



Skills Funding  
Agency



European Union  
European  
Social Fund

# **SPECIFICATION QUESTIONNAIRE**

**INVITATION TO TENDER: itt\_30002**

**SPECIFICATION REFERENCE: 23-012-01**

**LONDON – CENTRAL AREA**

**DATE: MARCH 2016**



**EUROPEAN SOCIAL FUND – Youth Talent  
itt\_30002 23-012**

**BACKGROUND**

**General**

The contracting authority is the Secretary of State for Business Innovation and Skills acting through the Skills Funding Agency (SFA), an executive agency of the Department for Business Innovation and Skills exercising functions to fund adult education and skills.

The SFA, acting as an Opt-In Organisation for the European Social Fund (ESF), is procuring education and training services to meet priorities identified by Local Enterprise Partnership (LEP) area European Structural and Investment Funds Sub-Committees. As an Opt-In Organisation the SFA provides match funding at Priority Axis level utilising sources of public funding as match for ESF funded activity.

This Invitation to Tender (ITT) supports ESF Investment Priority 1.2 and 2.2 where the need has been identified both in the LEP area and European Structural and Investment Fund Strategies.

**London Enterprise Panel Specific Background**

ESF in London is managed by the Greater London Authority who act as the Intermediate Body for ESF under the strategic direction of the Mayor and the London Enterprise Panel.

The London Enterprise Panel (LEP) produced a detailed European Structural and Investment Fund (ESIF) Strategy in 2014 detailing how ESF supported the capital's Jobs and Growth aims. The LEP has been allocated approx. £529m for the delivery of the ESIF Strategy for London 2014-20.

<https://lep.london/publication/european-funding-strategy-2014-20>.

The ESIF Strategy for London builds on the LEP's Jobs and Growth Plan. Alongside London's successes there are many challenges; juxtaposed with highly successful agile and profitable labour markets are significant pockets of deprivation,

worklessness and economic under performance. The residents of many London boroughs do not possess the skills or opportunities to share in the successes of local markets. London's allocation of funding allows the LEP to develop a responsive and relevant portfolio of activities to tackle the ESIF strategy challenges.

The LEP has designed a comprehensive package of ESF provision for young people; working closely with the lead strategic body for education and skills for young people in London; the Young People's Education and Skills (YPES) Board. The programmes reflect the ESIF Strategy's themes of freedoms, flexibilities and funding incentives; and respond to the objective of supporting interventions to move young people NEET aged 15-24 or at risk of NEET into sustainable employment, education or training (EET).

In developing these programmes, the LEP has applied lessons learnt from the 2007-2013 London ESF programme. As part of the development process for each programme, the LEP brought together stakeholders, including the ESF co-financing organisations (CFOs), local commissioners, boroughs, VCS organisations, providers, researchers and others to identify best practice and discuss how best to support the needs of the target groups.

Throughout the development process a fundamental principle was that the Youth Programme should be seen as a single programme made up of co-dependent strands, designed to complement existing provision and support young Londoners to achieve their learning and employment potential. It is therefore envisaged that during the delivery phase each strand will work closely together to achieve overall programme objectives.

A document outlining the linkages of youth programme strands can be found here. [https://lep.london/content\\_page/skills-funding-agency](https://lep.london/content_page/skills-funding-agency) **Candidates must read this document before applying for funding**, the document explains in detail expected referral routes between strands and key interdependencies. Also documents presenting additional background information about target groups supported by some of the youth programme strands can be found here. [https://lep.london/content\\_page/skills-funding-agency](https://lep.london/content_page/skills-funding-agency)

A summary of the complete package of youth programmes - as well as the portfolio of adult employment and skills programmes that will be procured across the CFOs in London (SFA, DWP and Big Lottery Fund) for the first phase of the 2014-20 ESIF programme - can be found here: <https://lep.london/publication/european-social-fund-proposed-opt-organisation-provision>

Candidates should be committed to working in partnership to deliver the full Youth Programme and consider how they will work collaboratively to achieve the overall programme objectives.

### **Service Specific Background**

The ESF Youth Talent programme will deliver three main strands of activity that target employers. The first will focus on promoting traineeships, work placements, internship employment and apprenticeship opportunities for young people to

employers. The second is an engagement service targeting employers to recruit young people into apprenticeship, traineeship, and employment opportunities. The third is to support the Careers Cluster contract to secure work placements and internships for young people from that contract.

In June 2015 the London Enterprise Panel, together with London Councils and the Greater London Authority, published “London Ambitions: shaping a successful careers offer for all Londoners”.

<https://lep.london/sites/default/files/documents/publication/London%20Ambitions%20Careers%20Offer.pdf>. The report proposes seven key elements that are needed to allow the London Ambitions Careers Offer to transform the landscape of careers and employment support for young people across London. The creation and delivery of the Youth Talent Programme, helping young people to gain experience of the world of work, will support the implementation of London Ambitions.

Despite being one of the world’s economic centres, London still has one of the lowest rates of apprenticeship take-up in the country. A report by the UK Commission for Employment and Skills (UKCES) has found that across the UK, 9% of employers currently have apprentices and a further 6% offer them but do not currently have them in the workplace. The report by UKCES also indicates that the size of employer is a pivotal factor. 50% of the largest establishments have apprentices and a further 9% offer them, compared to 5% and 4% respectively for the smallest employers.

In summer 2012 the UK Commission for Employment and Skills published *The Youth Employment Challenge*. <https://www.gov.uk/government/publications/the-youth-employment-challenge> This set out the structural changes in the labour market that have made it increasingly difficult for young people to get into work and progress on a career path.

It highlighted the importance of employer practice in tackling this challenge and called for UK employers to adopt a “youth policy”: to do something, no matter how small, to help young people get into work. This includes activities like opening up recruitment practices and offering work experience or apprenticeships.

In 2013, UKCES examined the extent to which UK employers are engaging in these types of activities and some of the barriers to making them more widespread. Key recommendations from the report include:

- Employers who have the predominantly high skill occupations that are set to grow need to broaden their recruitment out to include more young people. Recruitment more generally needs to be much more open and much less about “who you know”.
- Work experience needs to become much more widespread and be seen by employers as a key part of their recruitment strategies.
- Apprenticeships are a key part of the solution. There is significant potential demand among employers which the system needs to respond to maximise this potential.

The report also concluded that different sectors act very differently when it comes to giving young people a job, offering work experience or taking on apprentices.

The report highlights the hotels and restaurant sector as the most youth friendly recruiter but one of the least likely to provide work experience.

By contrast, in construction employers do not tend to recruit young people into jobs but are more likely to take them on through apprenticeships. Also work experience in construction does not seem to lead to work. Other industries, particularly the growth sectors of the future, recruit young people but rely predominantly on graduates. It is likely that because of the high skill nature of work of growth sectors employers believe that they do not have suitable roles for work experience.

The 2014 Federation of Small Businesses' (FSB) London Small Business Index (LSBI) highlighted that growth in London remains steady, however skills and finance remain the two key business needs. The report revealed that growth and confidence had returned to the Capital with half of small firms (47%) in London expecting business conditions to strengthen in 2014, compared to just 15% expecting deterioration.

However, there is a great concern about skills shortage in the workplace, with this becoming a more significant barrier to growth for small firms. Around one third (32%) of those surveyed in the capital reported skills shortages as hampering growth, with construction and computer services particularly hard hit.

Furthermore, 30% of businesses rate the affordability of new finance as "unaffordable" compared to 4% who say it is "affordable".

The FSB wants to see a number of steps taken:

- The business and education community to work more closely together to ensure young people are 'work ready' and understand the demands of the world of work.
- Employability skills to be embedded from an early age; the labour market has changed dramatically in recent years and businesses are adapting to that change but the education system needs to catch up.
- Apprenticeship reforms must be completed to create a business-led, high quality apprenticeship system that provides a real choice between vocational and academic routes. This should be for the long term, and aspire to match standards of leading international competitors such as Germany.

Despite the challenges around skills, the survey of almost 2,500 businesses shows confidence at a record high with year-on-year gains seen across London. Professional services and technology continue to display the strongest optimism, with significantly good news around the manufacturing sector.

The report shows investment intentions remain strong. FSB believes business investment helps to boost productivity, which in turn feeds through into higher wages and living standards.

Key findings show:

1. Investment intentions remain strong. 73% of businesses in London said that their growth aspirations in the next 12 months were to grow either rapidly (in turnover/sales by over 20%) or moderately (up to 20%).
2. Nearly three in 10 small companies (32%) report skills shortages as a barrier to growth, up from 23% in Q4 2014.
3. The London Small Business Index rose to 38, from a score of 26 in Q1.
4. In Q3 of 2014 – there is an expected +14% balance of those taking on staff in London compared to decreasing headcount.

Improved employer engagement will help to improve the supply of job-ready candidates and influence employer recruitment behaviour.

The ESF Youth Talent programme is seeking to procure provision which will improve participant's education, employability and personal skills so that they achieve education or training goals, improve their chances of gaining employment/starting an apprenticeship and progress successfully in work or further learning.

It has three specific strands, namely:

- Promoting opportunities for young people to business
- Business engagement
- Work placements and internships

This programme has been developed through a range of activities; one to one consultations with stakeholders representing a wide range of local interests; review of previous projects funded through the 2007-13 ESF round as well as complimentary programmes; the formation of a Task and Finish group who carried out a review of all the evidence available appertaining to this particular group of participants, including current participation and indicative trends.

The demand for the interventions described in this programme is supported by data and intelligence and softer partner views and feedback.

## DEFINITION OF TERMS

**Candidate:** means an organisation who has been invited to take part in this restricted procurement procedure

**Disability:** A person has a disability if they disclose a disability that limits their ability to work.

**Eligibility:** (1.2) Only people who are eligible to work in UK are eligible for strand 2. Asylum seekers are not generally supported by ESF; see funding rules.

**Eligibility:** (2.2) Does not apply to strand 3.

**Employed:** People are employed if they perform work for pay, profit or family gain. People are self-employed if they work in his/her own business for the purpose of earning a profit, even if they are not making a profit or are just setting up.

**Inactive:** are persons currently not part of the labour force (in the sense that they are not employed or unemployed according to the definitions provided).

**Job Seeking:** Where applicable, persons engaged in job seeking is understood to be persons usually without work and actively seeking work.

**NEET:** a young person aged 16-24 who is not in employment, education or training

**Qualifications:** Qualification means a formal outcome assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards. Regulated qualifications/aims are those listed in the Learning Aims Reference Service as being regulated. Non-regulated aims are those listed in the Learning Aims Reference Service as being non-regulated.

Regulated and non-regulated aims must be planned to be delivered within budget.

Qualification rates are based on the published LARS rates at the start of the contract.

**Services:** The provision of education, training or support delivered to individuals.

**Start Date:** Employment status and age are determined on the date of starting on the Provision.

**Survey:** Where applicable, long term sustained outcomes over 6 months will be monitored separately. Some ESF indicators will be collected by survey by the ESF Managing Authority directly from the participants.

**Unemployed:** Unemployed are persons usually without work, available for work and actively seeking work. Persons considered registered unemployed would be included. Full time students are considered as inactive as they are not available for work. Long term unemployment is greater than 6 months for under 25 years old and greater than 12 months for 25 years old or more.

## SERVICE REQUIREMENTS

### General

All activities must complement and avoid duplication with other provision, thereby adding value to Department for Work and Pensions/Big Lottery, Education Funding Agency, Skills Funding Agency, local authority, National Careers Service and the new Careers and Enterprise Company funded provision. Successful Candidates

will be required to ensure that ESF provision will clearly add value and not duplicate any provision that can be arranged locally through existing mainstream institutions.

***Capacity and readiness to deliver***

Candidates must have:

- The resources to offer very local and flexible delivery in the areas where demand for the Services is highest.
- The capacity to deliver provision immediately upon commencement of the contract and that delivery should not be delayed in any way by any recruitment processes or other processes or relationships that need to be established.

***Track record***

The ability to deliver the required activity, based on a track record in the successful delivery and management of this type of programme

Candidates will need to have an understanding of the varied needs of young people and an ability to engage and work with young people, especially those who are disengaged and vulnerable and have particular learning needs or barriers to learning.

Candidates will need to have experience of creating employment opportunities. And in designing and delivering high quality provision for young people including those who are NEET/at risk of becoming NEET.

Candidates will need to have evidence of capacity and experience in delivering similar types of projects in particular engaging with employers. They will need to demonstrate that the networks of businesses that they are planning to engage with as well as those that they already have established working relationships with.

***Management and quality assurance***

Candidates will need to have effective management arrangements in place to ensure all of the requirements of this specification particularly in regard to meeting the identified needs of identified young people are fulfilled. The Services must be delivered to a high quality and successful tenderers will need to have in place quality assurance and improvement processes.

The Service needs to be flexible and responsive to the changing economic and political landscape and take into consideration that the approach and associated processes may change during the life of this contract. Therefore candidates will be expected to be able to change the delivery of the Services accordingly.

***Partnership working***

Candidates will be required to work in partnership with other organisations delivering education and training in the area to ensure the Service is complementary to and not in competition with other funded provision.

Candidates will engage with every Local Authority (LA) in the Functional Economic Area (FEA) and will be expected to identify internal LA links across different

departments. The Service must be able to respond to changing local needs and opportunities, as well as policy changes.

Candidates will be required to establish linkages with and have an understanding of, local stakeholder needs and develop strong links with the key stakeholders.

***Market intelligence and local knowledge***

The delivery of the Services must take into account the current and future social and economic indicators including labour market intelligence and in particular the specific factor affecting the area in which the Service is being delivered. A comprehensive understanding of the current employment market and the current and future social and economic indicators including labour market intelligence

***Management information and reporting***

Candidates will develop management information systems to enable it to submit data to the Skills Funding Agency via the Individual Learner Record (ILR) and put in place robust arrangements for ensuring that the evidence required to support payments is collected and retained.

Candidates will be required to share with LAs, LEPs and the Skills Funding Agency ongoing performance management data as well as additional intelligence to improve the effectiveness of all NEET reduction and prevention activities including details of each young person supported and update them of the young person's progress.

Candidates will be required to share delivery/outcomes to ensure full coverage.

**Service Specific Requirements**

The Services will need to be innovative with flexibility to adapt and evolve solutions in order to maintain support from employers of all sizes. The Services should also align with and complement existing provision by sign-posting employers needing very specific skills to access a range of other support available by local authorities or central government.

The successful Candidate must have robust policies and procedures in place to safeguard participants.

The ESF Youth Talent programme has three strands of activity that the candidate will be required to deliver as part of the Services.

**Strand 1 – Business Engagement (IP1.2)**

The aim of this strand of the Services is to inform employers of all sizes across London of the benefits of traineeships, work placements and apprenticeships and employment opportunities to significantly increase the number of good quality career opportunities for young people.

The Services can target any sector but there should be a focus on the jobs market in London, in particular, sectors where there is high continued growth in jobs and where high volume jobs exist, including.

- Professional;
- Real Estate;
- Scientific, Digital and Technical;
- Information and Communication;
- Financial and Insurance;
- Administrative and Support services;
- Accommodation and Food services;
- Arts, Entertainment and Recreation; and
- Retail.

Employers in sectors where apprenticeship and traineeship opportunities are currently low and employment opportunities are high should be encouraged, for instance in construction, leisure travel and tourism, information and communication technology and engineering.

The objective of this strand of the Services is to deliver a high quality (independent) service to encourage employers and in particular SMEs in London to take on young people into apprenticeship, traineeship, work experience, internship and employment opportunities.

The Services should:

- engage with 23,142 businesses and deliver a high quality independent service for employers and in particular SMEs in London to take on young people into apprenticeship, traineeships, work experience, internship and employment opportunities of which 50% are expected to be SMEs with fewer than 250 employees and 50% are expected to be companies with 250-4,999 employees;
- provide the businesses with an Organisational Training Needs Analysis identifying the skills and/or recruitment needs of the business which details support offered including referral to appropriate training provider and appropriate apprenticeship/traineeship support service.

### **Detailed Service Requirements**

The Services will raise awareness with local employers. This should link where relevant to the London Apprenticeship Campaign work led by the Mayor of London and/ or the London Enterprise Panel. This must include encouraging employers to increase the diversity in the workforce including young people from groups that are particularly under-represented in the labour market, such as young women, black and ethnic minorities, those with disabilities and health related issues

Case studies of employers and their apprentices from a range of sectors and sizes must be developed to promote the benefits of taking on young people.

Positive Learner Ambassadors must be recruited and selected to champion apprenticeships, traineeships, work placements and internships in London. Learner Ambassadors recruited should be quality assured for their ambassador/ patron work. Learner Ambassadors should be registered on a live database and receive training and development on how to champion apprenticeships, traineeships, work placements and internships.

The Services must provide support tools for employers who have recruited young people (or are planning to) including:

- Support for Managers (tools and techniques for managing young people);
- Information on apprenticeship and traineeship content including framework and assessment requirements;
- How the manager can support the “learning” of the apprentice or trainee;
- How to deal with disciplinary matters;
- Managing the relationship with the training provider in respect of apprenticeships and traineeships;
- Supporting young people with promotion and progression.
- Supporting access to the Government ‘Find an Apprenticeship’ portal, registration of account and other bureaucracy surrounding apprenticeship and traineeship programmes (in particular in the event of apprenticeship funding reform proceeding in the lifetime of the project).

The Services must develop bespoke (non-financial) incentives for employer engagement in skills programmes such as business development support/ training needs assessment.

The Successful Candidate must be able to provide :

- Details of business engaged, to include name, address, size and location of the participating businesses;
- Evidence of Completion of an Organisational Training Needs Analysis identifying the skills and/or recruitment needs of the participant business, signed by the employer and delivery organisation.
- Details of support offered, including referral to appropriate training provider and appropriate apprenticeship/ traineeship support service.
- Confirmation from participant business regarding whether they agree for data to be shared for the purposes of evaluation.
- Show the employers are aware this programme is funded by ESF

The delivery of the Services must involve Sector Skills Councils and industry bodies such as the Chambers of Commerce, Business Improvement Districts, and Federation of Small Businesses to reach micro businesses and raise awareness of apprenticeships by sector.

Employer engagement provided by the Services should be responsive to the target audience, which may require different approaches for different size of businesses, for example a more tailored approach should be considered for engaging with SMEs.

High quality data sets on levels of "engagement" of London employers by tracking, measuring and monitoring apprenticeship and traineeship levels by size of business, sectors and geography must be developed.

The Services must clearly map various complementary funded skills programmes to support employers in accessing the provision which is most suitable to their needs.

The National Apprenticeship Service (NAS) currently shares a remit in this area including business engagement with large employers and a small business service for SMEs. Engagement activity includes tele-marketing and direct mail targeted at SMEs in London to take on apprentices. The Mayor of London also launched 'The University of Work' marketing campaign targeting SMEs in London in 2014-15 to create new apprenticeship opportunities. The Services must be complementary to NAS' offer in order to minimise confusion for the target group of employers.

## **Strand 2 – Brokering Opportunities for Young People (IP 1.2)**

The aim of this strand of the Services is to increase the number of employers offering young people with good quality sustainable employment, apprenticeship or traineeship opportunities and to support young people to fill these opportunities.

The objectives of this strand of the Services are:

- to develop the capacity of London's businesses through a brokerage service to provide young people with opportunities for work including, traineeships, apprenticeships, and employment.
- to create 8,997 opportunities in these businesses for young people, of which
  - 1,797 traineeships
  - 3,600 apprenticeships
  - 3,600 jobs
- To fill these opportunities by supporting young people with their applications.

### **Detailed Service Requirements**

The Services must provide innovative solutions to engage employers to create opportunities by working with their existing network of employers as well as establishing new employer relationships through partnership and engagement activities. These networks could include, although not necessarily be limited to professional/ industry bodies such as Business Improvement Districts, Chambers of Commerce, Sector Skills Councils and other bodies that represent groups of businesses. Candidates should also demonstrate engagement approaches with larger employers (including local authorities) and their respective supply chains particularly in relation to opportunities arising from regeneration projects.

The Services must support businesses to create apprenticeship, traineeship and work opportunities and engage and assist young people into those roles.

The Services must be delivered through strong linkages with local authority or Functional Economic Area (FEA) employer engagement teams (where they exist) to align activity where possible in each (FEA).

It is expected that participants will be provided with IAG and more substantive pre-employability support through other projects.

The Services must be focused on business engagement and matching young people with appropriate opportunities and delivered in partnership with training

providers, further education colleges as well as other relevant referral organisations such as Jobcentre Plus, National Careers Service and National Apprenticeship Service to ensure that the opportunities created can be readily filled by suitable candidates.

Links should also be made with delivery organisations contracted to provide support to young people within other ESF projects, in particular the London ESF Careers Guidance Programme for young people, the London ESF Outreach Programme, and London ESF Targeted NEET programmes.

The Services must promote and raise awareness of apprenticeships, traineeships and work placements and engage and support businesses to create opportunities and recruit young people into those roles.

The Services must facilitate partnering employers with an appropriate training provider or further education college particularly in relation to apprenticeships and traineeships, and where required, businesses must be supported with the appointment of a suitable participants.

The Services will support businesses with any changes needed to recruitment practices and this will integrate with the services of the National Apprenticeship Service (specifically the 'Find an Apprenticeship' service). Links with the National Careers Service (NCS), and Jobcentre Plus (JCP) should also be considered in the delivering the Services.

The Services must support participants with application and interview preparation for respective roles. This could include, but not be limited to, workshops and/ or one-to-one support. Support for the participant following recruitment covering the transition to work - mentoring or regular contact must also be provided. As part of the support, unsuccessful applicants must be provided with feedback on their application and supported into other opportunities where relevant

The Services must promote career and in-work progression pathways for different roles when matching participants to vacancies. This could include providing young people with information on progression routes in learning, for example progressing from level 2 apprenticeships to 3, 4 and above qualifications.

The delivery of the Services should encourage the introduction of opportunities within sectors that have contained historically low numbers of trainees, paid interns and apprentices to avoid duplicating mainstream provision and to minimise dead weight.

The Services should link to the National Apprenticeship Service and use the 'Find an Apprenticeship' portal to encourage visibility of all vacancies in London.

The Services must be delivered so as to promote equality and diversity The Services must engage a range of groups particularly those with high levels of worklessness and who are under-represented in the labour market to access the opportunities including young people who are NEET, women, Black and Asian minority ethnic groups, individuals with disabilities and or health related issues.

The Services must be delivered flexibly to adapt and evolve solutions in order to maintain support from employers.

### **Strand 3 – Generating Work Placements and Internships (2.2)**

The aim of this strand of the Services is to engage with employers to generate work placements and internships vacancies for young people from the Careers Clusters contracts. ...

The objectives of this strand of the Services are:

- Firstly to generate 3,600 work placements (lasting a minimum of one week) or internships vacancies (lasting at least four weeks at national minimum wage).
- Then to work with the London ESF Careers Clusters programme who will identify suitable participants from that programme to participate in this strand Careers Clusters will support the individuals in the placements.

#### **Detailed Service Requirements**

The Services must broker work placements and internships for young people identified and referred by the London ESF Careers Clusters Programme. Work placements must last at least one week for years 10/11 students and paid internships lasting at least four weeks for years 12/13 students referred by the twelve London Careers Clusters delivery organisations.

The Services must be delivered in conjunction with the London ESF Careers Clusters Programme delivery organisations and employers to agree the most effective placement and internship format. It is expected that Careers Clusters will match young people to the opportunities, and support young people whilst on a placement/ internship, and link their experience into the curriculum, the Youth Talent provider will be responsible for the employer relationship and placement.

Businesses and business networks, of varying size and sector must be engaged as part of the delivery of the Services.

The Services should use the new London Ambitions portal to share work experience and internship opportunities with the Careers Cluster contract.

#### ***Evaluation of the Services***

The successful Candidate will be required to complete a full evaluation at the end of the contract. The evaluation of the Services should measure the impact of the provision, in particular the number of participants that have sustained employment or an apprenticeship, and/ or progressed into employment after completion of a work placement or traineeship. The evaluation will also review the number of businesses that had changed their recruitment practices to include apprenticeships as a result of this funding.

#### **London Employability Performance Rating**

The successful Candidate will be required to participate in the London Employability Performance Rating, which uses management and performance information, supports participant choice and collects evidence of customer satisfaction, provides an evidence-based track record of delivery against grant, improves transparency of contract management and provides a framework for

lead delivery partners to performance manage partners and subcontractors.

Further information about the London Employability Performance Rating can be found on the Greater London Authority's website:

<http://data.london.gov.uk/london-employability-performance-rating>.

## ELIGIBILITY

### General

General eligibility requirements are set out in : the European Social Fund Programme for England 2014-2020 National Eligibility Rules which can be found here: <https://www.gov.uk/government/publications/european-structural-and-investment-funds-programme-guidance>

Please note LEP Specific requirements are subject to National Eligibility Rules.

In delivering the Services, the successful Candidate must take into account and support the targets for the following groups where this is consistent with the other Services requirements for addressing the needs of groups identified as priority and meeting the Services deliverables.

Ethnic groups	min 56%
Female	min 45%
Disability/health issues	min 10%
Lone parents	min 5%
No basic skills	min 18%

### Eligibility of groups relating to activity under strands 1 & 2

#### Employers:

- SMEs with fewer than 250 employees (**minimum** engagement 50% expected);
- Employers with 250 – 4,999 employees (**maximum** engagement 50% expected).

#### Participants:

- Young people aged 16-24 who are NEET (minimum 60% expected), particularly;
  - those with low or no qualifications,
  - those from Black Asian and Minority Ethnic (BAME) background,
  - those who have a disability or health related issues.
- The successful Candidate can engage with those young people who are NEET and are receiving employability and training support through other NEET and/ or ESF projects if they are deemed ready to move into one of the proposed outcomes of traineeship, apprenticeship or work;
- Young people aged 18-24 leaving education or training who are not in work and are ready to enter into employment (maximum of 40% expected).

### **Eligibility of groups relating to activity under strand 3**

- Employers of any size or sector
- Young people from the careers cluster programme

This strand is being delivered under investment priority 2.2 and the Managing Authority has confirmed that the focus is a project developing an improved education system and for the purposes of this strand the eligibility of the participants is not relevant and any age can participate.

There is no restriction on the geography of employer location for tendering organisations to engage with.

### **GEOGRAPHY / AREA OF DELIVERY**

#### **London Enterprise Partnership specific**

The Services will be delivered within the London Enterprise Panel area.

London has been divided into functional economic areas (FEAs) covering Central, North East, South and West London for the purposes of procuring ESF provision.

The SFA is looking to procure one candidate for each FEA.

A Candidate can cover more than one FEA. Please note that a separate application must be made for each FEA.

Candidates must cover all boroughs within an FEA

#### **Central London**

Camden  
City of London  
Islington  
Kensington and Chelsea  
Lambeth  
Lewisham  
Southwark  
Wandsworth  
Westminster

#### **North & East London**

Barking and Dagenham  
Enfield,  
Greenwich,  
Hackney  
Haringey,  
Havering,

Newham  
Redbridge,  
Tower Hamlets,  
Waltham Forest

### **South London**

Bexley  
Bromley  
Croydon  
Kingston  
Merton  
Richmond  
Sutton

### **West London**

Barnet  
Brent  
Ealing  
Hammersmith & Fulham  
Harrow  
Hillingdon  
Hounslow

## **FUNDING AND DELIVERABLES**

### **London Enterprise Panel specific**

Currently £7,790,268 will be available for the period from April 2016 to March 2018. This may be increased if additional funding becomes available.

This specification falls under two Investment Priorities, Investment Priority 1.2 and Investment Priority 2.2. **Candidates will be required to complete a deliverables toolkit for both sets of deliverables within a lot.**

For candidate support on strand 2, the Candidate must only use aim Z0007872, Non regulated SFA formula funded provision, No defined level, Preparation for Work, Up to 12 hrs, Programme Weighting A. This aim is £50 each + area uplift.

The table below shows the initial planned outcomes, but performance management may change the volumes and mix during the life of the contract.

The minimum service deliverables, values and volumes for which evidence must be provided are:

### **Lot 1 - Central London**

Strand 1 & 2 - £1,748,340

<b>Description</b>	<b>Volumes</b>	<b>Unit Cost Total Value Average per Intervention</b>	<b>£</b>
SD01 Engagement with individual businesses (Strand 1)	6,130	£84	£514,920
ST01 Learner Assessment and Plan (Strand 2)	3974	£0	£0
NR01 Non Regulated Activity (Candidate Support) (Strand 2)			£238,440
PG01 Progression Paid Employment (EMP) (Strand2)	948	£420	£398,160
PG04 Progression Apprenticeship (EDU) (Strand 2)	948	£420	£398,160
PG05 Progression Traineeship (EDU) (Strand 2)	473	£420	£198,660
<b>Strand 3 - £304,200</b>			
<b>Description</b>	<b>Volumes</b>	<b>Unit Cost Total Value Average per Intervention</b>	<b>£</b>
SD01 Work placement vacancy offered by a business lasting a minimum of one week or internship vacancy lasting a minimum of four weeks paying at least the national minimum wage.	936	£325	£304,200
<b>Lot 2 - London West</b>			
<b>Strand 1 &amp; 2 - £1,327,260</b>			
<b>Description</b>	<b>Volumes</b>	<b>Unit Cost Total Value Average per Intervention</b>	<b>£</b>
SD01 Engagement with individual businesses (Strand 1)	4580	£84	£384,720
ST01 Learner Assessment and Plan (Strand 2)	2,969	£0	£0
NR01 Non Regulated Activity (Candidate Support)(Strand 2)			£178,140
PG01 Progression Paid Employment (EMP) (Strand 2)	732	£420	£307,440
PG04 Apprenticeship Progression (EDU) (Strand 2)	732	£420	£307,440
PG05 Progression Traineeship (EDU) (Strand 2)	356	£420	£149,520
<b>Strand 3 - £234,000</b>			

Description	Volumes	Unit Cost Total Value Average per Intervention	£
SD01 Work placement vacancy offered by a business lasting a minimum of one week or internship vacancy lasting a minimum of four weeks paying at least the national minimum wage.	720	£325	£234,000
<b>Lot 3 - London North and East</b>			
Strand 1 & 2 - £2,582,208			
Description	Volumes	Unit Cost Total Value Average per Intervention	£
SD01 Engagement with individual businesses (Strand 1)	9057	£84	£760,788
ST01 Learner Assessment and Plan (Strand 2)	5,871	£0	£0
NR01 Non Regulated Activity (Candidate Support) (Strand 2)			£352,260
PG01 Progression Paid Employment (EMP) (Strand 2)	1398	£420	£587,160
PG04 Apprenticeship Progression (EDU) (Strand 2)	1398	£420	£587,160
PG05 Progression Traineeship (EDU) (Strand 2)	702	£420	£294,840
Strand 3 - £456,300			
Description	Volumes	Unit Cost Total Value Average per Intervention	£
SD01 Work placement vacancy offered by a business lasting a minimum of one week or internship vacancy lasting a minimum of four weeks paying at least the national minimum wage.	1,404	£325	£456,300
<b>Lot 4 - London South</b>			
Strand 1 & 2 - £962,460			
Description	Volumes	Unit Cost Total Value Average per Intervention	£
SD01 Engagement with individual businesses (Strand 1)	3375	£84	£283,500
ST01 Learner Assessment and Plan (Strand 2)	2,188	£0	£0

NR01 Non Regulated Activity (Candidate Support)(Strand 2)			£131,280
PG01 Progression Paid Employment (EMP) (Strand 2)	522	£420	£219,240
PG04 Apprenticeship Progression (EDU) (Strand 2)	522	£420	£219,240
PG05 Progression Traineeship (EDU) (Strand 2)	260	£420	£109,200

Strand 3 - £175,500

Description	Volumes	Unit Cost Total Value Average per Intervention	£
SD01 Work placement vacancy offered by a business lasting a minimum of one week or internship vacancy lasting a minimum of four weeks paying at least the national minimum wage.	540	£325	£175,500