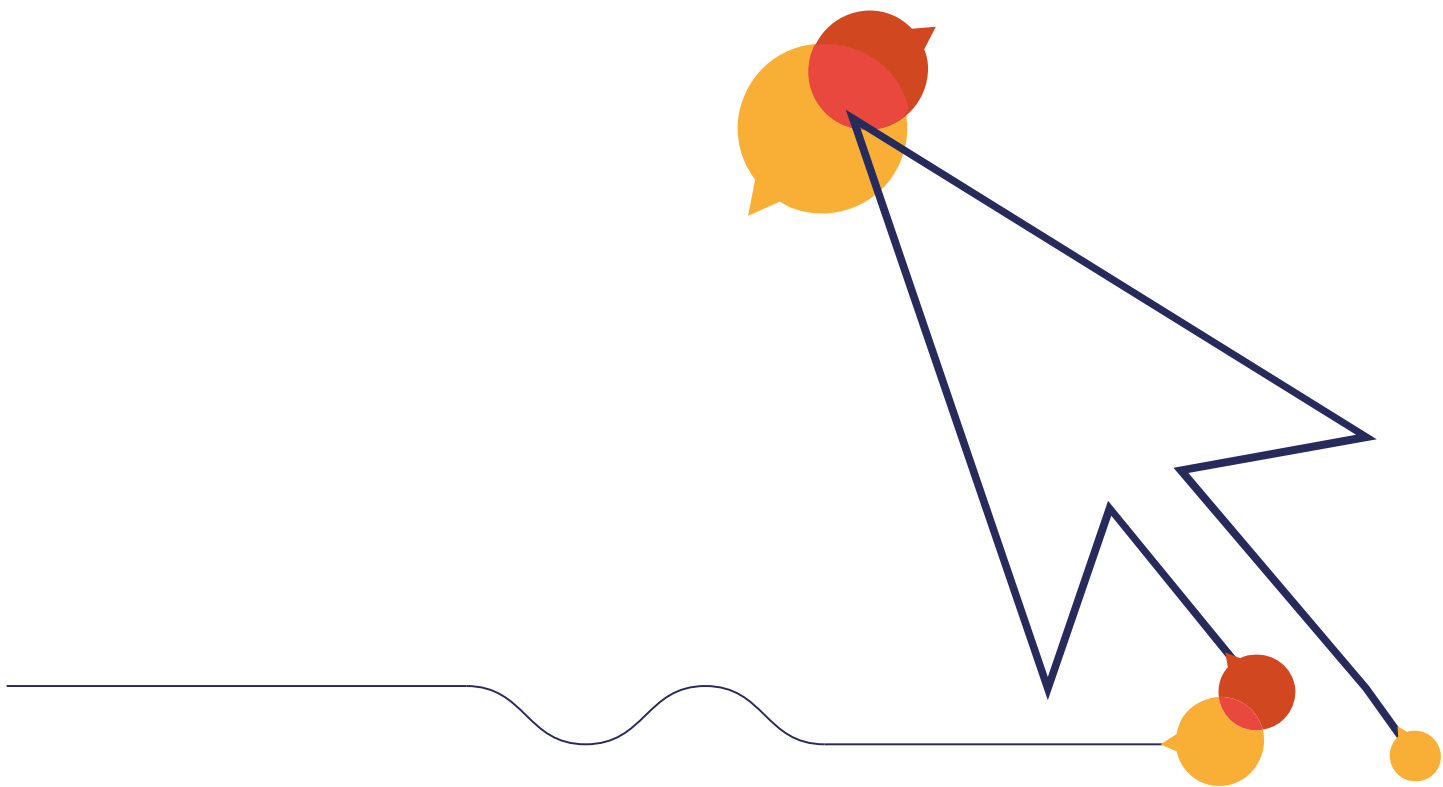




accidents don't have to happen

Health & Safety Training Proposal

Hampshire Fire & Rescue Service
Contract Renewal June 2023 – June 2024



Proposal Reference: 712415

Dear Danny,

Contract Renewal Proposal

Further to your recent meeting, I have pleasure in submitting our proposal to renew our contract for another 12 months.

The enclosed information is based on the list of requirements you have provided us. However, we are happy to refine this proposal with any new requirements you may have.

If you require any further information or wish to discuss our proposal in further detail please contact me.

Yours sincerely,

Pamela Theofanous

Key Account Manager



RoSPA Background

RoSPA has championed safety for over one hundred years.

Indeed, since 1917 we have campaigned, lobbied, trained and consulted on saving lives and reducing injuries. During this time, we've remained an instrumental force in every piece of UK safety legislation, and continue to set the standard in training the next generation of health and safety officers and managers, through a wide variety of courses, seminars and initiatives.

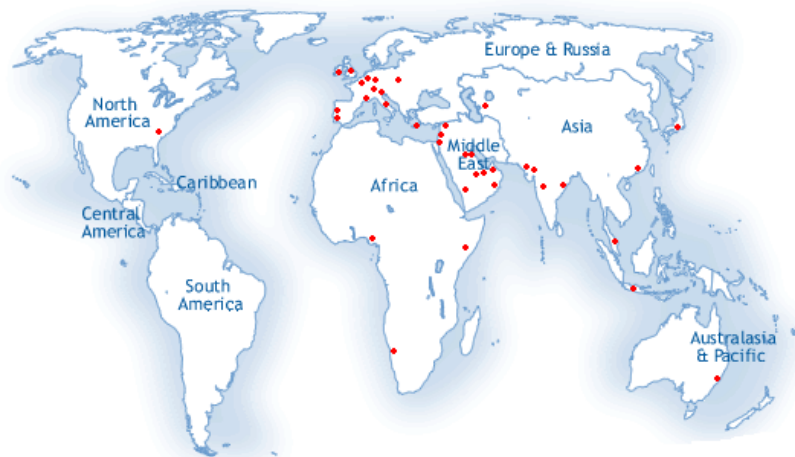
Our training and consultancy business continues to grow. Last year saw an 8% increase in delegates completing RoSPA training, and a commensurate growth in turnover. Our NEBOSH pass rates have continued to rise ahead of the national trend, in some cases reaching as high as 20% above average.

We are committed to continuous improvement and have maintained BS EN ISO9001: 2015. Our portfolio of over 30 courses is regularly updated to provide the best choice for clients. In addition, we design and develop bespoke courses to suit the needs of individual organisations.

We operate from a head office in Birmingham, with regional offices in Edinburgh and Cardiff and a customer base that spans the globe.

We are a not-for-profit organisation whose charitable status enables close working with the HSE and government, which adds to our expertise.

The global span of RoSPA's training and consultancy operations



RoSPA Training - Course Delivery

RoSPA's team of CMIOSH qualified trainers have teaching qualifications in Adult Further Education. This investment reflects the importance we put on combining health and safety proficiency with the interpersonal and communication skills that really help a trainer gel with their delegates to ensure that training has a lasting impact.

Our emphasis is on working *with* an organisation to deliver training that focuses on the needs of delegates. We aim to ensure that each delegate returns to their job role with practical skills which, when applied, realise true business benefits.

RoSPA welcome the opportunity to deliver company specific course. Using this template RoSPA will provide a unique delegate centred approach, which encourages high levels of participation via the use of varied learning styles, including, where appropriate:

- Workshops
- Discussion groups
- Delegate presentations

RoSPA trainers are adept at pitching to different levels within an organisation. They have the experience to enable them to similarly adapt to accommodate group dynamics, a change of location/venue, a change in group size or individual behaviours.

We pride ourselves in the quality and proven expertise of our trainers and we have already identified the most suitable trainer based on the nature of your organisation and their knowledge of the sector.

We will also assign a dedicated Key Account Manager as your main point of contact to co-ordinate your training delivery and to guide you through your client journey with RoSPA. Your Key Account Manager will work with you to understand requirements and the context in which you operate, any specific support, aims and objectives, or content needed. In addition, we will assign a dedicated Operations lead to assist with any technical support you may need, provision of course materials and certificates, and coordination of e-learning enquiries.

RoSPA will provide as standard:

- A Consultant to deliver the courses in line with the pre-agreed programme
- Comprehensive course handouts (these will be provided in a digital format through RoSPA's Learning Management System).
- Delegate note pads, pens, name cards and evaluation forms
- Certificates of attendance/ training upon successful completion of the course.



Service Specification

Hampshire Fire & Rescue Service Training Requirements:

Course Name	Delivery Method	Duration	Number of Delegates	Number of Courses required
IOSH Managing Safely	F2F or Virtual Classroom	3 days	24	2
	E-learning	Licence valid for 6 months	10	10
NEBOSH National General Certificate	F2F or Virtual Classroom	10 days plus exams	10	1
	E-learning	Licence valid for 12 months plus exams	10	10
Directors Involvement	F2F or Virtual Classroom	1 day	14	1

We would ask you to provide:

- A suitable training venue for up to 15 delegates
- Training aids – data projection screen (minimum of 1.8m by 1.8m or bigger)
- Flipchart stand, paper and pens
- Chairs and tables configured in a U shape facing the screen and front table
- Refreshments for delegates and Consultant
- Lunch arrangements for Consultant

Appropriate information, instruction, training and supervision as necessary to reduce risks to Consultant as far as is reasonably practicable.



Price of Service Delivery

For the delivery of the courses as detailed in the service specification above, the total cost will be £29,820.05 + VAT including expenses.

Course Name	Delivery Method	Number of Courses required	Members Rates for Hampshire F&R Service	Standard Rates
IOSH Managing Safely	F2F or Virtual Classroom	2	£3,352.55 per programme Total for 2 programmes: £6,705.10 plus expenses*	£3,614 for up to 10 delegates plus £61 per additional delegate up to 14 delegates plus expenses
	E-learning	10	£247 per delegate Total for 10 licences: £2,470	£396 per delegate
NEBOSH National General Certificate	F2F or Virtual Classroom	1	£9,425.90 per programme Total for 1 programme: £9,425.50 plus expenses*	£10,918 per programme plus expenses
	E-learning	10	£500 plus £220 exams per delegate Total for 10 delegates: £7,200	£556 + £220 exams per delegate
Directors Involvement	F2F or Virtual Classroom	1	£789.45 per programme Total for 1 programme: £789.45 plus expenses*	£924 per programme plus expenses

**For face-to-face training, travel will be re-charged back to the client at 65p/mile and accommodation will be required for the night before each training day, which will be charged at £150/night. Based on the training location SO53 9SJ, the cost of travel is estimated at £170 + vat plus accommodation. Should you prefer to arrange accommodation, please advise us.*

Please be advised that:

- The maximum number of learners on each course is 15, apart from the NEBOSH National General Certificate course where the maximum number of delegates is 10.
- Payment is required (or receipt of a valid PO) before we can issue the log in details for e-learning courses.
- Licence extensions are available for e-learning courses at an additional cost.

All prices quoted in this section exclude VAT.





accidents don't have to happen

RoSPA Head Office

28 Calthorpe Road
Birmingham
B15 1RP

t +44 (0)121 248 2000

RoSPA Scotland

43 Discovery Terrace
Livingstone House
Heriot-Watt University Research Park
Edinburgh
EH14 4AP

t +44 (0)131 449 9378/79

RoSPA Wales

2nd Floor
2 Cwrt-y-Parc
Parc Ty Glas
Cardiff Business Park
Llanishen
Cardiff
CF14 5GH

t +44 (0)2920 250600

General Enquiries

t +44 (0)121 248 2000

t +44 (0)121 248 2001

e help@rospa.com

tw twitter.com/rospa

f facebook.com/rospa

in linkedin.com/rospa

www.rospa.com

Registered Charity No. 207823
VAT Registration No. 655 131649

