



Skills Funding
Agency



European Union
European
Social Fund

Greater Manchester Skills for Employment Pilot Programme: ITT- 29811

BACKGROUND

General

The contracting authority is the Secretary of State for Business, Innovation and Skills acting through the Skills Funding Agency (SFA), an executive agency of the Department for Business, Innovation and Skills exercising functions to fund adult education and skills.

The SFA is looking to procure one organisation to deliver education, training and support to unemployed adults aged 19+ (or 18+ if in receipt of out of work benefits) in the area covered by the Greater Manchester Local Enterprise Partnership (GMLEP) who face multiple barriers to entering the labour market. This education, training and support will give them the right level of skills and employability to enable them to make measurable progress towards improving their chances of gaining sustainable employment as part of the Greater Manchester Skills for Employment Pilot.

Greater Manchester Skills for Employment Pilot Programme

The Greater Manchester Local Enterprise Partnership (GMLEP) has agreed a Growth Deal with Government (the Growth Deal). The GM Skills for Employment Pilot Programme (the Pilot) is included in the Growth Deal. It aims to test the impact that better integration of employment and skills activities can have on the achievement of positive outcomes for individuals who face multiple barriers to gaining and sustaining employment. The Pilot is initially being funded via the Growth Deal and, subject to a number of caveats set out below, will continue to be funded under the Access to Employment theme of the 2014-20 European Social Fund (ESF) Operational Programme.

The Growth Deal sets out a multi-million pound investment programme that will support economic growth. It has also brokered agreement, between GMLEP and Government, to trial a series of public service reform programmes that will provide more effective support to residents and drive down the cost of public services.

The Growth Deal brings together different funding streams designed to support local growth; the Pilot is one of the routes through which GMLEP will test the impact that this investment can have on meeting local priorities.

In addition, the Pilot forms a central part of the Greater Manchester Combined Authority's (GMCA) devolution agreement with central government. The ambition of the devolution

agreement is to achieve better outcomes for residents by securing significant influence, and ultimately control, over public spending in Greater Manchester. The specific elements of the devolution agreement that are relevant to this pilot are:

- a) An expanded **Working Well Programme**, ultimately supporting 50,000 people to progress towards employment. Building on the existing programme, Working Well will provide participants with integrated, intensive support;
- b) A **co-commissioned Work Programme**. GMCA will commission, jointly with DWP, Work Programme provision that draws on and complements Working Well expansion, a reformed post 19 skills landscape and broader employment and skills reform;
- c) A **reshaped FE post 19 skills system**. GMCA will incentivise skills providers to focus on meeting the needs of defined GM priority groups, ensuring the right support is in place to move people on to employment or to continue in education;
- d) A **reformed approach to delivering the AGE Grant**. Ensuring the use of the grant is aligned with broader support for GM residents and the priority growth sectors across GM;
- e) **Alignment of Skills Capital**. Ensuring GM has the infrastructure that supports the delivery of a reformed employment and skills landscape.

Through working in alignment with the expansion of the Working Well Programme, the Pilot aims to test whether better integration and the avoidance of duplication of employment and skills support (funded via different budgets) has a positive impact on the extent to which GM residents can access the skills and wrap around support they need to secure good jobs. It will test whether a more locally-led approach to programme design brings a positive impact on the proportion of individuals supported that achieve positive job and other progression outcomes when compared with other pre-employment skills support programmes.

The Pilot will add value to other initiatives that fall under the GM Public Service Reform Programme, taking referrals from e.g. GM Troubled Families, GM Working Well and the Mental Health and Employment Pilot as well as from other sources including self-referral. It will be focussed on those who have had limited experience of employment and who face both skills and other barriers to gaining and sustaining employment. It will build on, rather than duplicate, the support that individuals will have already received whilst on other programmes and interventions made will be effectively sequenced to ensure they add value.

The Pilot forms one third of the Working Well Expansion under devolution (together with the Key Worker Service and Mental Health Therapeutic Interventions, both detailed in separate tender specifications). Therefore referrals to the Pilot will be prioritised from the Working Well programme along with other GM programmes including Troubled Families. Working Well providers will carry out an initial skills assessment which will trigger an appropriate referral to the Pilot. The Pilot will work closely with Working Well providers to develop and co-case manage client action plans. Support will be brokered from other service providers to help individuals tackle non-skills barriers to work including health, debt or housing problems.

By aligning activities delivered under the Pilot with those provided by the Working Well Expansion, GM has a unique opportunity to demonstrate that locally commissioned and managed services from employment support providers are able to integrate provision with local services and achieve better outcomes for all. The provision is also open to other referrals as-detailed in the service requirement.

DEFINITION OF TERMS

Candidate: means an organisation who has been invited to take part in this procurement procedure

Disability: A person has a disability if they disclose a disability that limits their ability to work.

Eligibility: Only people who are eligible to work in UK are eligible for this programme. Asylum seekers are not generally supported by ESF.

Employed: People are employed if they are perform work for pay, profit or family gain. People are self-employed if they work in his/her own business for the purpose of earning a profit, even if they are not making a profit or are just setting up.

Job Seeking: Where applicable, persons engaged in job seeking is understood to be persons usually without work and actively seeking work.

Qualifications: Qualification means a formal outcome assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards. Regulated qualifications/aims are those listed in the Learning Aims Reference Service as being regulated. Non-regulated aims are those listed in the Learning Aims Reference Service as being non-regulated.

Regulated and non-regulated aims must be planned to be delivered within budget.

Qualification rates are based on the published LARS rates at the start of the contract.

Services: The provision of education, training or support delivered to individuals.

Start Date: Employment status and age are determined on the date of starting on the Provision.

Survey: Where applicable, long term sustained outcomes over 6 months will be monitored separately. Some ESF indicators will be collected by survey by the ESF Managing Authority directly from the participants.

Unemployed: Unemployed are persons usually without work, available for work and actively seeking work. Persons considered registered unemployed would be included. Full time students are considered as inactive but not eligible for this provision as they are not available for work. Long term unemployment is greater than 6 months for < 25 years old and greater than 12 months for 25 years old or more.

SERVICE REQUIREMENTS

Service Delivery

The Services should be bespoke and designed to meet the needs of the individual, while also recognising the support they have already received through other programmes and initiatives. The Services should be delivered in an innovative and flexible manner and must be available on a part-time or full-time basis (subject to individual needs and circumstances and any benefit conditions). The Services must be delivered all year round and on a roll-on-roll-off basis that is responsive to emerging needs and changing patterns of demand. The Services must promote gender equality and enable access to all genders, ethnicities and abilities.

To ensure coverage across the geography and delivery of the specialist support required by different individuals, it is envisaged that a consortium of candidates will be most appropriate. We are seeking applications from lead candidates that intend to undertake a significant amount of delivery themselves but also to sub-contract to other candidates for delivery in specific geographies or to specific communities or groups of individuals for either all or part of their individualised package.

To encourage the development of innovative responses to the challenges faced by the target group, the SFA and GMLEP believe that candidates should be encouraged to deliver in the most efficient, innovative and creative ways possible, taking into account that the target group are unlikely to travel very far. Candidates are best placed to understand the most effective ways of improving outcomes for the target group, so the SFA and GMLEP have intentionally not specified a detailed delivery model for the Pilot. However, the following are considered to be mandatory elements of the Services, which will develop learners' skills and measurably move them closer to the labour market, and must therefore form part of the delivery model of the successful candidate. These elements are the minimum required, it is expected that the successful candidate will add further elements to the Services to meet individual needs and achieve measurable outcomes. The essential elements are:

- **Individual diagnostic assessments** must be conducted at the start for each individual on the Pilot programme. In cases where an assessment has recently been undertaken with the individual (e.g. while on another programme) then there is no need to repeat that assessment (the original assessment should be kept as evidence). The assessment undertaken via this pilot must add value to that assessment. The assessment must test and measure English and Maths levels as well as vocational and employability skills needs and aspirations. It must also identify the barriers the individual is facing in gaining and sustaining employment, through the use of a self-assessment tool that measures an individual's perception of the barriers they face and progress towards removing them. The assessment of needs and barriers should include a whole family assessment where relevant. The assessment must result in the development of a **personalised training and support plan**.
- **Learning mentors** must offer 1-2-1 support to every individual, helping them to recognise and tackle the different barriers they face, building levels of confidence and

engagement in the individualised learning and support plan over time. Some individuals may already have a key worker via another programme; in these situations an appropriate hand-over point or sequencing of support must be agreed between the learning mentor and key worker to ensure that the individual is given the right support at the right time. For those individuals referred from the Working Well Programme, Learning Mentors must work closely with the existing Key Worker to provide joint support to the individuals and to jointly agree the content of the individualised training and support plan.

Each mentor must have the skills and knowledge required to identify individual needs and refer them to other wrap around support services (e.g. debt, health, dependency, housing) to help tackle their wider barriers to employment. Attendance at these services must be integrated with the services offered through the Pilot with effective sequencing of interventions to meet individual needs and progression. Learning mentors must be pro-active in challenging and supporting individuals and ensuring that they remain engaged in the Pilot; as a minimum the mentor must have face-to-face contact with each individual on a monthly basis.

Face-to-face mentoring support must continue for a significant period of time after the individual has entered a job (including apprenticeship, voluntary work or self-employment) or progresses to further skills provision. This will encourage and promote progression, improving the sustainability of outcomes.

Candidates should note that the target group face multiple disadvantages to engaging in the labour market and that they will require a more intensive approach and potentially longer period of support than other job-seekers; this should be recognised in the proposed delivery model including the size of caseload with whom each mentor will work.

- **Personalised Skills Training** which can include both accredited and non-accredited learning. Provision must include English and maths (for those assessed as below Level 2). Skills support may also include ESOL, digital literacy, vocational and employability skills programmes according to individual needs and job aspirations. Provision may lead to the achievement of individual units (up to Level 3) as well as full qualifications (up to Level 2 for those aged 24+ on entering the programme, or Level 3 for those age 19-23 on entering the programme).
- **Motivational and confidence-building** activities delivered on an individual or group basis.
- **Work experience**, including through voluntary work, which is likely to build up over time, increasing to experience of at least 8 weeks duration and at least 16 hours per week. Work experience of a longer duration and/or greater number of hours is permitted, where this complies with benefit rules. Work experience may be with one or more employer, however, the candidate must be able to demonstrate that any work experience opportunity is of sufficient duration to be meaningful for the individual supported.

- **Referral to wrap-around support services** to tackle non-skills barriers to work, e.g. health, dependency, housing, childcare, debt as set out in the individualised training and support plan.
- **Support to find and apply for work including apprenticeships** should include support to access the services offered by the National Careers Service and/or Jobcentre Plus where appropriate to the needs and individual circumstances.

The Services must complement and avoid duplication with other provision, thereby adding value to DWP/Big Lottery and Skills Funding Agency funded provision. Successful tenderers will be required to ensure that the Services will clearly add value and not duplicate any provision that can be arranged locally through existing mainstream provision.

Capacity and Provider Readiness

Candidates must demonstrate they have the resources to offer very local and flexible delivery in all areas of GM including a physical operational base within the area. They must detail how they intend to deliver the provision and provide support and access to individuals within the whole area, ensuring it is to the same standards in all cases. They must be able to show that they will be ready to start delivering the Services immediately upon commencement of the contract.

Track Record

Candidates must demonstrate that they have experience and a strong track record of successfully working with those who face multiple barriers to employment in either GM or an area with similar economic and social circumstances. In the absence of a track record, candidates need to be able to demonstrate how they are able to deliver the Services described in the Service requirements.

Partnership working

Candidates will be required to work in partnership with other organisations delivering education and training in the area to ensure the Service delivers the skills development and wrap-around support required by the target group and is complementary to and not in competition with other funded provision.

Candidates will engage with every Local Authority [LA] in the LEP area and will be expected to identify internal LA links across different departments.

Management and quality assurance

Candidates will need to have effective management arrangements in place to ensure all of the requirements of this specification and the contract, particularly in regard to meeting the identified needs of identified young people are fulfilled. Candidates must be able to demonstrate that they have experience of successfully managing contracts of at least a comparable size and across a geographical area of a similar scale to Greater Manchester as well as experience of successfully working with and management of a number of sub-contractors.

The Services must be delivered to a high quality and successful candidates will need to have in place quality assurance and improvement processes. They must also be able to demonstrate and evidence what nationally accepted quality standard they either hold or are working towards to support their application.

The Services must be able to respond to changing local needs and opportunities, as well as policy changes.

Market intelligence and local knowledge

The delivery of the Services must take into account the current and future social and economic indicators, including labour market intelligence, and in particular the specific factors affecting the area in which the Services are being delivered.

Management information and reporting

The candidate will develop management information systems to enable it to submit data to the Skills Funding Agency via the Individualised Learner Record and put in place robust arrangements for ensuring that the evidence required to support payments is collected and retained.

Candidates will be required to share with GMLEP ongoing performance management data as well as additional intelligence to improve the impact and effectiveness of the provision.

CROSS CUTTING THEMES

The Services must support the cross cutting themes of the ESF Framework. These are Gender Equality and Equal Opportunities and Sustainable Development. The ESF programme maintains the dual approach to promoting gender equality and equality of opportunities by funding specific activities which target women and disadvantaged groups as well as integrating equal opportunities into the planning, implementation, monitoring and evaluation of the programme as a whole. Action to promote equality and diversity is an integral part of the SFA business objectives. A world-class workforce can only be created if we remove barriers, eliminate discrimination, address disadvantage and raise the aspirations of both present and potential learners.

Sustainable Development (SD) activity is a mandatory requirement of all projects funded through the ESF programme. Successful tenderers will be required to have in place an operational SD policy and implementation/action plan within six months of the project start date. Performance monitoring of the project will include a review of progress against the implementation/action plan on a quarterly basis included in this specification. Activity will need to promote and engage with priority individuals, such as those with protected characteristics.

ELIGIBILITY

Specific Target Group

The Services must be delivered to individuals who:

- are aged 19+ (or 18+ if in receipt of out of work benefits), **and**
- are eligible for SFA and ESF funding, **and**

- are able to access support delivered in the ten GM Local Authority areas (as above), with priority being given to those whose home postcode falls within the GMLEP area, **and**
- are unemployed (or inactive, and not in full-time education) employment status is on the day intervention starts, and self-declare as having had limited recent experience of employment, **and**
- have a skills need that is identified as one, but not the only, barrier to their gaining sustainable employment.

Priority must be given to individuals referred to the Services from one of the following 'GM Reform' programmes:

- GM Troubled Families Programme 2;
- GM Working Well Programme;
- Community Rehabilitation Companies / Probation Services;
- Operation Challenger;
- Family Nurse Partnership;
- Universal Partnership Plus.

The Pilot has been designed to complement and add value to the support offered to individuals with complex barriers. Therefore in addition to the above, individuals may also be referred from the following:

Work Programme leavers (JSA and ESA/WRAG);

JSA claimants and out of work UC claimants including (but not limited to):

Ex-offenders (for whom day one mandation- to the Work Programme is unsuitable);

Care Leavers;

Individuals with LDD/SEND related needs.

The successful candidate will also need to proactively engage with other organisations that work with the Target Group to source referrals. In addition, individuals may self-refer to the programme as long as they comply with the other eligibility criteria (above). Other referral routes may be specified by GMLEP during the lifetime of the pilot to reflect changes in policy and new or emerging projects and programmes.

GEOGRAPHY / AREA OF DELIVERY

The Service will be delivered in the whole of the GMLEP area i.e. the ten local authorities of Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside, Trafford and Wigan. Delivery must take place in the GM area.

To ensure coverage across the geography and delivery of the specialist support required by different individuals, it is envisaged that a consortium of candidates will be most appropriate.

FUNDING AND DELIVERABLES

The Services will initially be funded via the Growth Deal. £5,750,000 of funding has been confirmed until July 2016 and, subject to confirmation of budget, a further £5,750,000 funding may be made available. The SFA will confirm to the successful candidate whether this further funding is available as soon as possible.

Once funding from the Growth Deal has been exhausted then the SFA reserves the right to fund the Services via ESF subject to availability of funding, the successful candidate's performance of the Services and the continuing need for the Services. Currently £11,500,000 of ESF funding may be available.

Candidates will be required to submit a delivery profile based on the full £11,500,000 LGF being available. In the event that the SFA decides to make ESF funding available the successful candidate will be required to submit a further delivery profile.

Emerging local and national policy in respect of Devolution in GM, the SFA and/or GMLEP approach and associated processes may change during the life of the Pilot. In such circumstances the successful candidate will be expected to adapt their offer and processes accordingly. The successful candidate will be notified as soon as possible should any such changes be made.

Individuals' travel and childcare costs must be met, along with any other additional individual learner costs, from the unit funding available. It should be noted that, in many cases, Jobcentre Plus is able to meet such costs locally, on an individual learner basis.

Based on the unit costs and maximum funding available, as set out above, the successful candidate will be expected to deliver the following minimum number of outputs:

Growth Deal

6,000 individuals supported

3,000 progression outcomes (into jobs, apprenticeships, self-employment or further skills training)

The successful candidate will be paid on profile, reconciled to actual delivery on a quarterly basis. To support this, the successful candidate will be required to:

- using the delivery profile spreadsheet-provided; submit a proposed monthly delivery profile (for each of the deliverables) with their tender (to inform the development of a contract and payment profile). The contract and payment profile will be agreed with the successful candidate in advance of the start of the contract;
- submit ILRs for individuals supported on a monthly basis; submit a spreadsheet each month (using a template provided by the SFA) showing actual delivery (for each of the deliverables) against contracted profile for the previous month and to-date
- submit a spreadsheet (using a template provided by the SFA) showing actual delivery (for each of the deliverables) against contracted profile for a final reconciliation for 2015-16 financial year which will take place in April 2016;
- submit a spreadsheet (using a template provided by the SFA) showing actual delivery (for each of the deliverables) against contracted profile for a final reconciliation for 2016-17 financial year which will take place in April 2017;
- submit a final spreadsheet (using a template provided by the SFA) showing actual delivery (for each of the deliverables) against contracted profile in August 2017 showing the total delivery (for each of the deliverables) in order that a final reconciliation can be undertaken.

ESF

6,000 individuals supported

3,000 progression outcomes (into jobs, apprenticeships, self-employment or further skills training)

For the second (ESF) phase of the pilot, the candidate will be paid on actual and required to submit ILRs to claim funding as per the SFA's standard contractual arrangements for ESF.

The successful candidate will be paid on the achievement of deliverables as below. The detail of the ESF deliverables may vary by the time of contracting if the payment model evolves.

Deliverables for Manchester - LGF

Deliverable	Evidence Requirements	Rules
Individual has been engaged	<ul style="list-style-type: none"> • ILR or equivalent • Diagnostic initial assessment • Individual training and support plan signed by learner 	Can be claimed only once for each learner
Individual remains on programme at 13 weeks	<ul style="list-style-type: none"> • Declaration from learner to confirm they are still on programme at 13 weeks or <ul style="list-style-type: none"> • Attendance records 	Can be claimed only once for each learner
Individual remains Programme at 26 weeks and has started on an accredited qualification (unit or full qualification)	<ul style="list-style-type: none"> • Declaration from learner to confirm they are still on programme at 26 weeks or AND <ul style="list-style-type: none"> • Attendance records • Registration/Application to awarding body 	Can be claimed only once for each learner
Individual gains an accredited Qualification (unit) OR	Any of the following evidence <ul style="list-style-type: none"> • IV Report – Direct claim status ONLY • EV Report showing learner • Certificate from the Awarding Body • Results List 	Only one of these two can be claimed for each learner

<p>Individual gains an accredited Qualification (full)</p>	<p>Any of the following evidence</p> <ul style="list-style-type: none"> • IV Report – Direct claim status ONLY • EV Report showing learner • Certificate from the Awarding Body • Results List 	
<p>Individual completes work experience, this may include via voluntary work</p>	<ul style="list-style-type: none"> • Weekly Attendance records to show 8 weeks of at least 16 hours a week work experience 	<p>Can be claimed only once for each learner</p>
<p>Individual progresses to a job, apprenticeship or self-employment</p>	<ul style="list-style-type: none"> • Documentary evidence of a job outcome showing Learner details, Employer name and start date. <p>For self-employment the above details plus a declaration from the individual detailing the business that has been started.</p> <p>or</p> <ul style="list-style-type: none"> • Documentary evidence of the learner starting on an apprenticeship showing Provider name, apprenticeship aim title Employer name and start date • Evidence that the individual has started on an apprenticeship or higher apprenticeship <p>Evidence must confirm that the progression outcome is for a minimum of 16 hours a week (apprenticeships is 30 hours a week) that starts within 4 weeks of the end of training provision under this offer and that lasts for at least 13 weeks.</p>	<p>Only one of these two can be claimed for each learner</p> <p>ILR needs to record the date of progression and the sustained progression date</p>

<p>Individual progresses to further skills provision (at a higher level than supported on this provision)</p>	<ul style="list-style-type: none"> • Documentary evidence of the learner starting onto a higher level skills qualification than training provided on programme showing learner name, Provider details, qualification and start date. • Evidence that the individual has started on a QCF accredited skills training qualification at a level higher than that supported by this provision <p>Evidence must confirm that the higher skills provision is for at least 16 hours per week that starts within 4 weeks of the end of training provision under this offer and that lasts for at least 13 weeks.</p>	
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Deliverables for Manchester - ESF

Deliverable	Evidence Requirements	Rules
<p>ST01 Individual has been engaged</p>	<ul style="list-style-type: none"> • ILR or equivalent • Diagnostic initial assessment • Individual training and support plan signed by learner 	<p>Can be claimed only once for each learner</p>
<p>SD01 Individual Gains and Accredited Qualification (unit)</p>	<p>Any of the following evidence:</p> <ul style="list-style-type: none"> • IV Report – Direct claim status ONLY • EV Report showing learner • Certificate from the Awarding Body • Results List 	<p>Only one unit or one qualification or unit can be claimed for each learner</p>
<p>SD02 Individual Gains an Accredited qualification (full)</p>	<p>Any of the following evidence:</p> <ul style="list-style-type: none"> • IV Report – Direct claim status ONLY • EV Report showing learner 	

	<ul style="list-style-type: none"> • Certificate from the Awarding Body • Results List 	
<p>NR01 Non Regulated learning For example: 3000 work placements (including voluntary work) @ £500 average rate 6000 Preparation for Work @ £450/92 hours average rate Total £4,925,000</p>	<p>If an individual is doing work placement evidence with weekly attendance records to show 8 weeks of at least 16 hours a week work experience</p> <p>for preparation for work any of the following evidence</p> <ul style="list-style-type: none"> • IV Report – Direct claim status ONLY • EV Report showing learner • Certificate from the Awarding Body • Results List 	<p>3000 work placements</p> <p>6000 bespoke, non-regulated preparation for work programmes</p>
SU01 Sustained Employment	<ul style="list-style-type: none"> • Documentary evidence of a job outcome showing Learner details, Employer name and start date. <p>For self-employment the above details plus a declaration from the individual detailing the business that has been started</p> <p>Evidence must confirm that the job outcome is for a minimum of 16 hours a week that starts within 4 weeks of the end of the training provision under this offer and that lasts for at least 13 weeks.</p>	<p>Only one of these progressions can be claimed for each learner and once only</p> <p>ILR needs to record the date of progression and the sustained progression date</p>
SU03 Sustained Education	<ul style="list-style-type: none"> • Documentary evidence of the learner started on onto a higher level skills qualification than training provided on programme showing learner name, Provider details, qualification, and start date. • Evidence that the individual has started on QCF 	

	<p>accredited skills training qualification at a level higher than that supported by this provision</p> <ul style="list-style-type: none"> • Evidence must confirm that the higher skills provision is for of at least 16 hours per week that starts within 4 weeks of the end of training provision under this offer and that lasts for at least 13 weeks 	
SU04 Sustained Apprenticeship	<ul style="list-style-type: none"> • Documentary evidence of the learner start on an Apprenticeship showing Provider name, Apprenticeship aim title Employer name and start date • Evidence that the individual has started on an Apprenticeship or Higher Apprenticeship <p>Evidence will be required to confirm that apprenticeship is for a minimum of 30 hours a week that starts within 4 weeks of the end of training provision under this offer and that lasts for at least 13 weeks</p>	
<p>ESF Notes:</p> <ul style="list-style-type: none"> • For both LGF and ESF monthly one to one mentoring support must be provided throughout the programme and continue once the individual has progressed into a job outcome / apprenticeship / self-employment / skills provision at a higher level on a monthly basis for at least 13 weeks. • ESF funded non-regulated learning will use the aims and rates listed in LARS. The specification gives an average rate for these as delivery will be bespoke to the learner and the candidate will be required to plan to use of the funding to cover all learners. • The wrap around programme for an individual will be a bespoke non-regulated preparation for work aim. The scope and number of hours for this aim will be defined in the learning plan. • The work experience uses non-regulated aims. Regulated aims will be paid the set rates above and reported via a delivery statement and the ILR must be submitted. 		