**Request for Information from:**

**The Royal Borough of Greenwich**

The Royal Borough of Greenwich (hereinafter referred to as “Employer”) requests quotations from providers to deliver levy-funded Apprenticeships to its employees.

We are currently looking for the following Level 2 Apprenticeships:

* 2 x Carpentry (pathway: Wood Occupations)
* 1 x Plumbing (pathway: Plumbing)
* 1 x Plasterer (pathway: plastering and/or interior systems)

It is anticipated that the quotation will be for a maximum of £24,000.

Please complete parts 1 and 2 of the form at the end of this document. Please can you

* Ensure that you provide the precise name of the apprenticeship as it is listed on the ESFA’s, “Find an Apprenticeship” portal
* Send any clarification questions to [procurement](mailto:procurement)@royalgreenwich.gov.uk by Tuesday 9th January 2018
* Send the completed questionnaire by Friday 12th January 2018 to [procurement](mailto:procurement)@royalgreenwich.gov.uk
* Outcomes will be announced by Friday 19th January 2018

## General information about the Royal Borough of Greenwich

The Employer is one of 33 London boroughs, located in the South-East of Greater London, employing approximately 3,700 corporate staff and 4,300 in schools. The Council comprises

six directorates with staff working in a wide range of vocational areas across Children's Services, Health & Adults Services, Regeneration, Community Services (Includes Housing), Central Services and Finance

With an ageing workforce and working on reduced budgets The Employer has to be innovative in how it offers development opportunities and is keen to offer apprenticeship training to support CPD that is aligned to career grade and trainee posts. In this way the apprenticeship levy will be utilised to develop the existing and new workforce.

## The RBG Apprenticeship Partnership

Since 2012 the Employer has offered apprenticeships to new recruits via an Apprenticeship Training Agency (ATA). Entry level posts are offered to borough residents under this scheme where the ATA is the employer and the RBG is the host.

The apprenticeship reforms in early 2017 have prompted an extension to this offer to include new and also existing staff. The Employer now utilises apprenticeship qualifications to support workforce planning and staff CPD. The Professional Apprenticeship Scheme (PAS) is facilitated by the Workforce Development Team who assist workplace managers to source and manage apprenticeship training for their teams.

The Workforce Development Team supports the Council’s talent management and resourcing strategy. The team defines, develops and implements the Council’s apprenticeship offer working with managers across directorate by way of:

* Offering apprenticeships across the Council in qualifications that are relevant to many service (cross-cutting subjects)
* Surveys and skills audits to identify specific needs of the services in niche areas
* Responding to ad-hoc request from managers who have identified qualifications that they wish to offer to their staff as part of CPD or career grade schemes.

## Equalities

The Employer is firmly committed to tackling discrimination and promoting equality of opportunity and good community relations.

The Employer is required by the general public sector duty of the Equality Act 2010 to "have due regard to the need to":

* Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
* Advance equality of opportunity between people who share a protected characteristic and those who do not
* Foster good relations between people who share a protected characteristic and those who do not.

The duty applies in respect of all protected characteristics:

**Annex 1**

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| --- | --- | --- | --- |
| **Apprenticeship Title** |  | **Apprenticeship Level** |  |
| **What Qualifications are included in this apprenticeship** |  | **Framework**  **Standard**  *(delete as applicable)* | |

*please repeat the table above for each qualification you are including in your quotation*

|  |  |  |
| --- | --- | --- |
| **Part 1 – Pre-questionnaire: please answer the questions below in relation to the qualification that is being requested from you, rather than providing general responses.** | | |
| **Questions** | **Response** | **For RBG use** |
| 1.1. Please confirm that you are on the RoATP by providing your UKPRN) | **-** |  |
| 1.2. When was your last Ofsted inspection?   1. What was your grade? 2. If your organisation is too new to have been inspected please state how long you have been established | -   1. - 2. - |  |
| 1.3 .How long have you been delivering the specific qualification that is being requested.  a. as a framework  b. as a standard  c. what is your throughput?  d. what is your success rate? | 1. - 2. - 3. - 4. - |  |
| 1.4. What do you charge for to deliver the qualification? |  |  |
| 1.5. Describe your processes for taking on new learners. Please include:   * Literacy and numeracy * ICT * Funding eligibility * Vocational skills gaps * Existence of a genuine development need | Please answer in a maximum of 100 words for each part a. and b. |  |
| 1.6. Where can you add value?  *Please include details of additional services provided that are above the basic requirements of an apprenticeship provider.* |  |  |
| 1.7. What is your minimum cohort size/ |  |  |
| 1.8. When do you accept enrolments (e.g. what times of the year) |  |  |

|  |  |  |
| --- | --- | --- |
| **Part 2 - Requirements List - please confirm the extent to which you can meet the requirements stated below. Please complete the form rather than refer to a separate document.**  **Please answer all questions in a maximum of 80 words –except where yes/no answers are indicated** | | |
|  | **Please use this space to describe your offer.** | **For RBG Purposes** |
| 2.1. Deliver your apprenticeships using an e-portfolio system |  |  |
| 2.2. Assist managers in mapping qualifications to job roles /selection of units? |  |  |
| 2.3. Manage claims for addition payments for e.g. care leavers, LDDs, social uplift |  |  |
| 2.4. Conduct all eligibility checks early on in the application process |  |  |
| 2.5. Provide a commitment statement for all potential candidates detailing the duration and delivery model for the qualification/s being considered. |  |  |
| 2.6. Consult with RBG about suitable EPA providers at point of enrolment |  |  |
| 2.7. Provide support /involvement with recruitment and selection processes e.g. attending events to conduct literacy and numeracy assessments |  |  |
| 2.8. Collate and store evidence of all compliance checks and necessary documentation in line with ESFA requirements |  |  |
| 2.9.1. A contract management process is in place that includes:  2.9.2. Management Information that has Apprentices’ names, qualification, target end date, actual end date and narrative where target is 20% or more behind.  2.9.3 Issues: reporting on any additional pastoral care required or behaviour that needs addressing  2.9.4. Managing claims for payments for additional learning needs.  2.9.5. If End Point Assessor has been appoint (and who)  2.9.6. Update and deliver these reports to RBG by the 22nd of the month | Yes / No  Yes / No  Yes / No  Yes / No  Yes / No |  |
| 2.10 Where an apprentice is 20% or more behind target, plans for remedial action must be put in place. Failure to do so will result in stopped payments. |  |  |
| Off the job training to be delivered in the Royal Borough of Greenwich |  |  |
| Take necessary steps to support equality of opportunity at all times. |  |  |
| Deliver all aspects of the standard/framework including mandatory assessment and end-point assessments and any re-takes thereof, within the price quoted. |  |  |
| Any breaks in learning should not attract any additional charges. |  |  |

**Completing your quote**

Having completed the form (parts 1 and 2) please can you

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