A period of engineering practical skills training which will prepare the Learner for progression onto and on programme assessment against the Competency Qualification pathway(s) below:</p> <p>Level 3 Diploma in Engineering Design and Draughting (RQF).</p>
<p>Knowledge Qualification (if included)</p>	<p>The selected qualification must provide the relevant knowledge that underpins the selected competence qualification.</p> <p>Note:</p> <p>The knowledge qualifications must be achieved during the programme and must be funded through a Public Funding Contract.</p> <p>The provider will select suitable knowledge qualifications along with the suggested optional units which will be agreed with the ECITB and specified in the tender.</p>

4. PERSONNEL DEPLOYED

The Training Provider shall ensure that all persons delivering training & assessment have the necessary qualifications, experience and have passed all necessary checks as required by the relevant Awarding Bodies, funding agency and all other relevant, regulatory authorities.

5. THIRD PARTY AUDITING

The Training Provider shall work with ECITB in resolving any issues that arise as a result of quality and health and safety audits in relation to the training and/or assessment of learner undertaking the ECITB Scholarship Programme.

6. BENCHMARKING

The Training Provider shall endeavour to meet agreed targets - no more stringent than those agreed by the Training Provider with the relevant funding agency - with ECITB in relation to achievement, retention, etc. of learners.

7. INSURANCE

During the term of this Agreement and for a period of one year thereafter, the Training Provider shall maintain in force with reputable insurance company insurance for the sum of £5,000,000 per event, including the following risks:

- 7.1 employers' liability insurance in respect of all persons involved in delivery of the Training and performance of this Agreement;
- 7.2 public liability insurance to cover against any suit or action, claims or demands brought or made by any person injured or suffering loss or damage in connection with the carrying out of the Training and performance of this Agreement;
- 7.3 business interruption in the event that the Training Provider is unable to perform the Training.