**Request for Quotation from:**

**The Royal Borough of Greenwich**

The Royal Borough of Greenwich (hereinafter referred to as “Employer”) requests quotations from providers to deliver levy-funded Apprenticeships to its employees.

RBG is looking for

* LGV Apprenticeship (New standards)
* Quantity: 5
* To be offered to staff within the Street Services Teams who wish to progress into driving / team leader roles.
* No assistance is required to recruit the apprentices as they will be offered to existing, established members of staff

It is anticipated that the quotation will be for a maximum of £25,000

Please complete parts 1 and 2 of the form at the end of this document. Please can you

* Ensure that you provide the precise name of the apprenticeship as it is listed on the ESFA’s, “Find an Apprenticeship” portal
* Send any clarification questions to WorkforceDevelopment [WorkforceDevelopment@royalgreenwich.gov.uk](mailto:WorkforceDevelopment@royalgreenwich.gov.uk) by Tuesday 21 February
* Send the completed questionnaire by Tuesday 28 February to [WorkforceDevelopment@royalgreenwich.gov.uk](mailto:WorkforceDevelopment@royalgreenwich.gov.uk)
* A shortlisted selection of providers will be invited to attend a panel interview in approximately week ending Friday 16th March
* Outcomes will be announced by Friday 30th March.

## General information about the Royal Borough of Greenwich

The Employer is one of 33 London boroughs, located in the South-East of Greater London, employing approximately 3,700 corporate staff and 4,300 in schools. The Council comprises

six directorates with staff working in a wide range of vocational areas across Children's Services, Health & Adults Services, Regeneration, Community Services (Includes Housing), Central Services and Finance

With an ageing workforce and working on reduced budgets. RBG Employer has to be innovative in how it offers development opportunities and is keen to offer apprenticeship training to support CPD that is aligned to career grade and trainee posts. In this way the apprenticeship levy will be utilised to develop the existing and new workforce.

## The RBG Apprenticeship Partnership

Since 2012 the Employer has offered apprenticeships to new recruits via an Apprenticeship Training Agency (ATA). Entry level posts are offered to borough residents under this scheme where the ATA is the employer and the RBG is the host.

The apprenticeship reforms in early 2017 have prompted an extension to this offer to include new and also existing staff. The Employer now utilises apprenticeship qualifications to support workforce planning and staff CPD. The Professional Apprenticeship Scheme (PAS) is facilitated by the Workforce Development Team who assist workplace managers to source and manage apprenticeship training for their teams.

The Workforce Development Team supports the Council’s talent management and resourcing strategy. The team defines, develops and implements the Council’s apprenticeship offer working with managers across directorate by way of:

* Offering apprenticeships across the Council in qualifications that are relevant to many service (cross-cutting subjects)
* Surveys and skills audits to identify specific needs of the services in niche areas
* Responding to ad-hoc request from managers who have identified qualifications that they wish to offer to their staff as part of CPD or career grade schemes.

## Equalities

The Employer is firmly committed to tackling discrimination and promoting equality of opportunity and good community relations.

The Employer is required by the general public sector duty of the Equality Act 2010 to "have due regard to the need to":

* Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
* Advance equality of opportunity between people who share a protected characteristic and those who do not
* Foster good relations between people who share a protected characteristic and those who do not.

The duty applies in respect of all protected characteristics:

## Objectives

The Employer is looking for a Provider to deliver learning to new and existing staff across various directorates and service areas in a range of vocational areas. Your bid should clearly indicate which qualifications you are proposing to deliver.

The Employer is looking for a Provider that offers roll-on / roll-off programme in order to avoid the need to co-ordinate starts in line with the academic year.

The apprenticeships will be primarily targeted to RBG staff who meet the criteria:.

• Have a permanent contract of employment with Greenwich Council

• Have been in employment in RBG for a minimum of 6 months (or on a recognised entry level career progression scheme)

• Have resided in the UK for 3 years or more (ESFA requirement)

• Are commitment to remain in the employment of Greenwich Council for two years following successful completion of the programme.

* Trainee LGV drivers will not be sponsored beyond two failed attempts.

## Specific Requirements

In addition to specifications listed in the parts 1 and 2 of this document, the Employer requires:

1. Where learning is off the job, apprentices are not taken out on the same days in order to ensure adequate service cover
2. The provider will support those accepted on the programme through their DVLA, D2 and D4.
3. The provider will contribute to the selection of suitable candidates by conducting a mock (off road) driving test in an LGV.

**Organisation Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprenticeship Title** |  | **Apprenticeship Level** |  |
| **What Qualifications are included in this apprenticeship** |  | **Framework**  **Standard**  *(delete as applicable)* | |

*please repeat the table above for each qualification you are including in your quotation*

|  |  |  |
| --- | --- | --- |
| **Part 1 – Pre-questionnaire: please answer the questions below in relation to the qualification that is being requested from you, rather than providing general responses.** | | |
| **Questions** | **Response** | **Marks available** |
| 1.1. Please confirm that you are on the RoATP by providing your UKPRN) | **-** | **5** |
| 1.2. When was your last Ofsted inspection?   1. What was your grade? 2. If your organisation is too new to have been inspected please state how long you have been established | -   1. - 2. - | 5 |
| 1.3. How long have you been delivering the specific qualification that is being requested.  a. as a framework  b. as a standard  c. what is your throughput?  d. what is your success rate? | 1. - 2. - 3. - 4. - | 5  5  5  10 |
| 1.4. What do you charge for to deliver the qualification?  Please include:   * Any charges that cannot be drawn from the levy,, that the provider will cover as added value * Any economies of scale * Costs of re-tests |  | 2 |
| 1.5. Describe your processes for taking on new learners. Please include:   * Literacy and numeracy * ICT * Funding eligibility * Vocational skills gaps * Existence of a genuine development need | Please answer in a maximum of 100 words for each part | 10 |
| 1.6. Where can you add value?  *Please include details of additional services provided that are above the basic requirements of an apprenticeship provider.* |  | 10 |
| 1.7. What is your minimum cohort size/ |  | 5 |
| 1.8. When do you accept enrolments (e.g. what times of the year) |  | 5 |
| 1.9 Where learning will take place  a) driving/practical  b) theory/knowledge |  | 5 |

|  |  |  |
| --- | --- | --- |
| **Part 2 - Requirements List - please confirm the extent to which you can meet the requirements stated below. Please complete the form rather than refer to a separate document.**  **Please answer all questions in a maximum of 80 words –except where yes/no answers are indicated** | | |
|  | **Please use this space to describe your offer.** | **For RBG Purposes** |
| 2.1. Deliver your apprenticeships using an e-portfolio system |  |  |
| 2.2. Assist managers in mapping qualifications to job roles /selection of units? |  |  |
| 2.3. Manage claims for addition payments for e.g. care leavers, LDDs, social uplift |  |  |
| 2.4. Conduct all eligibility checks early on in the application process |  |  |
| 2.5. Provide a commitment statement for all potential candidates detailing the duration and delivery model for the qualification/s being considered. |  |  |
| 2.6. Consult with RBG about suitable EPA providers at point of enrolment |  |  |
| 2.7. Where this request for quotations is for new entrants who are yet to be recruited, will you provide support /involvement with recruitment and selection processes e.g. attending events to conduct literacy and numeracy assessments |  |  |
| 2.8. Collate and store evidence of all compliance checks and necessary documentation in line with ESFA requirements |  |  |
| 2.9.1. A contract management process is in place that includes:  2.9.2. Management Information that has Apprentices’ names, qualification, target end date, actual end date and narrative where target is 20% or more behind.  2.9.3 Issues: reporting on any additional pastoral care required or behaviour that needs addressing  2.9.4. Managing claims for payments for additional learning needs.  2.9.5. If End Point Assessor has been appoint (and who)  2.9.6. Update and deliver these reports to RBG by the 22nd of the month | Yes / No  Yes / No  Yes / No  Yes / No  Yes / No |  |
| 2.10 Where an apprentice is 20% or more behind target, plans for remedial action must be put in place. Failure to do so will result in stopped payments. |  |  |
| 2.11 Off the job training to be delivered in the Royal Borough of Greenwich and minimises the impact of service delivery e.g. but staggering the release of apprentices who work in the same sections. |  |  |
| 2.12 Take necessary steps to support equality of opportunity at all times. |  |  |
| 2.13 Deliver all aspects of the standard/framework including mandatory assessment and end-point assessments and any re-takes thereof, within the price quoted. |  |  |
| 2.14 Any breaks in learning should not attract any additional charges. |  |  |