

Invitation to Tender Specification

Scaffolding Training Standard and Technical Test Development for the International Engineering Construction Sector (Ref: PR01-17)

The Engineering Construction Industry Training Board (ECITB) is pleased to invite you to tender for the above. Full details are included in these documents, which describes the services which are required, the basis of tendering and the processes to be followed in the submission of tender offers.

**1. Definitions**

In this specification the following terms shall have the following meanings:

“**Technical Test**” means a document which contains 2 parts:

* Part 1- an online multiple-choice question test consisting of 10 questions drawn from a question bank of at least 40 unique questions.
* Part 2- a practical assessment which as a guideline should take 90-120 minutes to complete and is presented in a standard ECITB format which includes:
  + Assessment overview
  + Examiner instructions
  + Candidate instructions
  + Drawings if relevant
  + Examiner Results Sheet (marking guide for the practical test)

Technical tests are used to confirm technical competence

**‘Training Standard’** means a document that details the training required to meet the objectives of a particular goal. The training standard is a standard ECITB format and contains:

* Learning time to complete the training
* Any prior learning
* Learning objectives to be met
* Enabling objectives to clarify the learning outcomes
* Key Learning Points

The document is laid out as shown:

|  |  |
| --- | --- |
| Learning Outcome | Enabling Objective  key learning points of the Enabling Objective are detailed |
| Further Enabling Objectives may be required to fully cover the requirements of the Learning outcome |

**‘Work Based Task Assignments’** means a document that is given to a candidate after training to enable them to record their experience in the workplace for a particular discipline. This document can them be used to assure the employer that the candidate is ready for technical testing

**‘4 Stage Model’** refers to the ECITB method of training and competence assurance, the 4 stages are:

1. **Training**
2. **Work Based consolidation**
3. **Assessment**
4. **Currency retesting**

**‘Unit’** for the purpose of this contract, a unit means a collection of documents in a particular subject. The documents are:

* 1 training standard
* 1 work based task assignment
* 1 technical test

**‘Scheme’** means the way in which the units interact with each other in order to be delivered to candidates throughout their career

**2. Scope**

The Consultant will provide sufficient training standards, work based task assignments and technical tests to support the training and assessment of scaffolders at all stages of their career, primarily for the international engineering construction sector but in line with UK regulations

**3. Background**

The ECITB have been approached by international employers for training and ongoing assessment of their employees in the use of scaffolding. The requirement is for employees at all stages their career from new entrant up to supervisors and inspectors

**4. The Services**

The consultant will analyse the requirement as provided by the ECITB and decide how many units are required

The consultant will develop and produce all of the documents for each unit in the format set by the ECITB (examples will be provided)

The consultant will advise the ECITB how the units interact together to form a scheme

The scheme will follow the ECITB 4 stage model

**5. Additional Services**

ECITB may request Additional Services (as defined in the Form of Contract) from the Consultant.

**5.1 Other activities**

Attend additional meetings with ECITB.

**Tenders should include Day Rates for the provision of Additional Services. Where appropriate identify different rates, e.g. rates for attending meetings, Training Delivery or Support activities.**

**6. Expenses**

Any expenses incurred by the Consultant in the performance of the contract, such as hotel costs, pilot costs and air/rail travel, will only be reimbursed by ECITB if:

* they are reasonable
* they are agreed in advance with the Project Manager
* claims for such expenses are accompanied by valid receipts.

Agreed exceptional expenses must be inclusive of VAT.

It is the ECITB’s policy to agree exceptional expenses on the following basis:

* Rail journeys - Standard Class
* Car mileage - Not to exceed 45p per mile, all inclusive
* Airfares - economy class
* Taxis/Hire Cars should only be used if other forms of public transport are not available. (Hire cars, if used, must not be retained unless retention is a cheaper option than any necessary use of taxis)
* Hotels - Up to 3 star.

**Agreed expenses will be reimbursed on an ‘as incurred’ basis and should not be included in any tender costings.**