



**DEVELOPMENT OF A LEARNING PROGRAMME AND TRAINING MATERIALS
FOR 'TRANSFORMING ARCHIVES: BRIDGING THE DIGITAL GAP'**

DEADLINE FOR TENDER RESPONSES: 5PM, 7 APRIL 2017

CLARIFICATION QUESTIONS AND RESPONSES

The National Archives has received a number of clarification questions relating to this opportunity. Please find below a list of those questions and their associated responses.

Q1: Our experience is not in the national heritage, museum, governmental sectors. We understand that this is not a pre-requisite for your tender invite, however it would be useful to understand better where you think it might be advantageous to have someone with this background knowledge, if you do.

A1: As stated in section 1.2 of the ITT "The training developer must be a specialist in the design and delivery of training programmes, and need not necessarily be a specialist in archives and their practices. The training developer may wish to sub-contract in order to access key knowledge and skills." The priority for this contract is that you should have excellent experience in designing training programmes. The National Archives and the project board for Bridging the Digital Gap have excellent experience in heritage more broadly and in archives specifically, so prior experience in the sector is of limited value if you feel able to work with experts and draw on their knowledge.

Q2: Section 4.3 of the ITT states "feed into developing a level 4 apprenticeship qualification as a long-term project outcome." Is this apprenticeship defined at present or is it mainly aspirational?

A2: The timescale for this project does not allow for the creation of an apprenticeship standard but the development of the training modules should be in line with requirements for a level 4 apprenticeship.

Q3: Section 4.4 of the ITT states "create a model job description for a Digital Archives Assistant and ensure that the learning programme supports trainees to develop the skills required to fulfil that job description." To what extent would you say that this job has already been defined?

A3: The job description will need to be created through working with employers in the archives sector. A number of archive employers have recruited to similar posts but this is a new area for a lot of employers. An 'archive assistant' is a well-established role within the archive sector.

Q4: Section 4.6 of the ITT states “identify trainers capable of delivering modules for the lifetime of the programme.” Are you seeking a train the trainer element to be included within the proposal and budget or are you simply seeking a means of identifying the necessary skills for a trainer?

A4: The training modules will need to be delivered to trainees over the lifetime of the project (from October 2018 to December 2021) and the contractor will need to identify existing training providers who have the skills and experience to be able to deliver the training. We will work with the contractor to identify existing expertise in the archive sector.

Q5: Section 5.2 c. of the ITT states “best practice in the development of apprenticeship standards.” Is it critical that the service provider has past experience in developing apprenticeship programme training specifically?

A6: As outlined in the response to Question 2 above, the development of the training modules and assessment should be in line with the development of apprenticeship standards and the contractor needs to understand this.

Q6: Section 5.5 of the ITT regarding training locations - 2 locations are mentioned. I am assuming that one is Kew however where is the second?

A6: The delivery of training will take place over the lifetime of the project (from October 2018 to December 2021) and will depend on the location of each cohort. These locations are not yet known and cohorts will be recruited annually. It is anticipated that each annual cohort will consist of two clusters of host archive services which are within reasonable travelling distance of each other.

Q7: Section 5.5 of the ITT states £400 - £500 per training day. Is this anticipated to be included as an element of the £25000 budget or is it a separate element?

A7: This is separate to the £25,000 budget and is for delivery of the training to the trainees over the lifetime of the project (from October 2018 to December 2021).