

Pilot Operations PPL: Module Delivery Brief

September 2021

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Response deadline	12pm on Monday 4 th October 2021

Background

Introduction

The University of Central Lancashire is seeking to work with an Approved Training Organisation (ATO) by the UK Civil Aviation Authority (CAA) to support the delivery of the BEng (Hons) and MEng (Hons) Aerospace Engineering with Pilot Studies programmes.

Who we are - where opportunity creates success

The University of Central Lancashire is an international, multi-campus university tracing its roots back to 1828 and leading the way in modern learning today. We have always believed in helping people to seize every opportunity to flourish in education, at work and for life. We are proud of our mission and we take it seriously. With our universal, second to none support, whatever your goal, together we'll make it happen. We are innovative by nature, offering more choices and creating more possibilities. Combining academic excellence and real-world teaching, we give our people the skills and experience industry needs. That's why our talented graduates are in such high demand across the world. Whoever you are, wherever you are in life, there's always a way.

Size and shape

We are a large university comprising six faculties and 15 schools across three main UK campuses. We also have a large partnership portfolio with collaborative provision delivered through 20 UK partners and 15 International partners.

39,000 students: 73% studying on our Preston, Burnley and West Cumbria campuses; 18% studying with overseas partners including at our Cyprus campus; and 9% studying with our UK partners.

Our main UK campus students: 5% studying Degree Apprenticeships; 70% Undergraduate; and 30% Postgraduate Taught and Research; 77% UK; 23% International and EU

Scope

We are seeking to appoint a partner ATO to support the delivery of the Pilot Operations PPL module for the BEng (Hons) and MEng (Hons) Aerospace Engineering with Pilot Studies degree programmes. Pilot Operations PPL is a 20-credit module, where students undertake UK CAA PPL ground theory, including the UK CAA PPL exams. The partner ATO will deliver the following:

- 24 2-hour lecture/seminar sessions encompassing the complete PPL Ground Theory course (Face to Face/Online as appropriate)
- 24 1-hour tutorial sessions to support the PPL Ground Theory lectures/seminars (Face to Face/Online as appropriate)

- 1-hour sorties of Simulated Flight Instruction for 35 students (on Preston campus using the UCLan Redbird simulator)
- Training equipment and materials required for the PPL Ground theory
- 9 UK CAA PPL exams for 35 students including any potential resit exams

35 students are currently registered on the module but there have been instances in the past where students drop off part way through the year. A part refund would be requested from the supplier for such cases.

Contract start date - 11th October 2021 for 12 months.

Submission

Please outline the following in your response which will be used to determine the successful supplier:

1. Proposal – how you would respond to the task outlined above, including timescales and an outline 24-week teaching scheme for the module.
2. Qualification – Evidence of holding all relevant qualifications (PASS/ FAIL)
3. Pricing – a breakdown of the costs for the proposal that is put forward on the quote form provided
 - a. Cost for delivering the course for 35 students
 - b. Cost for each additional student

Scoring

All submissions will be scored using the scoring below:

Score	Rating	Criteria for Awarding Score
0	Unacceptable	The information is omitted/no details provided, or irrelevant answer provided. Automatically disqualified.
1	Poor	The Authority has serious reservations that the Tenderer understands the requirement in the question. The proposal provides very limited evidence and assurance that the relevant aspect of the service would be delivered to the expected standard and there are serious doubts about aspects of the response.
2	Satisfactory	The Authority is reasonably confident that the Tenderer understands the requirement in the question and the proposal provides some satisfactory evidence and assurance that the relevant aspect of the service or requirement would be delivered to a satisfactory standard. The Authority has minor reservations.
3	Good	The submission is robust and well documented. The Authority is confident that the Tenderer understands the requirement in the question and the proposal provides good evidence and assurance that the relevant aspect of the service or requirement would be delivered to a good standard. The Authority has no reservations.

4 Excellent

The proposal is innovative and adds value. The Authority is completely confident that the Tenderer understands the requirement in the question and the proposal provides very good evidence and assurance that the relevant aspects of the service or requirement would be delivered to an excellent standard.

Timeline

28 September 2021	Brief issued via contracts finder
4 October 2021	Deadline for responses to brief via contracts finder
5 October 2021	Confirmation of successful agency
6 October 2021	Kick-off/Planning meeting

Costs

All costs must be detailed on the attached quote form and will be subject to the University's terms and conditions.

Please note that the direct, indirect and any labour costs associated with the preparation of this quote are to be borne by the applicant preparing the quote. The University will not be liable for any costs incurred by the applicant responding to this quote.

Intellectual property rights

Any work produced on behalf of the University will be the sole property of the University.

SUBMISSION

Please submit your proposal to adesai10@uclan.ac.uk by 12pm on 4th October 2021.