



INVITATION TO TENDER – Engineering Trainer and Assessor Services

Newham College of Further Education seeks to contract an Engineering Trainer and Assessor for the delivery of the Maintenance and Operations Engineering Technician (MOET) Apprenticeship Standard, Reference ST0154. The Engineering Trainer and Assessor will support the training, assessment and preparation of End Point Assessment of groups of engineering apprentices to achieve the Level 3 Maintenance and Operations Engineering Technician Apprenticeship Standard.

1. Newham College of Further Education – Department of Apprenticeships, Partnerships and Innovation

The Department of Apprenticeships, Partnerships and Innovation (API) was established by Newham College of Further Education to lead on activities to support the local and regional regeneration and apprenticeship agenda, and to open up new ways of training and supporting individuals and businesses. Central to all of this is API's ability to establish strong partnerships and secure external funding. In the current year, API has successfully secured over £5m of external funding which has created a major capacity for partnerships, collaboration, development, and innovation projects including funding to develop a new Institute of Transport Technology and the London base for the new High Speed Rail College.

2. Newham College

Newham College provides education that is exciting, relevant and practical; equipping learners with the skills and knowledge to unleash their potential and make them stand out. We strive to deliver excellent teaching and learning and in April 2016, Ofsted judged the college to be 'Good' in all areas. Teaching staff are well-qualified with access to extensive resources, with a dedicated team to support career planning and provide the skills needed to achieve employment goals. The College also offers work placement opportunities in other European countries, including France, and Spain, as part of its transnational programme. Every student is encouraged to take part in recreational activities to get fit, learn new skills, gain additional qualifications or simply have fun.

Newham College serves the most diverse and one of the most challenged yet enterprising communities in England. The College is located in the London borough of Newham which is committed to improving opportunities for all residents through regeneration and investment. Our mission commits us to meeting local needs through continuous innovation and improvement. We are keen to build on the growth in construction and engineering opportunities at all levels including apprenticeships.

3. Specification of Requirements

This service will include the training, assessment and preparation for EPA of 2 cohorts of approximately 15-20 Engineering apprentices, against the Level 3 Maintenance and Operations Engineering Technician (MOET) Apprenticeship Standard (with a focus on the electrical and mechanical pathways).

The Apprenticeship Programme is a training package consisting of five basic criteria;

- Relevant NVQ (competency-based qualification)
- Industry specific training (Knowledge qualification)
- IQA- Interim and summative
- End Point Assessment

Apprentices are working with a range of non-levy SMEs and high profile large levy employers.

Off the job-training requirement will largely take place on the college's premises on a Monday/Wednesday at the Stratford Campus. The assessments can then be flexibly arranged on the other days of the week, which due to the working patterns of the apprentices maybe outside of Mon-Fri 9am-5pm.

The successful person/ organisation will be responsible for all aspects of the delivery, internal verification, and preparation of material and co-ordination of meetings, meeting the college's expectations for high quality teaching, learning and assessment.

This will include:

- Delivery of the Apprenticeship programme
- Confirming prior attainment of the apprentices and adjusting the training programme to take account of the apprentice's and employer's needs
- Confirming appropriate programme for the apprentices and informing Newham College of the candidate's details so that Newham College's Apprenticeship team can register with the relevant awarding body
- Complying with Newham College's Safeguarding, Health and Safety and Equality and Diversity policies and procedures.
- Agreeing the training needs with the employer and finalise the training plan for the apprentice. This includes agreeing resources with Newham College e.g. workshops, IT, classroom, PPE etc.
- Agreeing roles and responsibilities for on the job training (competency-based qualification)
- Agreeing where off the job training will take place and discussing and confirming roles and responsibilities with the relevant parties
- Ensuring that apprentices have access to best quality training opportunities
- Ensuring that Apprentices and Employers fully understand the principles and processes of competence-based assessment
- Preparing and agreeing assessment schedules/assessment plans and carrying out assessment visits at the workplace.
- Judging performance-based evidence
- Completing assessment records
- Reviewing apprentice progress at regular intervals and adjusting the training plan as necessary. This includes all components – for example having an overview of functional skills and reporting to employers and delivery team on progress.
- Meeting with employers and apprentices to review progress
- Meeting with Newham College as and when required to review progress and for quality assurance purposes.
- Completion of all administrative requirements in line with Newham College's quality assurance processes and procedures e.g. use of SMART assessor and keeping a register of attendance, target setting and monitoring etc.
- Recording of milestones towards Gateway and EPA on SMART assessor
- Uploading on-programme evidence of portfolio elements and qualifications on SMART assessor
- Moderation of records and evidence including internal verification
- Provide support, advice (in case of complaints) and encouragement to apprentices

4. Proposal submission

Newham College requires the service of an Engineering Trainer and Assessor for the delivery of the Maintenance and Operations Engineering Technician (MOET) Apprenticeship Standard.

The successful supplier must have extensive experience in mechanical and electrical installation both recent industry experience as well as training and assessing of the skills, knowledge and behaviours required to be a successful engineer.

We will accept applications from companies or individual consultants.

- Organisations are invited to submit their proposal, which should be no more than 6 pages (not including CVs). The tender response must consist of a proposal that responds directly to all the requirements outlined in this tender document:
- The response must be no more than 6 pages (not including CVs or references) and submitted by email to **julia.bollam@newham.ac.uk**. The response presented must:
 - Give a brief introduction setting the context for the proposal
 - Provide background information about the organisation/individual making the proposal
 - Provide a point of contact for correspondence
 - Outline how the specification of requirements (section 3) of this tender are going to be addressed, showing why the tendering organisation/individual should be selected. This should be structured in line with the contract evaluation criteria
 - Detail any assumptions that have been made
 - Provide the appropriate costing based on rate per learner
 - A confirmation that no conflicts of interest would arise in managing this brief
- The response must include a CV for each employee/individual of the tendering organisation that will be delivering the service outlined
- The response must include two references

5. Contract Value

The contract value is up to **£135,000 including VAT**, assuming 2 cohorts of 15 learners.

Newham College will provide the maximum fee per learner (including VAT) based on actual delivery.

Please note – VAT. If you cannot recover VAT for the project you should include VAT within your project costs. If you are able to recover VAT it should be excluded. In the event of your bid being accepted you will not be able to charge VAT on top of project costs. You are responsible for determining your own VAT recovery position and should submit cost proposals accordingly.

6. Timescale

Invitation to tender sent out	Monday 19 th August 2019
Submission deadline	Monday 2nd September 2019
Estimated notification of outcome	Friday 6 th September 2019
Contract delivery to commence	Monday 9 th September 2019
Contract completion	31 st August 2022

Proposals should be no longer than 6 sides of A4 (excluding CVs or biographies) and should be submitted by email to: julia.bollam@newham.ac.uk

Proposals must be received before Noon Monday 2nd September 2019. Any received after this time and date will not be considered.

7. Evaluation Criteria

Contract will be awarded based on:

Price and Value for money (40%)
Professional capacity, expertise, capability (30%)
Previous performance, track record (30%)
Compliance (Yes/No)
Satisfactory References (Yes/No)

Payments / Contract will be based on:

Submission of a monthly invoice and delivery of the agreed targets.

Payments will be released as follows (including VAT):

Start (month 1)
Monthly on programme payment x 35 months
Achievement 20%

Newham College is not bound to accept the lowest priced Quotation or indeed any Quotation. Newham College also reserves the right to accept all or any part of a Quotation. A final decision on the award of contracts will be subject to the satisfactory outcome of any negotiations, or any outstanding issues being resolved. Documentation received in response to this invitation to tender shall be treated as private and confidential except where the disclosure is required by law.

The successful applicant will be offered a contract with Newham College based on the tender submitted and will be expected to deliver the activities and targets specified. All activity must be completed by the date stated in the tender specification.