

Invitation to Tender Specification

**CCNSG Development 2015:**

2 day CCNSG National Safety Course

1 day CCNSG Renewal Course

& Course Materials and Question Bank

The Engineering Construction Industry Training Board (ECITB) is pleased to invite you to tender for the above. Full details are included in this document, which describes the services which are required, the basis of tendering and the processes to be followed in the submission of tender offers.­­­­

**1. Definitions**

In this specification the following terms shall have the following meanings:

**“Case Studies”** means engineering construction industry related example learning.

**“CCNSG”** means the Client Contractor National Safety Group. For more information on the CCNSG see [www.CCNSG.com](http://www.CCNSG.com) .

**“CCNSG Question Bank Working Group”** means the group of industry representatives who will specifically oversee and review development of the CCNSG Question Bank.

**“CCNSG Working Group”** means the a group of industry representatives who will oversee and support development of the CCNSG programme.

**“CCNSG Training Standard”** means the Training Standard for the CCNSG National Safety Course supplied with this Invitation to Tender. This Standard covers the 2 day version of the course.

**“Contextualised to the ECI”** means exercises, case studies and presentations should present the subject in the occupational context relevant to people (mainly engineers) who work onshore and offshore in projects that support the design, building and maintenance of process plants for the oil, gas, water, environmental, food & drink, power generation, chemical and pharmaceutical industries.

“**ECI**” means the Engineering Construction Industry. For more information on the ECI see: <http://www.ecitb.org.uk/AboutECITB/TheEngineeringConstructionIndustry/>

**“Exercises”** means interactive activities to be used to consolidate learning points and develop course related skills.

**“Legislation”** means the course should be compliant with English laws and regulations and consistent with industry agreements if relevant, e.g. National Agreement for the ECI ([www.njceci.org.uk](http://www.njceci.org.uk)), OCA ([www.ocainternet.com](http://www.ocainternet.com)) etc.; but where there are differences in other UK national legislation and/or regulations these should be identified and reflected in the Training Standard and course materials.

**“Lesson Plan”** means guidance following ECITB format for approved tutors to deliver the course.

**“Presentations”** means visual presentations of learning materials to enable a tutor to deliver the course.

**“Schedule”** means a course timetable with guidance for tutors on timings of the different elements of the course.

**“Training Standard”** means a document produced to ECITB format which describes each module and the content to be covered. It includes:

* Learning Outcomes (LO): define what a learner can be expected to know, understand and/or be able to do on successful completion of that period of learning. LOs need to be realistic, measurable and based on what can be achieved on a course; not the long term competence that may be developed.
* Enabling Objectives (EO): statements which detail the knowledge and/or skills required to achieve all or part of a LO.
* Key Learning Points: a further breakdown of the EO to define all of the knowledge and skill elements required to achieve the EO.

**“Tutor Guidance Notes”** means an explanatory document giving tutors clear and concise information on how to deliver the different elements of the course. The notes will reference all content including slides, exercises, group discussion and assessments.

**2. Scope**

This tender is for the redevelopment of the flagship CCNSG 2 day National Safety Passport course & 1 day Renewal course, associated materials including the Safety Passport booklet and development of a question bank that will be used for both the ECITB/CCNSG online testing system and paper-based tests associated with the classroom-based courses.

**3. Background**

The CCNSG Safety Passport is an essential programme for site Health & Safety, allowing access to the majority of sites within the ECI. The card is renewed every 3 years and it is necessary for the courses to be reviewed and updated in line with this timescale and in line with any new Health & Safety legislation. For more information on CCNSG see the website [www.CCNSG.co.uk](http://www.CCNSG.co.uk).

Courses will be delivered through ECITB’s network of Approved Training Providers, so course and trainer materials must be sufficiently detailed to ensure consistent, reliable delivery by a range of suitably qualified tutors.

**3.1 Aim & Outcome**

The aim of the above courses is to provide an essential introduction to Health and Safety for all site personnel to enable them, after appropriate site induction, to work on site more safely with lower risk to themselves and others. This will be achieved by covering the essential Health and Safety knowledge and basic skills enabling individuals to be confident in their own abilities, proactive about safety and aware of their responsibilities. The essential knowledge and skills are expanded upon in the CCNSG National Safety Passport Training Standard (attached, Annex A), upon which the courses, materials and question bank will be based.

The outcome of the course will be that clients and employers have confidence in the base level of skills and awareness held by the people working for them.

**3.2 Access to Materials**

This is a redevelopment of 2 existing courses and as such, tenderers should ensure they are familiar with the current materials. Any potential tenderer who does not have access to the materials should submit a Tender Clarification Request at the earliest opportunity to the Nominated Contact, who can make the materials available following the execution of a Confidentiality Agreement between ECITB and the interested party.

Please note that this is not an update of the existing courses; it is a new development following ECITB’s requirement for engaging and interactive material which is not ‘powerpoint heavy’. Whereas content will be similar to the existing courses in most areas, the newly developed courses, question bank and materials must reflect the current CCNSG National Safety Training Standard, attached in Appendix A.

**4. The Services**

**4.1** The consultant will:

1. Develop and pilot a 2 Day CCNSG National Safety Passport course reflecting all Learning Outcomes, Enabling Objectives and Key Learning Points of the CCNSG 2 day National Safety Passport Training Standard. Course is to be of 2 day duration with a minimum of 5.5 ‘taught’/programme hours per day (not including breaks or assessment time). For guidance, most courses are delivered between the hours of 08:30/9:00 and 16:30.
2. Develop and pilot a 1 Day CCNSG Renewal course. The consultant will recommend and agree with the CCNSG Working Group which elements of the 2 day course should be included in the Renewal Course. The Course is to be of 1 day duration with a minimum of 6 ‘taught’/programme hours per day (not including breaks or assessment time). For guidance, most courses are delivered between the hours of 08:30/9:00 and 16:30.
3. Develop all course materials including administrative documents (registration form, attendance list etc.). These should include as a minimum, but not limited to:
* Lesson plans
* Schedule
* Presentations
* Tutor guidance notes
* Delegate documents – workbook, notes pages
* Exercise documentation – e.g. handouts
* Question papers (3 no. A, B & C and a re-sit) and marking template
* Administrative documents: registration form, attendance list
1. Develop the CCNSG course handbook. This is to be based on the existing course handbook with a full review of content to ensure it is current and aligned with the CCNSG 2 day National Safety Passport Training Standard.
2. Develop a question bank of circa (and no more than) 500 questions reflecting the CCNSG 2 Day National Training Standard/course content, mapping the questions to the training standard and the course content.

**4.2** **Notes on Development work:**

4.2.1 ECITB will own the intellectual property on all the above materials.

4.2.2 All content to be ECITB/CCNSG branded – as advised by ECITB, including documents and presentations. Materials to be footnoted ‘© ECITB 2015’

4.2.3 Course and material development will conform to ECITB’s Standard Operating Procedures relating to the CCNSG scheme.

4.2.4 Course content is defined by the Learning Outcomes (LOs), Enabling Objectives (EOs) and Key Learning Points (KLPs) outlined in the CCNSG 2 Day National Safety Passport Training Standard. All elements within the Training Standard are to be included in the 2 day course.

4.2.5 The order of LOs and EOs is not a reflection of their priority or how the course should be structured. There may be elements of overlap between different LOs.

4.2.6 Some elements within the training standard cannot be taught in detail on the course – for example company-specific procedures or contacts. They are within the course as it is key to convey to delegates that these are important areas that they need to know or find out about. It will be useful for the group to discuss how and where they can source such information or for individuals to give examples from their own companies.

4.2.7 It must be emphasised that candidates will be ‘H&S ready’ only with an appropriate site induction.

4.2.8 Standard information on ECITB and CCNSG will be supplied for inclusion in the course and materials.

4.2.9 The courses will be dynamic, highly interactive and engaging with plenty of opportunity for facilitated discussion around pertinent questions. A variety of learning styles should be catered for and use of video scenarios, case studies, activities & delegate participation is encouraged. The course will not be powerpoint heavy and whereas it can be used, the course should rely more on alternative and interactive methods of transferring information.

4.2.10 ECITB reserve the right to supply specific videos, case studies or other content for inclusion in the courses. The consultant must not be reliant on this as the only source of video and other materials. All content must be licence and copyright free and suitable for distribution to ECITB’s Approved Training Provider network. Videos and content must be relevant and representative of the UK Engineering Construction Industry.

4.2.11 The courses are classroom-based tutor-led workshops and must include either one or a series of multiple-choice assessments which will be derived from the question bank described above. The assessment(s) will form part of the workshop and is/are to be marked on the day and results shared with the individual candidates. As such, a marking system or will also be required.

4.2.12 The course does not cover all legislation in detail and candidates must be under no impression that it will qualify them in any way. It must highlight the relevant and key duties of an individual under current legislation and how these fit with an employer’s responsibilities.

4.2.13 The CCNSG Working Group recommends that a specific regulation or legislation is highlighted as an example and used as a strand throughout the course. The suggested regulation is ‘Personal Protective Equipment at Work (PPE) Regulations 1992’.

4.2.14 The courses are designed to be run with between 3 and 16 delegates, with average of between 8 and 12 for guidance. These figures must be considered when group or individual exercises are planned.

4.2.15 The question bank will consist of both knowledge and applied behavioural questions in a ratio to be agreed with ECITB. Questions will be multiple-choice with 4 choices of answer – 1 correct and 3 incorrect. Images can be used within the question format. ‘All of the above’ as an answer to be avoided.

4.2.16 The question bank will be reviewed by the CCNSG Question Bank Working Group to ensure content and level of questions is appropriate. Any necessary amendments will be carried out by the consultant.

4.2.17 The question bank has an existing stock of questions that will be reviewed by the consultant and included within the newly developed question bank.

4.2.18 The Learning Outcome 1.0: ‘Understand the benefits to be gained from the CCNSG Safety Passport Scheme’ is not to be included within the question bank; it will cover Learning Outcomes (LOs) 2.0-5.0 only (including associated Enabling Objectives (EOs) and Key Learning Points (KLPs)). Questions will be produced in excel format and tagged with the associated LO, EO and KLP reference number.

4.2.19 Questions must be worded in unambiguous language and format using plain English.

4.2.20 A variety of people from different trades and companies will attend the course; use of examples, scenarios, videos and images should reflect this and guidance should be given in the tutor notes to ensure an inclusive approach.

4.2.21 Course materials are to be supplied as native Microsoft files (powerpoint, word & excel) and in addition as secure adobe pdf documents/presentations for distribution to ECITB Approved Training Providers.

4.2.22 The courses will require piloting; this will be facilitated by ECITB with the consultant. ECITB will be responsible for supplying appropriate delegates and venues. The pilots will be carried out using the course consultant or alternatively an ECITB Approved Training Provider. If the latter, it is a requirement that a consultant representative attends the pilot as an observer and also attends the follow up feedback session.

4.2.23 The consultant will log any necessary amendments resulting from the pilots and following consultation with the ECITB Product Development Manager will carry out the authorised amendments to the course.

4.2.24 The UK pilot location is to be advised. Agreed accommodation, travel and venue costs for the pilot can be invoiced as an expense and should not be included in the quote.

**4.3 Project Schedule**

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| **Output** | **Date** |
| **Tender begins** | **29 July 2015** |
| **Question period ends** | **14 August 2015** |
| **Tender deadline** | **28 August 2015 (17:00)** |
| **Evaluation deadline** | **4 September 2015** |
| **Anticipated contract award** | **4 September 2015** |
| **Anticipated contract start date** | **14 September 2015** |
| **Course, Materials & Question Bank target completion date** | **30 October 2015** |
| **Anticipated UK pilot** | **w/c 9 November 2015** |
| **Target completion date** | **4 December 2015** |

**Tenders should include a fixed price for the work under 4.0. This price should be broken down into a series of appropriate milestones against which progress can be measured and payments made and will be aligned to the Project Schedule outlined in item 4.3. The milestones should accommodate for associated ‘gateway’ meetings with the ECITB Product Development Manager.**

**5. Additional Services**

ECITB may request Additional Services from the Consultant as described in the included Form of Contract. Additional Services would be based on the work produced in Section 4.

**5.1 Course monitoring and updating**

For a period of four years from completion of 4.0, (until 31st December 2019) the Consultant will:

1. Receive feedback on the operation of the course from ECITB. This may include feedback from companies, training providers and/or delegates
2. Monitor external changes that may affect the course (e.g. changes to Legislation and/or IOSH requirements)
3. Recommend updates to the course if necessary to ECITB
4. Implement agreed changes to the course, normally once per year but more frequently if changes to Legislation demands it.

**5.2 Develop additional versions of the courses**

Create relevant and contextualised versions of the 2 courses; for example, versions of the courses appropriate for delivery to different international markets.

**5.3 Deliver additional courses as required for trainer training**

In order to maintain standards, organisations which will deliver the course are required to send tutors to attend the course for trainer training.

**5.4 Create a Polish version of the courses**

Create versions of the 2 existing courses and all materials (including handbook and question bank) suitable for delivery in Polish. This will be delivered in Polish to Polish speakers and as such, all materials must be translated into Polish language.

**Tenders should include day rates for the provision of Additional Services for items 5.1, 5.2 or 5.3. Where appropriate identify different rates, e.g. rates for attending meetings or Course Development activities. These rates will be maintained for the duration outlined in 5.1 (to 31 December 2019).**

**Tenderers should include a lump sum for the provision of Additional Services for item 5.4. Should this project proceed, it is anticipated that it will be scheduled for December 2015 or Q1 2016. If a Tenderer is unable to include creation of a Polish version this should be clearly stated, but does not preclude the submission of a tender for the remainder of this ITT.**

**6. Expenses**

Any expenses incurred by the Consultant in the performance of the contract, such as hotel costs and air/rail travel, will only be reimbursed by ECITB if:

* they are reasonable
* they are agreed in advance with the Project Manager
* claims for such expenses are accompanied by valid receipts.

Agreed exceptional expenses must be inclusive of VAT.

It is the ECITB’s policy to agree exceptional expenses on the following basis:

* Rail journeys - Standard Class
* Car mileage - Not to exceed 45p per mile, all inclusive
* Airfares - economy class
* Taxis/Hire Cars should only be used if other forms of public transport are not available. (Hire cars, if used, must not be retained unless retention is a cheaper option than any necessary use of taxis)
* Hotels - Up to 3 star.

**Agreed expenses will be reimbursed on an ‘as incurred’ basis and should not be included in any tender costings.**