By email only



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

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 **21**st **June 2019** to the address below:

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

VARIATION TO THE CONTRACT WITH: IFF Research

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CONTRACT NUMBER: DFERPPU/2018076

CONTRACT DATE: 22nd March 2019

VARIATION NUMBER:

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 **access (**excluding VAT) is required to collect and interpret approximately **access (**excluding VAT) is required to collect and interpret for coding approximately **access (**, 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

size is roughly similar, and reallocate providers if group sizes vary considerably. Only providers that complete the HR survey and agree to distribute the staff survey will receive the survey invitation.

Reminder emails will be sent around every two weeks, the exact day and time will vary with each email to cover a range of timings, but IFF and DfE will schedule their reminders to be delivered at the same time. IFF will monitor response rates at least twice a week and send two updates a week to the Department, every Wednesday and Friday, throughout the fieldwork period.

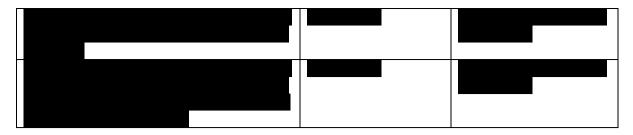
To help balance the need for this information and maximise the success of the survey, the contractor will act quickly on monitoring information. If one reminder condition has a considerably higher response rate, all conditions will be assigned to that condition. If one condition has a considerably lower response rate, those providers will be assigned to the most successful condition. After 7 weeks (following the initial invitation), all providers will be assigned to most successful condition for onward chasing and conversion into completed surveys. The Contractor will report on the response rate for each condition, including how these changed over the fieldwork period, particularly the comparison between responses received with no reminder emails, and responses received after reminder emails were sent.

There is no additional cost requirement.

SCHEDULE TWO

Expenditure for the financial year 2019-20 shall not exceed excluding VAT. Total Project expenditure shall not exceed **£289,915** excluding VAT. Additional payment will be made in accordance with the following amended invoice schedule:

Project Milestone	Payment Amount	Payment Date



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

