

**Adult and Community Learning Tendering 2017-20**

1. **Introduction**

Wokingham Borough Council would like to receive applications from organisations who are interested in providing learning opportunities to adults aged 19+ and families across the borough of Wokingham for the academic years 2017-2020 (subject to ESFA funding availability). The application is open to all organisations including community groups, charities, training organisations, schools, colleges, children’s centres, local authority services and others.

The aim of the tender is to support Wokingham to achieve the key aims set out in the Adult and Community Learning Plan 2017-18 which can be found at <http://www.wokingham.gov.uk/adultlearning>

We want to work in partnership with commissioned providers who have expertise and access to identified target groups within the borough, to deliver a curriculum which widens participation and supports adults age 19+ and families to learn a new skill, improve their health and wellbeing, develop the skills and attributes which prepare them for employment, return to formal education or learn how to better support their children’s learning and development.

We would like to hear from organisations who are interested in delivering courses which support the following programmes

|  | **Programme** | **Specification** |
| --- | --- | --- |
| 1 | Accredited English & Maths up to level 1 | All courses must be approved by ESFA and appear in the **legal entitlement** <https://www.gov.uk/government/publications/qualifications-getting-approval-for-funding>  Courses should be short (approximately 30 hours) and be delivered from various locations across the borough at times which will maximise attendance and achievement |
| 2 | Accredited ESOL | Entry level courses which should be delivered from locations that are easily accessible and at times which will maximise attendance and achievement |
| 3 | Non Accredited Courses primarily leading to Employment | Courses should be designed so that they lead to employment outcomes for learners and meet the varying needs of Wokingham residents and employers. Courses can vary in length and content but we would be particularly interested in maths and English refresher courses for those with level 2 qualifications but who are no longer operating at that level (can be specific to vocations), introductory vocational courses e.g. retail, customer service, construction, employability skills and entrepreneurial and business start-up skills |
| 4 | Health and Wellbeing  Non accredited courses leading primarily to improving the general health and wellbeing of disadvantaged and vulnerable residents | These courses can vary in length and content but should focus on one of the priority groups listed in **1.2**  Providers must clearly demonstrate the health or wellbeing improvements they are aiming to achieve through their project and how they intend to measure them (ideally through use of recognised social metric scales such as The Warwick-Edinburgh Mental Wellbeing scale, and similar) |
| 5 | Family Learning Non- Accredited | Short courses which help parents to support their child’s learning and development |

Wokingham’s Adult and Community Learning team will deliver a range of short non- accredited family learning, parenting, ESOL and introductory vocational courses (i.e., teaching assistant, hospitality and the care industry)

**1.2 Key Priorities groups for Adult and Community Learning are**

* Adults who are unemployed or under employed
* Vulnerable older people
* Care Leavers
* Adults with learning difficulties and disabilities
* Carers of vulnerable adults
* Parents / families who need help to support their children’s learning and development
* Adults with health and wellbeing issues.

1. **Who can apply?**

Any organisation that is a legal entity and is able to deliver classroom based learning opportunities to adults 19+ are welcome to bid providing they meet the following conditions:

* They are registered with the UK register of learning Providers and have a UKPRN (Provider Reference Number)[[1]](#footnote-1)
* They appear on the Register of Training Organisations IF they are likely to receive an aggregate sub-contract of £100,000 or more from the Education & Skills Funding Agency
* Their leadership and management is not currently judged to be Inadequate by Ofsted (if applicable)
* Their latest financial health assessment has not been judged as inadequate by the Education & Skills Funding Agency (if applicable)

NB. ***Please refer to the Guidance Notes (point 2 pages 3) for further details of eligibility requirements***

1. **Support Available**

Wokingham Adult and Community Learning Team provide the following support and guidance to contracted organisations:

* Quality assurance processes and manual
* Access to relevant consultations and support to plan your course offer
* Support to find suitable venues
* Support in identifying fundable learning aims.
* Access to professional development opportunities
* Access to a shared learning platform
* Access to a wide range of networks with the borough
* Signposting of potential learners and community organisations
* Regular updates on funding and learning developments.

1. **Wokingham Borough LMI overview**

The Department for Communities and Local Government ‘s 2015 Indices of Multiple Deprivation score for Wokingham Borough is 5.59; meaning the borough is the least deprived upper tier local authority in the country.

Adults living in the borough are generally better paid than residents in other areas, they are generally well qualified with almost 50% holding a qualification at level 4 or above, employment is dominated by professional and associate professional occupations and the borough has a lower than average number of residents who are claiming work related benefits.

Just over 3 % of residents have no formal qualifications (3,100 individuals) and just over 2,500 are economically inactive, but want to work, with just over 400 claiming JSA[[2]](#footnote-2)

Five wards have high IMD scores in relation to the rest of the borough: Shinfield North has the highest score of 10.90 closely followed by Arborfield (9.34), Bulmershe and Whitegates (9.25), Norreys (8.82) and Finchampstead South (7.76).

The wards below have a higher than average percentage of residents claiming benefits:

|  |  |  |  |
| --- | --- | --- | --- |
| Shinfield North | 7.5% | Bulmershe & Whitegates | 8% |
| Norreys | 6.9% | Finchampstead South | 5.3% |

Thames Valley Berkshire LEP have identified that while the main skills shortages are in managerial and professional occupations, employers are struggling to recruit to service and labour intensive jobs which are dominated by wholesale, retail and repair; health and social work sectors, accommodation and food service; transport and storage; and administrative and support service sectors[[3]](#footnote-3)

More detailed information, including facts and figures can be found in the Adult and Community Learning Plan 2017-18.

1. **The Application process**

Organisations interested in applying should download and read the guidance notes which provide further information on the process, along with the application form.

Applicants must complete the documents contained in this application pack as follows:

* Adult Education Budget Application Form
* Appendix A: Programme Breakdown (Budget)

Please send your completed forms Reference: Adult Education Tender

To: Lorraine Barker

Email [Lorraine.barker@Wokingham.gov.uk](mailto:Lorraine.barker@Wokingham.gov.uk)

Lorraine Barker

Adult Education Manager

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The application form and Appendix A must be completed electronically.

The deadline for tender submission is

**Midnight Friday 28th April 2017**

Please note, any documents not fully completed or received after this date will not be eligible for consideration for funding.

1. To register go to [UK Register of Learning Providers](https://www.ukrlp.co.uk/) [↑](#footnote-ref-1)
2. Figures taken from ONS [↑](#footnote-ref-2)
3. Thames Valley Berkshire Skills Priority Statement 2016 [↑](#footnote-ref-3)