

ORDER FORM**FROM**

	SECRETARY OF STATE FOR EDUCATION
Service location:	Leeds City Region
Invoice address:	Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
Authorised Representative:	Ref: con_6788 Contract Manager: Garry Mann Phone: N/A Email: garry.mann@education.gov.uk
Order number:	01
Order date:	19 th November 2020

TO

Supplier:	West Yorkshire Combined Authority
For the attention of:	Nina Degun
E-mail:	nina.degun@westyorks-ca.gov.uk
Telephone number:	0113 251 7263
Address:	Wellington House, 40-50 Wellington Street, Leeds, LS1 2DE

1. SERVICES REQUIREMENTS**(1.1) Services [and deliverables] required:**

The collaborating bodies (lead supplier, employers, training providers, FE sector) will design and deliver a new training model to address identified digital and other technical Skills Shortage Vacancies (SSV) in their delivery areas, and provide a pipeline of individuals linked to guaranteed interviews with local employers.

Contracts will be awarded to a single lead organisation supported by a collaboration of local employers, digital/ICT training providers (or other technical skills providers), local authorities and the Further Education sector. To achieve the aims of this initiative we expect that the Lead Supplier and their delivery providers will be linked into local networks and labour market and skills intelligence; if these links are not demonstrated bids will not be successful.

This procurement will build on delivery of planned employer demand led digital training initiatives which are being piloted in Greater Manchester and Lancashire, West Midlands and Liverpool City Region from September 2020.

The lead supplier will be required to show how:

- employers are represented in the bid, e.g. which employers are engaged and how they are leading on what training is delivered;
- employers have set out their recruitment needs;

- guaranteed interviews are secured as an outcome for all trainees who successfully complete training
- there is cash and/or in-kind support from recruiting employers;
- how underrepresented groups and those with protected characteristics will be engaged and recruited to the training programmes;
- participants recruited will be adults 19+ in work or unemployed for less than 12 months;
- proposed costs of training are determined
- proposed learner numbers have been determined in relation to vacancy demand;
- alignment with apprenticeship occupational standards where available;
- training will be delivered flexibly around other commitments including work, job seeking and caring;
- participating organisations and individuals will participate in and evaluation. (including collection and submission of all data required by DfE and participation in stakeholder interviews). DfE will appoint an independent research contractor to assist DfE analysts with the design and conduct of the evaluation.

Bids must detail the cash and/or in-kind contribution that employers will make, examples could include work experience or support with CVs, interview skills and other interpersonal skills.

Project Aims:

- 100% of learners successfully completing training are guaranteed an interview for a SSV with a local employer
- At least 75% of all trainees will move into a new job or role
- SME employer participation is 60%.

This model will deliver training that meets employer's immediate needs in a pre-employment phase, de-risking the recruitment process for them. We are interested in partnerships that have expertise and experience across all the following areas:

Employer Engagement:

The Lead organisation should be connected to local networks and intelligence and will set out clearly how employers are engaged and leading on what training is to be delivered, how employers have determined and set out their recruitment needs, and how the guaranteed interview commitment will be co-ordinated and secured.

We are also interested in co-funding proposals. We welcome suggestions which commit to cash or in-kind contributions from employers and are looking for details of realistic and sustainable options that demonstrate commitment from all sides to a successful outcome. Examples could include work experience or support with CVs, interview skills and other interpersonal skills and cash could be in the form of a recruitment fee or percentage contribution to the course fee.

We are interested in how partnerships plan to engage underrepresented groups and those with protected characteristics when recruiting to the training programmes. The target cohort is adults 19+ in work or recently unemployed, i.e. within the last 12 months. They can be employed and looking to retrain for a new career or returning to the workplace.

Training delivery:

Training should be flexibly delivered to fit around other commitments including work, job seeking and caring.

We are interested in how the training delivered in bootcamps compares to the occupational standards developed by employer panels for some occupations. If there is an occupational standard available for the vacancies covered by the bid please indicate a percentage alignment with the bootcamp content.

We anticipate that any successful partnerships will deliver training from December 2020/January 2021 and expect delivery to last 12 weeks (approximately). Successful completion of training should result in a guaranteed interview for each trainee.

We are interested in your proposals for signposting other available options for any candidates who are unsuccessful at this interview.

The success of this initiative will ultimately depend on the outcomes it achieves for employers and individuals – employers in filling their skills shortage vacancies and individuals in securing employment. In this context employment can mean an apprenticeship but in that case evidence should be provided that successful completion of the bootcamp is recognised as sufficient prior learning to either reduce the length of a related apprenticeship at the same level e.g. from 18 months to 12 months, or better enable the individual to progress to a more complex apprenticeship e.g. L4 rather than L3

All existing conditions of an apprenticeship apply, including the minimum of 12 months additional training needed for the individual to qualify for the **funded** apprenticeship.

It must be made clear to bootcamp applicants that the guaranteed interview for a job following successful completion of the bootcamp could be for an apprenticeship.

Supplier Response:

The Leeds City Region Skills Bootcamp Pilot will support adults to retrain and upskill in the digital and technical sectors. Bootcamps are designed to support economic recovery for both individuals and businesses across the region.

The bootcamps will be employer-led training initiatives that test delivery models in a small, directed way and will develop innovative and highly responsive courses that link directly to local digital and technical skills needs.

The pilot will support individuals to retrain and upskill and target disadvantaged and underrepresented groups such as BAME, women, and those unemployed due to COVID-19.

Delivery of the pilot will be designed in collaboration with employers and be designed around existing vacancies. Guaranteed interviews will be aligned to potential job outcomes for participants. Provision will not be bound by existing accreditation and will have the flexibility to meet needs of employers directly, building on the success of existing programmes and relationships.

West Yorkshire Combined Authority as lead partner will manage the delivery of the pilot and work with delivery partners including private training providers, an FE college and employers.

The pilot will work with 600 individuals over a 12-week period between December 2020 and March 2021 and will offer a wrap-around support service for individuals linking them to existing provision including the Employment Hub and our local, National Careers Service offering additional support and signposting to a broader range of vacancies in the labour market.

(1.2) Service Commencement Date:

We anticipate that the Supplier will deliver from December 2020/January 2021 with training delivery expected to last approx.12 weeks.

(1.3) Price payable by Authority and payment profile:

Please see Annex 1 below.

(1.4) Completion date (including any extension period or periods):

Delivery activity must conclude by 31st March 2021.

Supplier is expected to continue to collect and provide all relevant data as outlined in KPI Objective 4 to DfE and/or its appointed evaluation partner until 30th September 2021.

2 MINI-COMPETITION ORDER: ADDITIONAL REQUIREMENTS

(2.1) Supplemental requirements in addition to Call-off Terms:

The impacts and legacy of the Employer-led digital bootcamps and technical skills training will be evaluated. The results of the project evaluation will feed in to the evaluation being conducted by the Department for Education which aims to synthesise the results of evaluations of individual projects related to the digital bootcamps and technical skills training (such as the project being commissioned here) to produce an overall evaluation of the impacts and legacy of the digital bootcamps and technical skills training. The evaluation will look at all aspects of the digital bootcamps and technical skills training pilots, including consideration of future training provision and scalability etc.

Successful applicants will be required to work with the Department and its appointed Evaluation Supplier to ensure that the evaluation findings from this contract(s) can contribute to the end-of-project evaluation. In practise this means that the impact evaluation of the projects should meet the evaluation criteria set out by the Department for Education.

Data Collection:

Evaluation of this initiative is vital to development of the National Skills Fund. All participating organisations and individuals must commit to participate in user research and evaluation by providing data and allowing their data to be processed for this purpose.

Successful projects will be required to collect data, including:

- Trainees who have successfully completed training have a guaranteed interview with an employer who has a SSV.
- SME participation
- Numbers of trainees moving into new jobs within 6 months of completing training
- Skills Shortage Vacancies (SSV) by type
- Levels of engagement and achievement (e.g. how many hours participants engage with the course, number of completions)
- Numbers of interviews carried out by employers and candidate success rates
- Learner dropout numbers
- Characteristics of participants (demographic data, previous education levels).

DfE will provide a data collection spreadsheet for completion.

(2.2) Variations to Call-off Terms:

- a) Amendment to Clause 28.2 “Subcontracting”

<p>b) Replacement Schedule 2 – GDPR and Data Processing</p> <p>Both variations are reflected in the accompanying Call-off Terms.</p>
<p>3. PERFORMANCE OF THE SERVICES AND DELIVERABLES</p>
<p>(3.1) Name of the Professional who will deliver the Services:</p> <p>West Yorkshire Combined Authority – Lead Partner</p> <p>Delivery partners:</p> <p>The Opportunity Group Limited</p> <p>The Coders Guild</p> <p>Baltic Apprenticeships</p> <p>ShIPLEY College</p>
<p>(3.2) Key Performance Indicators:</p> <p>Please see Annex 2 below.</p>
<p>(3.3) Location(s) at which the Services are to be provided:</p> <p>N/A – locality-wide agreement.</p>
<p>(3.4) Contract monitoring arrangements, management information, meetings:</p> <p>The supplier will attend monthly management meetings with DfE, and is expected to complete the provided Data Collection Template (see Section 2.1 above).</p>
<p>4. CONFIDENTIAL INFORMATION</p>
<p>(4.1) The following information shall be deemed Confidential Information:</p> <p>Annex 1: Price payable by Authority and payment profile</p> <p>(4.2) Duration that the information shall be deemed Confidential Information:</p> <p>For six years following the expiry or termination of the Agreement</p>

BY SIGNING THIS ORDER FORM THE SUPPLIER AGREES to enter a legally binding contract with the Authority to provide to the Authority the Services specified in this Order Form (together with the mini-competition order (additional requirements) set out in section 2 of this Order Form) incorporating the rights and obligations in the Call-off Terms set entered into by the Supplier and the Authority.

On behalf of West Yorkshire Combined Authority:

Signed: Nina Degun
NinaDegun (Nov 20, 2020 13:00 GMT)

Name: Nina Degun

Position: Lawyer (Projects, Procurement and Contracts)

Date: Nov 20, 2020

On behalf of the Department for Education:

Signed: G. Henderson
G. Henderson (Nov 26, 2020 11:04 GMT)

Name: Graeme Henderson

Position: Deputy Director – Skills Strategy, CLASS, Higher and Further Education Directorate

Date: Nov 26, 2020

Annex 1: Price payable by Authority and payment profile

INFORMATION REDACTED

Annex 2: Key Performance Indicators

Objective 1						
Activity	Project measures*	How will progress be measured*	When will progress be measured*	What tools/ resources are required to measure progress*	Who is responsible for measuring progress*	Activity completion date(s)*
Participating employers to commit to interviewing for their skills shortage vacancies from the pool of trained individuals	Employers share numbers and details of digital SSVs with WYCA	Data collection and sharing with DfE	Review at 3 month intervals	DfE will provide a Data collection spreadsheet	Providers / WYCA / DfE	31 March 2021
	WYCA to ensure providers and employers liaise to arrange the interviews	Data collection and sharing with DfE	Review at 3 month intervals	Data collection spreadsheet	Providers / WYCA / DfE	30 April 2021
	75% of individuals to move into a new job or role within 6 months of completion of training	Data collection and sharing with DfE	Review at 3 month intervals and finally after 30 Sept 2021	Data collection spreadsheet	Providers / WYCA / DfE	30 September 2021
	60% of participating employers should be SME	Data collection and sharing with DfE	Review at 3 month intervals	Data collection spreadsheet	Providers / WYCA / DfE	31 March 2021

					Providers / WYCA / DfE	
Objective 2						
Activity	Project measures*	How will progress be measured*	When progress will be measured*	What tools/resources are required to measure progress*	Who is responsible for measuring progress*	Activity completion date(s)*
WYCA to ensure providers work with groups of employers to design and deliver appropriate approximately 12 week courses to suit their vacancies	Employers contribute to course design to ensure it meets their needs	Qualitative data collected through interviews by DfE appointed evaluation specialists	One off Interviews	Providers and employers to make time to engage with DfE evaluation specialists	DfE appointed evaluation specialists	30 September 2021
	Courses to suit different vacancy types to be available	Qualitative data from providers	One off interviews	Providers to supply details of courses delivered	Providers / WYCA / DfE	31 March 2021
	Co-funding committed and achieved by employers	Qualitative and quantitative data from providers	Review at 3 month intervals	Data collection spreadsheet	WYCA / DfE	30 April 2021

Objective 3						
WYCA to ensure providers recruit individuals using agreed methods to ensure fairness and equality of opportunity to local residents and protected groups	<p>Numbers applying</p> <p>Numbers completing</p> <p>Data on drop outs</p> <p>Success rates</p> <p>Interview tracking</p> <p>Still in post at the 6 month stage</p> <p>Diversity targets</p>	<p>Quantitative data from providers</p> <p>Quantitative data from providers/employers</p> <p>Quantitative data from providers</p>	All of these details will be studied by DfE and evaluation experts	DfE will supply a spreadsheet to cover all of these elements	Providers/evaluation experts	30 Sept 2021
Objective 4						
WYCA to collect/ensure all relevant data is provided to allow DfE to evaluate the effectiveness of the initiatives and the delivery model	Data collection should be monitored monthly and proactively sought	Written information required from providers – who may need to collect some details from employers	Monthly	Providers to supply and WYCA to ensure the DfE data collection spreadsheet is completed and submitted to DfE	Providers / DfE / appointed evaluation experts	30 Sept 2021

