SPECIFICATION TEMPLATE

VERSION 0.7

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ESSEX COUNTY COUNCIL

0257 PGCE Masters Credits Programme

SPECIFICATION

Issued XX XXXXXX 2015

Procurement Project 0257

1. **Essex County Council**
   1. Essex County Council is dedicated to improving Essex and the lives of our residents. Our ambition is to deliver the best quality of life in Britain. We will achieve this by providing high-quality, targeted services that deliver real value for money.
2. **Our vision**
   1. We want Essex to be a county where innovation brings prosperity. We know our county faces a set of unprecedented challenges. If we are to meet these challenges we need new thinking and innovation to ensure we can use our resources in the best possible way for the people of Essex. We must harness the power of new ideas to secure a more prosperous Essex.
   2. This is our vision for Essex 2013/17. As a county council, our most important role will be to establish the conditions for innovation and prosperity in our economy, and to lead innovation in the public services.
   3. Throughout our work, we will build on the strengths of our county. This means harnessing the energy and passion of people across Essex who work hard for their families, build careers and businesses and shape their communities.
   4. We must all play our part in securing a more prosperous county, one where we can flourish, live well and achieve our ambitions.
3. **Delivering the vision**
   1. If we are to succeed through these testing times, we must maintain a focus on our core purpose. The challenge ahead strengthens our resolve to:

* increase educational achievement and enhance skills
* develop and maintain the infrastructure that enables our residents to travel and our businesses to grow
* support employment and entrepreneurship across our economy
* improve public health and wellbeing across Essex
* safeguard vulnerable people of all ages
* keep our communities safe and build community resilience
* respect Essex’s environment

3.2 Our Corporate Outcomes Framework translates our Cabinet’s political ambitions – outlined in their Vision for Essex – into a set of outcomes and supporting indicators that can guide the work of commissioners across ECC. The consolidation of outcomes into a single, authoritative, framework for ECC is designed to:

* provide a clear foundation for the development of our commissioning strategy and plans;
* provide a clear framework for assessing progress – allowing ECC to understand its impact on residents and communities in Essex; and
* and allow for the analysis of ECC resources, assets, contracts etc, against a consistent set of outcomes.
  1. The Corporate Outcomes Framework embeds the principles of Outcomes Based Accountability (OBA) within ECC. OBA is an established and effective approach for expressing, operationalising and ensuring accountability for outcomes. It provides a simple, common sense, low bureaucracy planning model supported by clear terminology.

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| |  | | --- | | **Essex: a**  **county where innovation brings prosperity** | | **Children in Essex get the best start in life** | **People in Essex enjoy good health and wellbeing** | **People have aspiration and achieve their ambitions through education, training and lifelong-learning** |
| * Percentage of children ready for school * Percentage of children achieving a good level of development by the age of five * Percentage of families living in temporary accommodation * Percentage of children living in non-working households | * People in Essex have a healthy life expectancy * Reduced differential in life expectancy across different areas of Essex * Percentage of children achieving at school [measured at foundation stage, KS2 and KS4] * Percentage of working age people in employment * Prevalence of healthy lifestyles * Prevalence of mental health disorders among children and adults * Percentage of Essex residents who consider themselves to be in good health * Percentage of families living in safe and suitable housing * Percentage of households living in fuel poverty * Teenage pregnancy rates * Life satisfaction rates (ONS condition of wellbeing) | * Rates of literacy and numeracy at all ages * Percentage of children achieving at school * Percentage of adults participating in lifelong learning * Percentage of working age people in employment * Percentage of people participating in further education/higher education/vocational learning * Percentage of young people aged 16-19 not in education, employment & training * Rates of volunteering * Percentage of children attending a good school |

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| |  | | --- | | **People in Essex live in safe communities and are protected from harm** | | **Sustainable economic growth for Essex communities and businesses** | **People in Essex experience a high quality and sustainable environment** | **People in Essex can live independently and exercise control over their lives** |
| * Level of crime in Essex * Number of children subject to protection plans * Number of children in care * Rate of anti-social behaviour in Essex * Number of people killed or seriously injured on Essex roads * Percentage of residents who feel that Essex roads are safe * Hospital admissions caused by injuries to children and young people * Hospital admissions caused by injuries to adults * Incidents of domestic abuse * Percentage of residents who feel safe * Rates of re-offending | * Job growth in key locations and key sectors * Housing growth in key locations * Supply of fit for purpose business premises * Increased connectivity and journey time reliability on priority route network (PR1) * Number of bus and/or community transport journeys * Median earnings * Coverage of superfast broadband services * Sustainable business start-up rates * Percentage of Essex businesses who think they can recruit suitable people * Percentage of working age people in employment * Business rates growth | * Residual waste volumes * Cost of energy to households * Preventable flooding incidents * Level of pollution * Condition of roads and footways * Access to valuable open spaces * Perception of the quality of the environment in Essex’s cities, towns and villages | * Proportion of people who live independently * Percentage of people who regain or increase their level of independence following hospital admissions * Access to end of life care in their preferred placement of choice * Number of children and adults who receive social care support * Number of people with personal budgets |

1. **Introduction** 
   1. [Essex Teacher Training](http://www.essexteachertraining.co.uk) is a large provider of Initial Teacher Training in the Eastern Region. As part of [Essex Education Services](http://www.eesforschools.org/ees-for-schools) we offer high quality school-based training routes for both Primary and Secondary. Working with our SCITT and School Direct partners we are able to offer training places in schools across Essex and its surrounding borders. We currently have a cohort of 140 trainees across both phases, including salaried and non-salaried.
2. **Background**
   1. Essex Teacher Training requires an arrangement that will enable trainees to achieve 120 credits at Level 7 and / or a PGCE for the academic year 2015-16, with the opportunity to complete a full Masters Degree during the early stage of their teaching career. Precise details will depend on individual University recommendations but it is our expectation that they would include a focus on pedagogy, action research and preparation for further study along with an RPL element.
3. **Scope**
   1. Essex Teacher Training is seeking to commission an HE partner to deliver and quality assure a PGCE programme for our SCITT and School Direct Trainees. Currently trainees complete 120 Level 7 credits in their training year. They do this by completing 2, 30 credit modules and an RPL arrangement for the QTS component of the programme resulting in the award of a further 60 credits. Trainees then have the option to complete a 60 credit research module to complete their Masters in Education.
   2. Essex Teacher Training will be responsible for the following:

* Training to support the award of QTS
* Organisation of trainees into cohorts
* Scheduling the programme and booking of training venues in various locations across the county
* Quality Assurance of SCITT and School direct partners with respect to the award of QTS
  1. We would expect trainees to have a blend of face to face and online training to support the completion of the Level 7 credits. In addition we would expect, training for ETT tutors and mentors to enable them to support the trainee with the writing of PGCE related assignments. Finally we would expect a strong commitment to partnership working, course development through dialogue and a view to a longer term relationship.
  2. The number of trainees to be enrolled will be up to 100 across both primary and secondary provision. In addition to this number, salaried trainees will be free to buy into the Masters programme at an additional cost and will enter into a finance agreement direct with the University
  3. The contract will be for 12 months

1. **Key Dates**
   1. Autumn Term 2015

* trainee enrolment
* induction sessions for trainees and ETT tutors / mentors
* Initial taught sessions

* 1. Autumn Term 2016 - Completion of 120 credits
  2. Duration – 12 months.
  3. Required delivery dates/milestones -
* December 2015 – all trainees enrolled on PGCE / Masters Programme
* Mutually agreed delivery dates for assignments across the year

1. **Statement of Technical Requirements**
   1. Performance, targets, and monitoring arrangements –QA visit to University based training sessions. Reviewed and evaluated on a termly basis as part of Programme Committee, management Committee and Executive Committee meetings
   2. Business Continuity – Suppliers shall have in place a Business Continuity Plan in the event of any incident/event that may disrupt delivery of the service being provided.
2. **Authorities policies**
   1. Information Governance <http://www.essex.gov.uk/Business-Partners/Supplying-Council/Documents/Information_handling_schedule.docx>
   2. Supplier Charter - <http://www.essex.gov.uk/Business-Partners/Supplying-Council/Documents/Appendix_D_Supplier_Charter.pdf>.
3. **Insurance and warranties**
   1. As described in the tender document
4. **E-Procurement Requirements**
   * 1. Overview

11.2 Essex County Council has implemented a fully automated Purchase to Pay system called Marketplace. For further information, please [click here](http://www.essex.gov.uk/Business-Partners/Supplying-Council/Pages/IDeA-Marketplace.aspx).

11.3 A record on Marketplace will be created for the successful bidder and a user ID and password will be issued via e-mail.

11.4 The user ID and password will allow the successful bidder to:

11.5 View their orders online;

11.6 Update their status;

11.7 Notify delivery; and

11.8 Submit and monitor the status of electronic invoices, once they have been submitted.

11.9 Orders will be sent electronically to the successful bidder’s central e-mail address from the contract start date.

11.10 Electronic Invoicing

11.11 The successful bidder will be expected to submit electronic invoices from the contract start date. The successful bidder will achieve this through turning any outstanding Purchase Orders into electronic invoices by utilising the PO Flip method on Marketplace. On approval of the electronic invoice an automatic payment will be made via BACS, direct to the successful bidder’s bank account supported by an e-mailed remittance advice, in line with Essex County Council’s contracted payment terms. In addition to the above, the successful bidder will be able to view the status of their invoices, via the Marketplace system.

11.12 There is no charge for the PO Flip method.

**12. Agreement term**

12.1 The Agreement term for this agreement with be 1 year.

12.2

**13. Payment**

13.1 The Authority will pay any invoice issued by the Supplier within 30 days of receipt of a valid invoice following the delivery of the Good(s) and/or service(s). On the thirtieth day the payment will leave the account of the Authority

13.2 The rates/prices stated on the invoice must be those specified under this Agreement.

**14. Commercial Response**

14.1 The Tenderer is to complete the commercial response detailed within the E-sourcing portal