

By email only



Department
for Education

Department for Education
Skills Policy Analysis
Second Floor
St Paul's Place
125 Norfolk Street
Sheffield, S1 2JF

IFF Research
5th Floor
St. Magnus House
3 Lower Thames Street
London, EC32 6HD

13th June 2019

Dear [REDACTED]

**RESEARCH PROJECT: FURTHER EDUCATION PROVIDERS WORKFORCE SURVEY
PROJECT
PROJECT REFERENCE: DFERPPU/2018076**

Please find attached a Variation of Agreement for this Research Contract.

I would be grateful if you could print off two copies and sign and date both copies for and on behalf of your organisation and return them by **21st June 2019** to the address below:

[REDACTED]
**Skills Policy Analysis
Ground Floor
Sanctuary Buildings
London, SW1P 3BT**

One copy of the Variation will be returned to your organisation once it has been signed for and on behalf of the Department.

Yours sincerely

[REDACTED]

VARIATION TO THE CONTRACT WITH: IFF Research

CONTRACT NUMBER: DFERPPU/2018076

CONTRACT DATE: 22nd March 2019

VARIATION NUMBER: 1

REASON

Two open answer questions are required in the pilot and mainstage to allow respondents to provide a full and complete answer regarding strengths and challenges of their role, and to maintain their engagement in the questionnaire.

Additional detail on the reminder email tests is required to add in a “no reminder” condition and specify how and when the tests will be carried out.

SCHEDULE ONE

In addition to the quantitative questions included in the staff questionnaire, two open answer, qualitative questions regarding the main difficulties and best parts of working in the FE sector will be included. These questions will allow respondents to provide full, unrestricted answers and will help maintain their engagement in the questionnaire.

A spend of up to [REDACTED] (excluding VAT) is required to collect and interpret approximately [REDACTED]. This spend includes the additional staff time required for coding approximately [REDACTED], quality assuring the code frames and mining illustrative quotes for the report.

The Department wishes to test the impact of chaser emails on response rates and respondents, to answer the following questions:

- Do chaser emails improve the representativeness of the sample? Or do they simply encourage ‘more of the same’ responses?
- Do chaser emails from the Department have a better/worse impact on response rates compared with chaser emails from the Contractor or no chasers at all?
- Do chaser emails deliver value for money?

To test this, the following process will be used for fieldwork of the mainstage ETP Survey.

IFF will randomly allocate the full sample of Independent Training Providers (ITPs), and Adult and Community Learning providers (ACLs) to one of three groups for the purposes of testing the impact of chaser emails. One group will have chaser emails sent by DfE, another group will have chaser emails sent by IFF, the final group will not have chaser emails sent. Due to the time available for the Sixth Form College (SFC) fieldwork, SFCs will not form part of the test. However, they will follow whichever route of chasing has been most successful within the test (i.e. DfE, IFF or none at all).

A ministerial letter will be sent to ITPs and ACLs in mid-July 2019, and SFCs at the beginning of September 2019. The letter will be issued via email by the DfE project manager. IFF will provide a sample dataset suitable for a mail merge to enable the DfE project manager to issue these invitations. The email will go to the designated contact and invite the provider to take part in this important study, detailing what will be required and notifying them that IFF will be in touch to set up a telephone survey with their HR contact.

IFF will then contact providers by telephone to complete the HR survey, and ask for permission to send the staff survey invitation. As the providers will have been allocated randomly, there is no reason for HR managers of any particular group to be more or less likely to agree to distribute the survey link. However, IFF will check to ensure each group

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We agree that all other terms and conditions of the Contract remain unaltered and that no other liabilities, financial or otherwise, shall accrue to the Department because of the above amendment. We confirm acceptance of the Variation of the terms specified above.

As witness the hands of the parties

**Authorised to sign for and on behalf of
the Secretary of State for Education**

Signature

Date

Name in Capitals

Position and Address

**Authorised to sign for and on behalf of
the Contractor**

Signature

Date

Name in Capitals

Position and Address