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**Provider Details**

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| **Organisation Name & Trading Name (If Different)** |  | **UKPRN** |  |

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| **Contact Name** |  | **Job Title** |  |

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| **Registered Office Address** |  |

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| **Telephone** |  | **Email** |  |

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| **Nacro Contact** | Chris Morgan | **Job Title** | Assistant Principal |

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| **Telephone** | 0113 2392674 07807 249427 | **Email** | christopher.morgan@nacro.org.uk |

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| **Address** | Nacro, 334 Meanwood Road, Leeds, West Yorkshire, LS7 2JF |

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**Contract Arrangements**

The information contained in this document is based on current guidance issued by the Education & Skills Funding Agency ([Programme Guidance](https://www.gov.uk/guidance/16-to-19-education-funding-guidance)). Any subsequent version issued will supersede this and form part of the terms and conditions of our arrangements. This document forms part of the terms of any future contracting arrangement with your organisation. By submitting a delivery proposal your organisation is confirming acceptance of these terms and conditions.

**Cohort**

Study Programmes are aimed at 16-18 year olds who require support to engage and progress to employment and/or further learning. Young People who are participating within the contract year and turn 19 before 31 August 2017 can continue to be funded on the programme; however their programme would need to be completed by 31 July 2018.

We are unable to fund 19+ Learners unless in receipt of an Education Heath Care Plan (EHCP).

Learners will be predominantly at Entry Level or Level 1, however Learners outside this will be considered if a clear rationale is available as to why this provision would be appropriate and progression to Level 2 or above is not possible directly without further support.

**Programme**

Programme activity is any activity you plan with the Learners as part of their learning and is supervised by you.

Study Programmes may cover a broad range of levels of provision and take into account learners’ prior learning and current assessment. It is envisaged that where appropriate, and in line with learner need, learners will undertake learning at the level above their prior learning wherever possible.

A comprehensive schedule of initial assessment must be undertaken with all young people to ensure that programme aims, qualifications and support are individualised to learner need.

Both Study Programmes and Traineeships must include suitable (please refer to ESFA Condition of Funding guidance on GCSEs and “stepping stone” qualifications) Maths and English learning for all learners who have not achieved at GCSE A-C in that subject area, and access to GCSE training if in possession of a prior ‘D’ grade or a Level 2 Functional Skills qualification.

Learners on full time programmes (those on a study programme of at least 540 planned hours if age 16 to 17 or at least 450 hours if age 18) AND possessing a GCSE ‘D’ or Level 2 Functional Skills qualification in English and/or Maths **MUST** work towards a relevant GCSE qualification or they will not be subject to the receipt of funding. Learners completing programmes of less than 150 planned hours are not required to have English and/or Maths as part of their programme.

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| **The student** | **2017 to 2018**  **Academic Year** |
| No GCSE grade A\*-C studying 150 hours or more | Either GCSE or stepping stone |
| No GCSE grade A\*-C studying less than 150 hours | Condition of funding does not apply |
| Full time student (540 hours or more 16 to 17, or 450 hours or more 18+) with GCSE grade D | GCSE ONLY |
| Student age 16 to 17 with GCSE grade D studying between 150 hours and 539 hours | Either GCSE or stepping stone |
| GCSE grade E or below studying between150 hours and 539 hours | Either GCSE or stepping stone |
| Overseas qualification GCSE grade A\*-C equivalent | Exemption applies |
| Full time with Overseas qualification equivalent to GCSE D equivalent from 2015 to 2016 | GCSE ONLY |
| Part time with Overseas qualification equivalent to GCSE D | Either GCSE or stepping stone |
| Full time student with overseas qualification equivalent to grade E or below | Either GCSE or stepping stone |
| Student with statement of SEN /LDA/EHCP AND institution assessment that confirms they are not able to study either GCSE or stepping stone qualifications | Exemption applies |
| Student with statement of SEN/LDA/EHCP with NO assessment | Either GCSE or stepping stone |

Programmes may vary in size to meet learner and progression route requirements. However all programmes must meet the requirements of Raising Participation Age (RPA) either by providing a study programme of at least 540 learning hours over the contract year or ensure learners move into and sustain progression into a further learning or employment which also meets RPA requirements.

The content of individual Study Programmes will be based on learners’ need and their initial and ongoing assessment and review. The central element of the programme will be an accredited learning aim or work experience, in line with planned progression preparation, which will be referred to as the **core aim** (In most cases this will be the learning aim with the largest proportion of hours attributed to it). The core aim will be supported by a range of planned additional activity which may be in an accredited or non-accredited format.

First and foremost this activity must support and develop learners’ employability and prepare and maximise their opportunities for progression. In many cases this will be in the context of a vocational area/sector. For all learners, but particularly for those who are vocationally unsure or require additional support and guidance a robust schedule of information, advice and guidance will be central to learner programmes with particular focus on key transition points such as entry to programme, induction, agreeing learning plan, ongoing reviews and progression planning. Learners’ timetables will demonstrate this activity, which may take the format of group or individual activity in an accredited or non-accredited format.

**Work Experience**

Employability, work preparation and trials/placements must be available to learners as part of their programme as appropriate based on need and planned progression options, examples:

Employer visits

Mock interviews

Interview techniques

Employer presentations

Work trials

Full or part time work placements

**Traineeships**

Traineeships are an education and training programme with work experience. The primary objective and measure of success for traineeships is to secure positive outcomes for learners in the form of apprenticeships or other sustainable employment.

They are available for young people aged 16 to 18 (as well as young people with Learning Difficulty Assessments or Education, Health Care Plans up to academic age of 25).

The core target group for traineeships are young people who are not currently in employment and have little work experience, but who are focused on work or the prospect of it; are aged 16 to 18 and qualified below level 3; and have a reasonable chance of being ready for employment or an apprenticeship within six months of engaging in a traineeship.

They are not intended for the most disengaged young people, who require very intensive support; those who already have the qualifications, skills and experience needed to start an apprenticeship or find work; or those already in employment.

The core content of traineeships is a high quality work experience placement, work preparation training, and English and maths provision (if required, see programme information above). We would expect that you are able to bring these elements together in the best way to engage and support individual trainees.

Traineeships can last between six weeks and six months, and are funded as part time programmes under the pricing schedule below. A traineeship will be considered completed when the learner progresses to one of the defined outcomes, in this instance the success and progression payments will be combined.

Work experience within a traineeship should be a high quality learning experience tailored to the needs of each individual. We expect that traineeships will contain at least 100 hours work experience with an expectation that the work experience will not exceed 240 hours in total duration. Longer placements may be necessary to prepare young people for work, but these would need to be based on clearly identified learner needs.

**Funding Model**

The following arrangements will be adopted:

* Management fee applied to the Full Funding Rate (income paid to Nacro by the ESFA, includes all available disadvantage, area and learner retention uplifts).
* Funding split 75% delivery and 25% outcome.
* Delivery funding paid on profile monthly between the month a learner qualifies as a start and their programme planned end date (usually the latest qualification planned end date). For early leavers funding will be reconciled to the month of the learner’s last day of evidenced attendance.
* Learners must meet the qualifying period to be eligible for funding:

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| Planned length  less than 2 weeks | Student not funded |  |
| Planned length  2 - 23 weeks | Student must be on  programme for 2 weeks | Learner must have completed induction and commenced initial assessment activity leading to completion of enrolment form and creation of ILP. |
| Planned length  24+ weeks | Student must be on  programme for 6 weeks | Learner must have completed induction and the majority of initial assessment activity leading to completion of enrolment form and creation of ILP. |

* Total funding available per learner will be based on the delivery location:

Non-London



Inner London



Outer London



* Outcome funding based on English and Maths requirements:



* For Traineeships, the 25% outcome will be paid on the submission of suitable evidence of the trainee completing their Traineeship:
  + the trainee completes the planned hours on the core aim and progresses to a successful outcome – which is retained in funding terms and positive in quality terms, or
  + the trainee completes the planned hours on the core aim but does not progress to a successful outcome – which is retained in funding terms, but negative in quality terms, or
  + the trainee leaves the core aim early and progresses to a successful outcome – which is retained in funding terms and positive in quality terms, or
  + the trainee leaves early and does not achieve a successful outcome - which is negative in retention terms and negative in quality terms
* Additional English and Maths achievement bonus linked to overall programme size and set at a maximum of 2 per learner in any one contract year
* Partner allocated maximum contract value based on agreed profile allocation
* Partner allocated minimum number of starts
* Funding drawn down based on number of participants falling into full and part time funding bands

Partners must complete a mandatory electronic Learning Agreement and comprehensive initial assessment with all learning which will be used to report the qualification package, planned and timetable hours.

**Early leavers must be notified to Nacro no later than four weeks from their last day of attendance. Failure to do so could result in 100% of funding being clawed back.**

**Key Performance Indicators**

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| **Qualification Achievement Rate** | **70%** |
| **Attendance:** | **75%** |
| **Work Experience:** | **100%** |
| **Positive Progression:** | **80%** |

Each Partner should ensure that robust systems are in place to monitor and meet the above KPIs. Performance against the terms of these contract arrangements will be monitored closely by Nacro.

1. **TECHINICAL AND PROFESSIONAL ABILITY**

Answer each of the following questions in the expandable boxes, paying attention to the word limit stated use the boxes provided. Answer questions individually and do not submit promotional materials or non-relevant information.

115 points (125 for providers tendering for Traineeships) are available, with the minimum threshold being 87 (94) to pass this stage.

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| **Evaluation Weighting** | **Programmes Tendered For (Delete as appropriate)** | |
| 5 High Relevance  4 Medium – High Relevance  3 Medium Relevance  2 Low – Medium Relevance  1 Low Relevance | **Study Programmes** | Yes / No |
| **Traineeships** | Yes / No |

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| **Q1. Marketing and Referral**  ***250 Word limit, 5 points available*** |
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| **Q2. Target cohort and experience providing education and skills in this context**  ***250 Word limit, 10 points available*** |
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| **Q3. Planned qualification and curriculum offer (excluding maths and English)**  ***10 points available*** | | | |
| **Title** |  | **Learning Aim Reference** |  |
| **Level** |  | **Last Date of Registration** |  |
| **Direct Claim Status** |  | **Delivery Staff Subject Specialism** |  |
| **Assessor Competency** |  | **IV Competency** |  |
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| **Title** |  | **Learning Aim Reference** |  |
| **Level** |  | **Last Date of Registration** |  |
| **Direct Claim Status** |  | **Delivery Staff Subject Specialism** |  |
| **Assessor Competency** |  | **IV Competency** |  |
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| **Title** |  | **Learning Aim Reference** |  |
| **Level** |  | **Last Date of Registration** |  |
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| **Assessor Competency** |  | **IV Competency** |  |
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| **Assessor Competency** |  | **IV Competency** |  |
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| **Level** |  | **Last Date of Registration** |  |
| **Direct Claim Status** |  | **Delivery Staff Subject Specialism** |  |
| **Assessor Competency** |  | **IV Competency** |  |
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| **Title** |  | **Learning Aim Reference** |  |
| **Level** |  | **Last Date of Registration** |  |
| **Direct Claim Status** |  | **Delivery Staff Subject Specialism** |  |
| **Assessor Competency** |  | **IV Competency** |  |
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| **Title** |  | **Learning Aim Reference** |  |
| **Level** |  | **Last Date of Registration** |  |
| **Direct Claim Status** |  | **Delivery Staff Subject Specialism** |  |
| **Assessor Competency** |  | **IV Competency** |  |
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| **Non-accredited Activity** | | | |
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| **Q4. Maths and English offer (Including GCSEs where applicable)**  ***250 Word limit, 10 points available*** |
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| **Q5. How will you ensure all learner are able to access external work experience?**  ***400 Word limit, 5 points available (15 points for providers applying for Traineeships)*** |
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| **Q6. Information Learning Technology offer**  ***250 Word limit, 5 points available*** |
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| **Q7. Learner Support** |
| 1. **Information, Advice and Guidance**   ***200 Word limit, 5 points available*** |
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| 1. **High Needs Students Support**   ***200 Word limit, 5 points available*** |
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| 1. **ESOL, additional learning needs**   ***200 Word limit, 5 points available*** |
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| 1. **Safeguarding**   ***400 Word limit, 10 points available*** |
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| 1. **Enrichment Activities**   ***200 Word limit, 5 points available*** |
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| **Q8. Please outline your strengths in relation to effective leadership and management**  ***400 Word limit, 10 points available*** |
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| **Q9. Please outline your strengths in relation to quality teaching, learning and assessment**  ***400 Word limit, 10 points available*** |
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| **Q10. Please outline your strengths in relation to learners’ personal development, behaviour and welfare**  ***400 Word limit, 10 points available*** |
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| **Q11. Please outline your strengths in relation to outcomes for learners**  ***400 Word limit, 10 points available*** |
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1. **TIMETABLE**

All dates indicative only and subject to change.

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| **Action** | **Date(s)** |
| **PQQ & Invitation to Tender Submission**   * Advert published and documents available through suitable channels and Nacro Partners Website * Closing date and time for both PQQ and ITT * Due diligence and quality assessment period * Successful/unsuccessful letters issued and feedback offered | * 14/11/2017 * 24/11/2017, 12:00 Noon * 27/11/2017 – 08/12/2017 * 11/12/2017 |
| **Contract Award Period**   * Intent to award contract and unsuccessful letters sent out * Pre-contract meeting * Final contract awarded | * Standstill period commences 11/12/2017 * Week commencing 01/01/2018 * 05/01/2018 |
| **Start of Contract** | **From 08/01/2018** |

1. **FORM OF TENDER**

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| 1. I/We confirm that my organisation wishes to be considered as a Nacro contractor, and declare that the information contained in this document is correct to the best of My/Our knowledge.  2. If My/Our application is successful in passing the tendering stages, I/We acknowledge that Nacro may accept a tender or tenders in whole or in part, or may not accept any tender whatsoever. No tenderer will be reimbursed any costs incurred in preparing or submitting a tender.  3. I/We acknowledge that this is only an invitation to tender and I/We reserve the right to withdraw My/Our organisation from the application process at any stage up to the signing of a formal subcontract agreement with Nacro.  4. I acknowledge that submission of this document does not infer a contact agreement with Nacro, nor does it guarantee that any contract will be offered in the future.  5. I/We understand that in order to consider this tender Nacro may require to discuss with me/us to ascertain how I/we can best achieve the exact needs of Nacro, as well as agreeing other matters not referred to in the ITT such as deadlines, damages for non-compliance, etc. I/We agree that such negotiations may result in the ITT being amended, deleted or added to. I/We understand that if we cannot agree on matters raised during such negotiations then Nacro shall be under no obligation to enter into a contract.  Having examined and understood your Invitation to Tender (ITT) we hereby submit a tender for the Nacro Study Programme and Traineeships services.  Electronic signature acceptable. | | | |
| **Applicant signature**  (Director or senior manager) | |  | |
| **Position** | |  | |
| **Date** |  | **Print name** |  |