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**Specification, Guidance and Questionnaire for Higher Apprenticeships & Degree Expansion 2016**

**ITT 30160**

**July 2016**



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| **HIGHER AND DEGREE APPRENTICESHIP EXPANSION 2016 to 2017**  |
| Service Requirements |
|  1. **Scope of this procurement**
	1. This £20m procurement is to select organisations to deliver higher and degree apprenticeships at levels 4-7 inclusive in England. The minimum application requirement is for ten 10 apprenticeships starts or £50,000 in the 2016 to 2017 funding year:
		1. This funding can only be used for delivery of training and assessment of higher and degree apprenticeships at level 4-7 inclusive which are published with a funding rate (apprenticeship frameworks) or as ‘approved for delivery’ with a funding cap (apprenticeship standards) ‘**Sources of Information’** below.
		2. The only apprenticeships eligible for funding from this procurement are new apprenticeship which start on or after 1 August 2016. Apprenticeships which started before 1 August 2016 are not eligible for this funding.
		3. Candidates may include bids for the delivery of standards published with assessment plans ‘in development’ (see ‘**Sources of Information’** below. To be eligible for inclusion these must be likely to be published as ‘approved for delivery’ on or before 1 September 2016. Successful candidates are able to deliver other published higher and degree apprenticeships in the event of publication not taking place.
		4. This funding cannot not be used for any other costs outside the costs of direct delivery of training and assessment. The costs of curriculum development or capital purchases are explicitly ineligible for this fund.
		5. This funding can only be spent on eligible apprentices, employers and provision which complies with the Skills Funding Agency published Funding Rules – see ‘**Sources of Information’** below.

 * 1. The invitation to tender (ITT) is open to training providers delivering higher and further education who may or may not be currently on the SFA Register of Training Providers (ROTO) and who do not currently have a SFA Adult Skills Budget (ASB) funding agreement to deliver apprenticeships in the 2016 to 2017 funding year.
	2. The full value of this funding may not be allocated in this procurement round. A subsequent procurement round may be run for a higher apprenticeship starts from 1 January 2017 but this is subject to available 19+ and 16-18 apprenticeship budget.
	3. The SFA reserves the right to set a maximum volume for individual funding award. This will depend on the level of eligible applications and on the SFA judgement of evidence supplied on employer demand and applicant capacity and capability information submitted in the application.
	4. Candidates must have started delivery of the apprenticeships in their application by 1st January 2017 or apply to the SFA to return the funding allocated.

**Background** * 1. This procurement will, by the end of the 2016 to 2017 funding year :
	+ increase the number of Higher and Further Education Institutions (HEI/FEI) and HE/FE training providers delivering higher and degree apprenticeships in England
	+ award funding for this delivery for the 2016 to 2017 funding year (1 August 2016 to 31 July 2017
	+ increase the number of HEIs with direct accountability for higher and degree apprenticeship delivery
	+ create a larger delivery network of higher and further education to deliver the longer term expansion of higher apprenticeships, particularly apprenticeship and degree apprenticeship standards
	+ deliver up to 3000 higher and degree apprenticeship starts
	1. This will enable the SFA to expand the higher and degree apprenticeship provider network to encompass the full range of apprenticeship standards available by January 2017 and support government ambition to increase degree apprenticeships and meet 3m apprenticeships starts by 2020.
	2. If you are successful in this application you will be awarded funding to cover what is needed to deliver the apprenticeship activity that take place in 2016 to 2017.
	3. Successful candidates who remain eligible for funding will have access to funding for delivery in future years. This will include funding for apprentices who start in the funding year 2016 to 2017 and progress to years 2 and 3 of their apprenticeship, and for new apprenticeship starts in 2017 to 2018 and beyond. This funding will awarded as part of a future year’s allocation or funding arrangements.
	4. With the introduction of the apprenticeship levy from April 2016, funding arrangements for apprenticeships will change. Advice on how this affects apprenticeship providers including successful candidates will be provided by the SFA later in 2016 as part of the transition arrangements. All apprenticeships which commence by 1 April 2017 will remain on the funding and payment model in place at the date their apprenticeship started.
1. **Candidate requirements**
	1. To participate in this procurement candidates must:
		1. Hold the appropriate approval and authority to deliver the provision for the apprenticeships at the time of submitting their ITT. This must include relevant authority from 15 August 2016 to 31 July 2017 to deliver and award all learning aims and qualifications for the standard or framework specified in the application. This will include, as needed, authority to deliver from the awarding body, issuing organisation, professional body, degree awarding body, and hold specific course designation for the provision applied for. This list is not exclusive and candidates must take care to ensure that all authorities required by the apprenticeship are current, and that authority cover extends from 15 August 2016 to 31 July 2017. SFA will seek confirmation of specific course designation from the Higher Education Funding Council for England.
		2. Where a candidate is funded by the Higher Education Funding Council for England (HEFCE) be designated as having no material issues through the annual HEFCE review of financial risk assessment or the specific course designation. SFA will seek confirmation of this from HEFCE.
		3. Be operating successfully under formal recognised quality arrangements for delivery of education and skills in higher or further education, for example, Ofsted for Further Education Institutions and QAA for Higher Education Institutions, awarding body and professional body membership.
	2. By the date when the contract is issued by the S FA must be listed (or approved and awaiting listing) on the Register of Training Providers and for HE providers be listed on the Register of Higher Education Providers and hold specific course designation for the provision applied for.
	3. Applications are welcomed from organisations working with subcontractors or other partners but only one organisation may make an application. Should their application be successful, this lead organisation only will hold the funding agreement with the SFA, and will be fully accountable for delivery of the provision set out in their funding agreement and for full compliance with the SFA Funding Rules. All other partners must be named and their roles explained in the application.

 1. **Application Requirements**
	1. Candidates must specify in their response to the ITT :
		1. the higher and degree apprenticeships they intend to deliver
		2. the planned starts volumes for delivery for each apprenticeship, divided into two separate apprentice age groups; 16-18 and 19+.
		3. Planned starts by month from 15 August 2016 to 31 July 2017
		4. the financial value requested for these apprenticeship starts comprising:
		* ***government contribution costs only*** relating to the delivery of these apprenticeships for the funding year (i.e. not government contribution for the entire length of the apprenticeship, which will be allocated over several funding years) or employer contribution which must be paid
		* ***government incentive payments for apprenticeship standards*** relating to the delivery of these apprenticeships for the funding year (i.e. not all incentive payments will be due on this funding year dependant on the apprentice start dates. The remaining incentives will be allocated in the following funding year)
		1. It is likely that all candidates will require funding for some 16-18 year old apprentices so inclusion of at least a small indicative value is advised. Allocation of budget for 16-18 year old apprenticeships is subject to budget availability.
	2. The SFA accepts that the apprenticeships listed, their respective volumes and financial value and the ages of apprentices contained in the application is an estimate at point of submission, and this may change over the year. Successful candidates must make all efforts to meet the trajectory in their application but it is acceptable to follow local demand and change the specific higher and apprenticeship provision delivered secured through accordingly.
	3. Candidates however must not:
		1. Breach the overall budget value or the separate budgets allocated for the 16-18 and 19+ age groups.
		2. If additional funding is required, you must follow the advice in the performance management rules and apply to vire provision or request growth.
		3. Successful candidates also cannot deliver apprenticeship provision at levels below level 4 higher apprenticeships.
2. Candidates must provide evidence of their current delivery, track record and delivery experience **see ‘evaluation’** section below. This will include experience in some or all of either the occupation supported by the apprenticeship, the sector in which the occupation sits, or delivery of the qualifications or skills provision included in the apprenticeship applied for. Candidates must also confirm and provide evidence that they have the formal authority to deliver the provision applied for, and meet the eligibility requirements to receive funding from the SFA.
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| Geography / area of delivery |
| 1. **Geographic scope**
	1. This procurement is for higher apprenticeships delivered in England only.
	2. Employers, apprentices and apprenticeship provision delivered and funded through this application must meet the Skills Funding Agency eligibility criteria set out in the 2016 to 2017 Funding Rules

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| **Funding and payments** |
| 1. **Calculating financial values in the bid**
	1. You must include in your bid funding volumes which are based on likely price to be agreed with employers derived from current published apprenticeship rates and funding caps :
		1. **Funding rates for apprenticeship frameworks** are published on the Learning Aims Reference Database - see ‘**Sources of Information’** below.
		2. **Funding caps for apprenticeship standards** available for delivery are published on the ‘approved for delivery’ you will need to refer to the funding model for each cap set out in the Funding Rules - see ‘**Sources of Information’** below.
	2. Please review the advice on agreeing a price for **apprenticeship standards** contained in the 2016 to 2017 Funding Rules. The value of funding claimed in your application:
		1. **must only include** the government contribution element of funding in an apprenticeship standard which will be drawn down from the Skills Funding Agency in the funding year 2016 to 2017. Do not include the employer contribution which will be paid direct by the employer
		2. **must include** sufficient funding to cover the employer incentive payments likely to be due, but only those due in the funding year 2016 to 2017.

 * 1. The provision that you include in your application must be eligible for funding as part of an apprenticeship. You must check that this is the case before making an application :
		1. **For apprenticeship frameworks** the provision you are intending to deliver must be listed or about to be listed as eligible for inclusion in a framework before it can be funded. If provision is not listed and does not have a funding rate you must apply first to the apprenticeship framework issuing organisation to request that your provision is added. The Issuing Authority can be found on the Apprenticeship Frameworks Online website - see ‘**Sources of Information’** below. Then you must wait for a funding rate to be provided by the SFA. This is done automatically once provision is listed by the issuing organisation.
		2. **For apprenticeship standards** you must deliver all the mandatory provision set out in the published assessment plan and ensure that your provision meets the requirements of the assessment plan and the end point assessment published on .GOV.UK, and the SFA Funding Rules see ‘**Sources of Information’** below for both. Funding values are published for a standard on the ‘approved for delivery’ table see ‘**Sources of Information’** below. If you wish to include a published standard without a published assessment plan i.e. one ‘in development’ it must be likely to be published by 1 September 2016 to include it in your application. You must then estimate this cost and the cost of any incentives.
1. **Funding and payments models**
	1. Providers will be paid according to mainstream Skills Funding Agency processes. This differs depending on whether you are a private provider or an HE/FE Institution, and whether you deliver apprenticeship standards or frameworks.

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| **Performance Management** |
| 1. The SFA will monitor the funding agreements let through this specification and will intervene to address issues of under-performance. Performance management will follow the Skills Funding Agency performance management process. This funding may be directed away from under-performing contracts to areas of high demand in order to maximise the impact of the funding. The Agency therefore reserves the right to decrease or increase a bidder’s contract value through the performance management process.
2. The number of funding agreements awarded are subject to budget. The Skills Funding Agency reserves the right to award individual contracts level below those applied for in the procurement application.
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| **Sources of information and definition of terms** |
| **Sources of information:*** Apprenticeship standards ‘approved for delivery’ with their funding cap and the link to the published standard and its assessment plan <https://www.gov.uk/government/publications/apprenticeship-standards-ready-for-delivery>
* Apprenticeship Standards ‘in development’ but not ‘approved for delivery’ <https://www.gov.uk/government/publications/apprenticeship-standards-in-development>
* List of apprenticeship frameworks available for delivery <https://www.gov.uk/government/publications/apprenticeship-frameworks-live-list>
* Skills Funding Agency Funding Rules 2016 to 2017<https://www.gov.uk/guidance/sfa-funding-rules>
* Skills Funding Agency Performance Management Rules 2016 to 2017 <https://www.gov.uk/government/publications/sfa-performance-management-rules>
* Learning Aims Reference Database <https://hub.imservices.org.uk/Learning%20Aims/Pages/default.aspx>
* List of apprenticeship frameworks, their issuing authority and the content approved for delivery <http://www.afo.sscalliance.org/>
* General guide to higher and degree apprenticeships <https://www.gov.uk/government/publications/higher-and-degree-apprenticeships>
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**QUESTIONNAIRE**

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| **PLEASE NOTE** **Bidders are required to answer the questions in this questionnaire referring to the specific apprenticeship standards and frameworks, and the specific industry sector and occupations included in their applications.**Each question has a locked in character limit which cannot be exceeded.  A character in this instance is defined as follows:  A number / letter / punctuation mark / space or carriage return Unless specifically requested in the question, diagrams, tables etc. are not allowed in spaces provided for answers  Your response to a particular question should be contained in that question’s answer box.  The SFA will only consider responses provided against each question and will not look for extra information in another question’s answer box when evaluating responses If any information is supplied in response to individual questions that has not been requested, the SFA will ignore it during the evaluation process  |
| Organisation Name | Please enter your legal entity name here |
| UKPRN | Please enter your UKPRN here |
| Higher & Degree Apprenticeships covered by this response | Please enter your answer here  |
| **Readiness to Deliver** |
| [Q1] | How will you ensure that the resources, expertise, staffing and infrastructure necessary to deliver apprenticeships, to fully meet content requirements, and achieve volume and funding profiles are in place from the start of the contract?Your response to the above question will need to address/include the points below as a minimum:* Describe current provision and explain how this is relevant to the successful delivery of the apprenticeship applied for and the sector/occupation. You should provide specific examples of contracts or delivery of similar provision and provide details of your performance in meeting the contract or delivery requirement/service levels.
* Describe your track record in delivering this volume of delivery. Demonstrate that you have the necessary capacity and expertise to deliver underpinning qualifications and/or similar vocational skills relevant to the sector/ occupation and that these are sufficient to meet planned delivery volumes.
* Describe the review and governance arrangements in place to manage your apprenticeship programme and your contract, and demonstrate that these are effective in managing similar delivery.

 Characters available: **7,000 characters maximum**Maximum score available: **100**REF: [Q1] |
| Please enter your answer here |
| **Employer Engagement Track Record** |
| [Q2] | How successful have you been in engaging employers and securing financial contribution for vocational skills delivery in the sectors / occupations/ provision applied for and what plans and strategies will you implement to ensure that you can successfully recruit employers and support the requirements of this apprenticeship programme ?. Your response to the above question will need to address/include the points below as a minimum:* Describe your track record in engaging employers , including the number and size of employers you worked with over at least the last 12 months and the average value £ contribution per employer
* Describe how you will engage sufficient employers to meet the volumes applied for.

 * Demonstrate that there is local/national demand from employers for the higher and degree apprenticeships that you plan to deliver and that the employer contribution required will be achieved.

Characters available: **7000 Characters maximum**Maximum score available: **100**REF: [Q2] |
| Please enter your answer here |
| **Leadership and Effective Cross-Organisation working** |
| [Q3] | How will you ensure that delivery and management arrangements in your organisation are embedded, are sufficient to deliver and manage the apprenticeship programme and provide a high quality service for employers and apprentices which meets contract requirements?Your response to the above question will need to address/include the points below as a minimum:* Describe how leadership, ownership, accountability and engagement in resourcing, managing and delivering existing and this new programme is demonstrated by senior members of your organisation
* Demonstrate that review processes and governance includes all teams and aspects of delivery required to ensure the overall apprenticeship is a success

Characters available: **7,000 characters maximum**Maximum score available: **100**REF: [Q3] |
| Please enter your answer here |
| **Embedded Quality Arrangements** |
| [Q4] | How will you ensure that you meet the quality of teaching and learning for vocational skills and qualification delivery in the apprenticeships applied for that you meet the contract requirements for delivery of apprenticeships? Your response to the above question will need to address/include the points below as a minimum:* Please supply your grading from your last quality review / assessment and describe the quality arrangements you operate within. Provide evidence that these reviews have not identified any material issues regarding teaching and learning quality or other aspects of delivery.
* Describe how you comply with the requirements for delivery of the apprenticeships included in your bid. This must include reference to compliance with all professional body, awarding organisation, degree awarding body or other requirements set out in the apprenticeship standard, its end point assessment plan or apprenticeship framework documentation included.
* Describe how quality reviews on curriculum, employer and learner satisfaction processes are embedded across the organisation, led by senior members of the organisation and used to effect changes needed to improve success.
* Describe how feedback from employers and learners is collected and demonstrate that this acted on to improve the programme quality.

Characters available: **7000 Characters maximum**Maximum score available: **100**REF: [Q4] |
| Please enter your answer here |