

**ITT Market Quality Associates**

**Candidate Information Pack  
 and Application Form**

**Closing date: 31 December 2023**

**Contents**

[**Overview** 3](#_Toc99097906)

[**Service requirements and responsibilities** 3](#_Toc99097907)

[**Person Specification** 5](#_Toc99097908)

[**Terms of Appointment** 7](#_Toc99097909)

[**How to Apply** 8](#_Toc99097910)

[**Selection** 9](#_Toc99097911)

[**Application Form** 10](#_Toc99097912)

[**References** 13](#_Toc99097913)

|  |
| --- |
| **Overview** |

|  |
| --- |
| The ITT Reform Programme aims to ensure that there are enough, well-prepared, well trained, and confident newly qualified teachers in the system. Central to this is ensuring that initial teacher training (ITT) is of the highest possible quality. The ITT Reform Programme is at the forefront of delivering significant reforms to raise the standard of ITT provision in England and plays a key role in managing standards through regulatory measures.  The July 2021 [**Initial teacher training (ITT) market review report**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999621/ITT_market_review_report.pdf) and the corresponding [Government Response](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1039259/Government_response_to_the_initial_teacher_training__ITT__market_review_report.pdf) in December 2021 sets out DfE’s reform aims for delivering high quality ITT provision. As a result, existing and potential new providers who wish to participate in ITT delivery from September 2024 must apply and pass a rigorous two-stage accreditation process through which they must demonstrate their understanding of and ability to deliver new ITT quality requirements.  A flexible pool of up to 15 ITT Market Quality Associates is required to help support the ITT market as we progress through this re-shaping of the ITT market. Associates will play a key role in delivering DfE’s ITT policy ambition, providing expertise and assurance that the new ITT market has high-quality design, content, and delivery in line with the ITT Core Content Framework and new quality requirements. They will also support the anticipated closure of a number of providers, ensuring smooth market exit and transfer of trainees to other providers.  Due to the current workload we are adding to our capacity of current Associates to support the requirements as discussed in this document. |

|  |
| --- |
| **Service requirements and responsibilities** |
| ITT Market Quality Associates will use their expertise to provide support for high-quality programme design, content, and delivery, in line with the ITT criteria coming into effect from academic year 2024/25.  The ITT Market Quality Associate pool will be procured by the ITT Reform Programme to work across trainee teacher policy and quality assurance commissions.  We expect that the new pool will play a key role in supporting new providers; reviewing curriculum content to ensure incorporation of the ITT Core Content Framework and new quality requirements; and ensuring compliance with the Secretary of State’s (SoS) published ITT criteria.  ITT Market Quality Associates commissions may include:   * Supporting providers’ readiness to deliver high-quality ITT provision and providing coaching support where necessary in order to provide assurance; * Assessing the quality of ITT provision with individual providers, and providing coaching and mentoring to support and instil a culture of continuous improvement; * Cascading expert knowledge and providing advice to assure the correct models are being followed with particular focus on the ITT CCF, the SoS’s existing and future ITT Criteria and Ofsted’s ITE inspection framework; * Monitoring and intervening in non-compliant provision, oversee provision expansion in target areas, and mitigate ITT sufficiency risks through evaluation and effective reporting of sector issues and trends; and * Contributing to wider teacher recruitment initiatives, including for example, the rollout and monitoring of iQTS pilot throughout the period of the contract. * Facilitating ITT provider closures in line with [published guidance](https://www.gov.uk/government/publications/initial-teacher-training-itt-provision-closure); |

|  |
| --- |
| **Person Specification** |
| Successful candidates will need to meet mandatory requirements, answer three quality questions and confirm their daily rate.  **Mandatory requirements**  Candidates will need to:   * confirm that they can commit to undertake work on behalf of DfE between application to at least 31 March 2024 with the potential to extend, upon demand, to meet business needs;   Your application will be rejected if there is evidence of convictions relating to specific criminal offences including bribery, fraud, and fraudulent trading.    Additionally, DfE may ask you to provide evidence of your financial viability (accounts, balance sheet, profit and loss account, etc.). You should indicate that you would comply with this request.    Successful applicants will be required to work from their own home/office base, using their own equipment (for which you must be able to demonstrate its fitness for purpose). DfE will not provide any equipment for the delivery of this requirement.  **Quality**  You must be able to demonstrate that you have the experience and the capability to:   * Review and assure high-quality programme design and/or delivery of ITT provision in line with the requirements of the SoS’s existing and future ITT criteria; * Review and improve ITT course curricula in line with the requirements of the existing and future ITT criteria, including incorporation of the ITT Core Content Framework (CCF); * Communicate an understanding of Ofsted’s ITE Inspection Framework and support providers in understanding how ITT provision can meet its requirements; * Establish and facilitate strong and diverse relationships across the ITT sector; and * Explain complex information simply to support providers’ understanding and to facilitate action / change.   For their support offer to providers offering iQTS, Associates will:   * Review planning for and readiness to deliver iQTS programmes, with a focus on the local context of trainees and any necessary additions to course content. * Support iQTS providers throughout their first year of delivering iQTS via three visits, ensuring providers are compliant with all elements of the iQTS criteria and iQTS-DfE pilot agreement.   **Quality Questions**   1. Provide evidence of your understanding of DfE’s ITT policies and reforms, and challenges faced by the future ITT provider market. Summarise the methods and techniques you can offer to help bring about change in providers and help them prepare for the reforms.   **Look fors**   * Evidence of a comprehensive understanding of ITT reforms, including the ITT Market Review 2021, the new Quality Requirements (which will become part of the new ITT criteria that comes into effect from academic year 2024/25) and the (re)accreditation process. * Recognition of the challenges faced by the future ITT market. * Evidence of effective methods and techniques that can be used to bring about improvements to ITT provision and support providers to prepare for delivering against the new Quality Requirements.  1. Provide evidence of your capability and experience (within the last three years) to review and assure high-quality programme design and/or and delivery of ITT provision.   **Look fors**   * Credible and relevant examples of reviewing, assessing, monitoring, assuring and/or improving the programme design, content and/or delivery of ITT provision in line with Government policy and regulatory requirements. * Evidence of detailed knowledge of the ITT Core Content Framework, the evidence base which underpins it and its importance in the design of ITT curricula. * Evidence of detailed knowledge of the current Ofsted ITE inspection framework and experience applying the framework to ITT provision. * Evidence of ensuring providers’ adherence to the SoS’s current ITT criteria.  1. Provide evidence of your capability and experience (within the last three years) of relationships that you have established and managed across the ITT sector, setting out how this has contributed to change and/or action to improve the provision for trainees.   **Look fors**   * Credible and relevant experience of successful engagement and collaboration with diverse ITT stakeholders. * Evidence of using interpersonal skills to manage complex and/or sensitive relationships. * Evidence of practical experience of supporting ITT provision and/or facilitating improvement action by an ITT provider. * Evidence of explaining complex information/policies and providing clear feedback. |
| **Terms of Appointment** |
| This is a time-limited appointment with work contracted to take place between application to at least 31 March 2024. The Department holds an option to extend the contract for up to a further 12 months. Associates will be notified at least 1 month in advance of the Department’s intention to extend the contract. Extension is subject to funding approval, governance and satisfactory performance.  We anticipate up to 1150 days of work to be generated throughout the contract term. This will be shared amongst the recruited pool of associates. This may be based on several factors including geography, availability and a rota system and individual expertise/skill set. This is also subject to business need and is conditional upon satisfactory completion of previous commissions at the sole discretion of the DfE.  Please note this contract is based on **zero** hours, i.e. there is no minimum guarantee of work.  For Personal Services Companies, this role has been assessed as inside of IR35 and therefore is subject to PAYE. Associates will receive an umbrella rate of up to £650 per day (i.e. before payroll deductions) excluding VAT depending on relevant skills and experience.  Successful applicants will be required to register with Alexander Mann Solutions under the CCS Public Sector Resourcing (PSR) Framework, who will be responsible for the management of contracts. The onboarding process will take approx. 12 days and will include BPSS checks and contract signing.  **Please note the daily rate includes any expenses incurred including travel.**  Location  This is a national role, and there may be travel to any of the following DfE sites:  Coventry – Cheylesmore House, 5 Quinton Road, Coventry, CV1 2WT  Darlington – Bishopsgate House, Feethams, Darlington, DL1 5QE  London – Sanctuary Buildings, Great Smith Street, London, SW1P 3BT  Manchester – Piccadilly Gate, Store Street, Manchester, M1 2WD  Sheffield – 2 St Pauls Place, 125 Norfolk Street, Sheffield, S1 2FJ  Nottingham – Agora, 6 Cumberland Place, Nottingham, NG1 6HJ  **OFFICE ADDRESSES CURRENT AS AT APRIL 2023.**  Successful applicants will be required to work from their own home/office base. |
| **How to Apply** |
| The closing date for submitting this application pack is 31 December 2023 at 12.00.  We cannot accept applications submitted after this closing date/time.  To apply for one of these roles please submit the application form below, the contact details of two referees, and a CV/ job history (maximum 2 sides) to [ITTReview.PMO@education.gov.uk](mailto:ITTReview.PMO@education.gov.uk) by above date and time.  Multi-employee suppliers must submit CVs for all colleagues and **separate applications must be submitted all for each applicant.**  Please email [ITTReview.PMO@education.gov.uk](mailto:ITTReview.PMO@education.gov.uk) if you have any questions or require further information about these roles. |

|  |
| --- |
| **Selection** |
| **Application**  Candidates who answer NO to the mandatory requirements will be automatically excluded.  Candidates will be given a numerical score for each quality question. Scores for individual questions will be evaluated with reference to the scoring matrix below at the absolute discretion of DfE. Please note that the DfE will refuse to consider your bid further if an unweighted moderated score of less than 3 is awarded for any of the responses to this section.  Bids will be score based on Quality 80% and Price 20%.  Applicants will be informed on the outcome of their application within 10 working days.  **NB: All dates are indicative and are subject to change.** |
| **Final Selection**  The contract will run from application with the provision to extend for a further year subject to funding approval, governance and satisfactory performance. |

|  |  |
| --- | --- |
| **Application Form** | |
| **\*** | Organisation:  Title:  Surname(s):  Forename(s): |
| **\*** | Address for Correspondence: |
| **\*** | Primary contact number:  Email address: |
|  | **Essential Criteria**  Please set out below how you meet the following essential criteria in the boxes below. Candidates should answer as fully as they can giving examples to illustrate their answers where possible. |
| **1.** | ***Insert your answer here demonstrating how you meet quality question 1.*** Provide evidence of your understanding of DfE’s ITT policies and reforms, and challenges faced by the future ITT market. Summarise the methods and techniques you can offer to help bring about change in providers and help them prepare for the reforms ***(1000 words max)*** |
| **2.** | ***Insert your answer here demonstrating how you meet quality question 2.*** Provide evidence of your capability and experience (within the last three years) to review and assure high-quality programme design and/or and delivery of ITT provision. ***(1250 words max)*** |
| **3.** | ***Insert your answer here demonstrating how you meet quality question 3.***  Provide evidence of your capability and experience (within the last three years) of relationships that you have established and managed across the ITT sector, setting out how this has contributed to change and/or action to improve the provision for trainees. ***(1000 words max)*** |
|  | **DAILY RATE**  **Please insert daily rate below – maximum £650 per day excluding VAT and including expenses**  **£** |
|  | **Mandatory Questions**  Please answer mandatory questions below: |
|  | Do you have the experience, capability, and capacity to meet the service requirements set out in the service requirements and quality section of this document?  YES/NO |
|  | Are you are able to commit to undertake work on behalf of DfE from application to at least 31 March 2024, upon demand, to meet business needs?  YES/NO |
|  | Is your equipment (including I.T. equipment) fit for purpose?  YES/NO  Within the past five years, has your organisation, IT directors or partners or any other person who has powers of representation, decision or control been convicted of any of the following offences?  (a) the common law offence of bribery;  (b) bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983  YES/NO |
|  | Or any of the following offences, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:  (a) the offence of conspiracy to defraud?  (b) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006?  © fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006  YES/NO |
|  | Would you comply with a request to provide supporting financial documentation?  YES/NO |
|  | **Actual and potential conflicts of interest – WILL NOT BE SCORED**  **Need to consider any perceived conflicts and further information may be requested. We reserve the right not to proceed if we determine conflicts of interest are not acceptable to DfE.**  ***Please insert your answer here. If there are no conflicts to declare, please state not applicable.*** |
|  | ***There are no conflicts to declare.*** |
|  |  |
|  | **Declaration** I confirm that all the information included in this expression of interest is correct.  Signature:  Name:  Date: |

|  |  |  |
| --- | --- | --- |
| **Evaluation criteria** | | |
|  | **DESCRIPTION** | **CRITERIA** |
| 4 | Excellent | The response fully and successfully meets the criteria detailed and in addition offers significant and clearly recognisable benefits and desirable features, which are relevant and proportionate to the question, over and above the level required in the procurement documents,  **and**  Full and relevant evidence is provided to support the response and explain how the applicant will satisfy the criteria in full and clearly offer significant and clearly recognisable benefits and desirable features. |
| 3 | Good | The response fully and successfully meets the criteria detailed,  **and**  Full and relevant evidence is provided to support the response and explain how the applicant will satisfy the criteria in full. |
| 2 | Satisfactory | The response substantially meets the criteria detailed. Relevant evidence is provided to support the response. May lack some clarity or detail in how the proposed solutions will be achieved.  The response meets between 50% and 99% of the stated requirements  Lack of clarity and any missing evidence or detail is minor. |
| 1 | Poor | The response satisfies only some of the criteria detailed in the question - <50% of the stated requirements  **and/or** The response exhibits some omissions with regard to meeting the criteria detailed,  **and/or** Some evidence is provided to support the response, but this is lacking in sufficient detail in one or more areas. |
| 0 | Nil Response | No response provided. |

|  |  |
| --- | --- |
| **References** | |
| Please give below the name and contact details of two people who may be asked to act as referees for you. They will be expected to have authoritative and personal knowledge of your professional achievements / competencies.  **NB Referees may be approached pre award and contract award following satisfactory responses.** | |
| **\*** | **Referee 1** |
| **\*** | **Referee 2** |