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**SPECIFICATION**

**INVITATION TO TENDER – ITT 30036**

**Employees Support in Skills – 19-002-01**

**Geographic location – Lancashire LEP Area**

**DATE: May 2016**

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| **SPECIFICATION: Employees Support in Skills** |
| 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) is for Priority Axis 2 and for Investment Priority (IP) 2.1, enhancing equal access to lifelong learning. Where the need has been identified both in the LEP area and European Structural and Investment Fund Strategies. The IP 2.1 supports equal access to lifelong learning for all age groups in formal, non-formal and informal settings, upgrading knowledge, skills and competences of the workforce, and promoting flexible learning pathways including through career guidance and validation of acquired competences. Resources are being focused through this IP on people in the workforce who lack basic skills or qualifications needed for their career progression and for business growth and innovation in the knowledge economy. The strands in 2.1 are:* Skills Support for Redundancy
* Skills Support for the Workforce, Intermediate/Higher Skills Provision
* Skills Support for the Workforce, Basic skills provision

The SFA is looking to procure an organisation to deliver education and training that best support the needs of local employers and employees in the LEP area set out below. It is important to note that we are seeking one organisation to deliver the totality of this activity.**Lancashire Local Enterprise Partnership Background**The Lancashire Local Enterprise Partnership (LEP) spans the areas supported by Lancashire County Council, Blackburn with Darwen Unitary Authority and Blackpool Unitary Authority. When Lancashire is referred to in this document it refers to this area. Lancashire is one of the largest local economies in the North of England. With a population of 1.4m people, Lancashire's economy generates over £23bn in Gross Value Added with 44,000 businesses, supporting nearly 615,000 jobs. A multi-faceted area, Lancashire boasts a rich industrial tradition with significant economic strengths and key challenges, with the potential to enhance sustainable economic growth and generate employment through the investment of European Structural and Investment funds. The Strategic Economic Plan for Lancashire can be accessed here: <http://www.lancashirelep.co.uk/about-us/what-we-do/lancashire-strategic-economic-plan.aspx> and the ESIF strategy here: <http://www.lancashirelep.co.uk/the-lancashire-offer/funding-and-business-support/european-structural-and-investment-funds.aspx> .A key priority for the Lancashire LEP is skills & employment; recognising the role in enabling and achieving a better balanced, skilled and inclusive labour market which underpins and contributes to economic well-being and growth across the County. A robust evidence base has been developed to identify issues across Lancashire – this includes an overarching evidence base examining relevant data and statistics, six sector skills studies, and an analysis of the skills and employment issues associated with the City Deal. The evidence base and executive studies of the sector studies can be accessed here: <http://www.lancashirelep.co.uk/lep-priorities/skills-employment/evidence-base.aspx> . The evidence base has been used to develop a Lancashire Skills and Employment Strategic Framework which identifies key priorities for Lancashire. The strategic framework can be accessed here: <http://www.lancashirelep.co.uk/lep-priorities/skills-employment/lancashire-skills-and-employment-strategic-framework.aspx> . A key theme is 'Skilled and Productive Workforce' – priorities include increasing the number of apprenticeships (including higher level and degree) across our priority sectors, increasing the number of employers undertaking workforce / succession planning and engaging with skills provision, and increasing leadership & management capacity and innovation / creativity in small to medium enterprises (SMEs). Key outcome measures include growth in the numbers of people with Level 3+ attainment levels, growth in apprenticeship numbers and less reported skills shortages and hard-to-fill vacancies in the UKCES Employer Skills Survey, as well as an increase in the number of employers investing in skills. The programme will contribute to these outcome measures.A key challenge across the priority sectors is, at present, Lancashire's ageing workforce and declining working age population, alongside a lower than average population with Level 4+ skills. Issues of replacement demand and growth demand need to be met by increasing the number of economically active people, and by encouraging progression to higher levels of qualification either through the education system or by up-skilling whilst in employment. The programme aims to engage businesses and employees in up-skilling, encourage progression to full qualifications (including apprenticeships), support employees at risk of redundancy to remain in sustainable employment and ensure that local people are able to progress. In relation to redundancy situations aligned to our priority sectors, we are keen to ensure that skills are retained within the sector, for example, ensuring that people with engineering skills are retained in businesses in Lancashire to meet demand due to replacement demand and growth. This will require engagement with employers who would benefit beyond the business affected. The programme will also seek to support employers who are likely to be affected by the apprenticeship levy, through the provision of workforce planning and the embedding of apprenticeships, pre-apprenticeship training and learning targeted at supervisors, for example, mentoring and coaching provision.It is anticipated that the priority sectors will be targeted for support. The priority sectors in relation to skills and employment in Lancashire are:* Advanced Manufacturing and Engineering
* Energy and Environment
* Finance and Professional Services
* Visitor Economy
* Creative and Digital
* Health and Social Care
* Construction

Sector Skills Development Partnerships (SSDPs) are being established to take forward the sector skills studies and identified actions. It is anticipated that candidates will work proactively with the Lancashire Skills Hub, which is the executive arm of Lancashire's Skills and Employment Board, and the Sector Skills Development Partnerships to meet the skills shortages and gaps identified in the sector skills studies, and to identify new and emerging employer needs through the partnerships. The candidate will proactively respond to emerging needs by developing packages of learning that effectively meet employer and learner demand. Leadership & Management and innovation skills and capacity were identified as needs across sectors, particularly in SMEs. In addition to sector specific skills, it is anticipated that skills support will be delivered under the intermediate and higher level skills strand to stimulate demand and meet this identified need. |
| **DEFINITION OF TERMS** |
| **At risk of Redundancy:** means Employees identified by the employer as at risk or redundancy and/or commenced formal consultation with staff representatives on the need to make redundancies**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:** Only people who are eligible to work in UK are eligible for this EU programme. **Employed**: People are employees 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.**Micro Businesses:** This relates to organisations employing less than 10 Employees **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.**Small and Medium sized Enterprises**: This applies to organisations employing less than 250 employees **Start Date:** Employment status and age are determined on the date of starting on the Services.**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 but not eligible for this provision 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 Service Requirements**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 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 locally tailored solutions and flexible delivery to meet the skills and Apprenticeship priorities of employers and employees in the defined geographical area of delivery. If the LEP area also has a ‘transitional’ area defined in addition to the ‘more developed’ area, delivery locations will have to be available *in each locality*
* 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.
* Candidates must be able to demonstrate the ability to undertake robust initial assessment of eligible individuals. Vocational training delivered must be regulated units and qualifications on the Qualifications and Curriculum Framework and be able to support individuals into higher levels of training and workplace progression

***Track record***The ability to deliver the required activity, based on a track record in the successful delivery and management of this type and size of programme***Information, Advice and Guidance***Where the activity requires effective Information, Advice and Guidance successful applicants and/or subcontractors delivering this element will either hold or be working towards the Matrix standard.***Management and quality assurance***Candidates will need to have effective management arrangements in place to ensure all of the requirements of this specification 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.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. Candidates will be required to work with employers to identify the skills gaps and needs to drive employer growth. Where the Service works with Jobcentre Plus clients the Candidates will be required to co-operate effectively with Jobcentre Plus making them aware of candidates who fail to attend training and notifying them of any instances where individuals leave training due to starting work. Candidates will be required to establish links with Jobcentre Plus and visits to public or private sector employers should be made in conjunction with Jobcentre Plus and National Careers Service wherever possible to ensure a smooth, efficient, and joined up approach to arranging benefit claims, offering new employment opportunities and training for all eligible individuals. ***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. Candidates must be able to demonstrate a comprehensive understanding of the current employment market and the current and future social and economic indicators including labour market intelligence for the geographical area being supported. Candidates must also have an understanding of local skills shortages and gaps and any existing skills support structures within the LEP area. ***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 LEPs and the Skills Funding Agency ongoing performance management data as well as additional intelligence to improve the effectiveness of Skills Support projects in the LEP area in the future.**Specific Service Requirements**Throughout all 3 strands of activity within this specification, the Services requires the Candidate(s) to undertake additional activities in conjunction with the LEP. Examples of the activities include: research, co-ordination of Labour Market Information, responding to skills needs of the LEP’s priority sectors, building capacity and responsiveness, new product development and innovation (e.g. a Lancashire Skills Pledge), employer engagement (especially those employers who will be affected by the apprenticeship levy), the effective provision of higher level skills, the promotion of this skills offer particularly apprenticeships and developing brokerage of opportunities between learners and employers. The successful Candidate will also provide an allocated person to work in partnership with Lancashire’s Skills Hub on a full time basis, to co-ordinate delivery between the 3 strands of activity and other opt-in projects and directly matched ESIF projects. It is expected that the person will operate at a senior level and will be appointed in partnership with the Skills and Employment Board.There will be a requirement to create a steering group which will sit across all 3 strands of activity with relevant local stakeholders, together with the allocated person, which will report into the LEP via the Skills and Employment Board. The Candidate will provide the LEP with regular performance reports on delivery and capacity building activity. The total value of these additional activities will be £375,000. The successful Candidate will develop a comprehensive plan for each strand, detailing the information described above, with the Lancashire Skills Hub for approval by the LEP Skills & Employment Board. The plan must be approved within the first 3 months of the contract which will initiate the first of three payments. Subsequent payments will require a full review of the plan and confirmation of activities delivered at 9 months and 15 months, signed off by the LEP Skills & Employment Board.**Strand 1: Skills Support for Redundancy**The Services must support businesses which are undergoing industrial restructuring by providing skills and employability support for their employees at risk of redundancyThe Services must support newly unemployed individuals where initial contact through previous employers has not been possible. The Services must support employees at risk of redundancy or those recently made redundant who should be engaged within 3 months of leaving an organisation due to redundancyThe Services must support individuals into further learning, sustainable employment (including apprenticeships) or a Traineeship for those aged 19-24 years old. If an individual, aged 16-18, has not secured a positive outcome through this activity, they should be referred to the NEET provision operating in the LEP area for further support. In relation to redundancy situations in Lancashire's priority sectors, the Services should support the retention of skills within the sector, for example, ensuring that people with engineering skills are retained in comparable businesses in Lancashire to meet demand due to replacement demand and growth. This will require engagement with employers who would benefit from employing skilled people who are at risk of redundancy. There will be an incentive payment for progressing people at risk or recently made redundant into a comparable role in a priority sector.The Services should support the retention and retraining of skills workers within the locality.The Services must support Employees facing redundancy to remain in the labour market by providing them with the enhanced skills to make them competitive.The Services must be respond quickly to announcements of redundancies. The successful Candidate will be required to attend meetings, including any arranged by BIS Local, with the relevant employers and/or trade unions to respond to major redundancies. Where required the Services will be expected to support a ‘task force’ to address the major redundancy and define and subsequently support those being made redundant.There must be an assessment of the generic employability skills which Employees will require to successfully obtain alternative employment within the local labour market. The Services must provide targeted information advice and guidance (IAG) to ensure that the training opportunities are targeted at up-skilling or re-skilling individuals to improve their employment opportunities.The Services must provide employment and careers coaching, mentoring, job brokerage along with re-skilling and up-skilling training support. The Services should also provide self-employment support that reflects the needs of the employees being supported.The Services must provide high quality bespoke training opportunities and skills interventions to employees at risk of redundancy to meet the needs of employers offering recruitment opportunities. Training should be provided which updates skills needed for a specific employment sector, including pre-employment training to provide skills to enter a different occupation or sector where required. Accredited units of learning at Level 3 and above in subject areas may also be funded where these do not lead to a full qualification. The Candidate must ensure that the activity does not duplicate or undermine national policy, including policy on grants and loans.The Services must be delivered in conjunction with Jobcentre Plus, employment agencies and other local partners, ensuring that activities are closely aligned with other public and private sector investment programmes to optimise growth opportunities wherever possible.The Services must support the retention of skills within the Lancashire LEP area, particularly specialist and high level skills, by providing a skills and vacancy matching facility that matches the transferable skills of at risk workers to vacancies in other companies or industries (any size) within the locality. The vacancy matching facility will assess and diagnose employees existing skills and skills gaps in relation to employer requirements and/or opportunities for self-employment. Individuals supported by the Services must be encouraged to engage with the vacancy matching facility. The Services must be provided within the pre-redundancy or closure period, where the employer is willing to allow Employees at risk of redundancy to access to this support to help them re-enter employment quickly. The Services must be provided flexibly to support individual employability and social mobility including roll on, roll off, year round responsive delivery which accommodates current benefit restrictions/rules where participants are also claimants. The Services must deliver support on employer’s sites at times which suit shift patterns as well as at central locations across the Lancashire LEP area and by phone / web.The Services must be provided so as to ensure, wherever possible, that any support and training activity is successfully completed before employees at risk of redundancy leave employment. Where this is not possible individuals must be supported to complete any outstanding activity after leaving employment where necessary. Where an individual finds work part way through their training the Services should promote continued skills development to the new employer. The Services must deliver solutions to meet the identified skills gaps/needs, and will focus on the provision of basic skills to allow career progression, and to drive employer growth. The Services must work with employers to develop opportunities for individuals to include a core set of employability skills, knowledge of how business works and acquire more vocationally specific work experience and qualifications alongside core qualifications.The successful Candidates must work proactively with relevant partners to support employees who are at risk before they leave employment; this includes BIS Local, JCP, SFA, Local Authorities, Trade Unions, National Careers Service and other local providers of support services. The Services should be complementary to provision offered through mainstream funding.The Services must be delivered from locations across the LEP geography that are easily accessible to learners (using public transport and for those with disabilities). The Services should also be delivered at employer premises and redundancy support services should be delivered on-site (at a size appropriate to the number of employees affected).The successful Candidate must have a data sharing and a service level agreement with the Lancashire Growth Hub (Boost) and to input employer contacts and activity on the Growth Hub CRM system. The data will be used to support referrals from the Growth Hub, a joined up approach to employer engagement and to support Lancashire-wide marketing campaigns promoting business support products and skills e.g. apprenticeships. The successful Candidate must work pro-actively with the Growth Hub to support business support simplification and effective engagement of employers.**Strand 2: Skills Support for the Workforce, intermediate and higher level skills provision**The aim of the Services is to provide individuals with the opportunities to develop the skills that will enable them to progress in employment. The Services will provide support to employers to take on and develop individuals to fill intermediate, technical and higher level skills gaps and shortages.The Services must deliver a responsive skills programme that is tailored to the needs of the Lancashire LEP area in order to stimulate a growth in the skills base for businesses that will give the best opportunity to grow the economy and create more and better jobs. The Services must deliver highly responsive skills provision to meet business and industry needs. Employers must be engaged to shape and direct the Services.The Services must support individuals to start on higher level skills and apprenticeships by providing taster units of relevant vocational training; work-based access training and work shadowing opportunities related to higher skills/paid jobs.The Services must drive up skills levels, focusing on the skills being sought by employers and supporting the Lancashire LEP’s priority sectors. The Services must result in an increase in the number of businesses who are actively planning to address skills issues as a part of their growth. The Services must encourage employers and/or employees to participate in an apprenticeship.At least 70% of the Services must be within the 7 skills and employment priority sectors detailed in the LEP Background. Incentive payments are built into the payment model for activity targeting individuals in any size companies in the priority sectors. The delivery of the Services must take account of the LEP skills and employment evidence base and the sector skills studies and provide skills provision that tackles identified skills shortages and the intelligence held by the SSDPs in respect of skills needs. The Services must proactively respond to newly identified needs through unregulated learning (for example, combining aspects of accredited provision to create non-accredited learning that meets the needs of the company and learner). The Services must address skills/capacity in Leadership & Management and innovation, particularly in SMEs; candidates.An objective Training Needs Analysis (TNA) must be carried out by suitably qualified individuals. TNAs must identify Apprenticeship opportunities available within the employer (particularly for those companies that will be affected by the levy). The Services must support employees with pre-apprenticeship training including taster learning sessions, to progress existing employees to Apprenticeships (Level 3, higher level and degree), as well as supporting supervisors to develop their skills, for example, mentoring and coaching. Note: an employer TNA can only be claimed once under one strand of activity.There must be an assessment of the current skills profile of the individual and how it relates to the sector in which they are Employed and the employer’s needs and to develop the appropriate training option or provide access to it.The Services must provide advice and guidance, personal development planning, skills development and learning and mentoring on an individual basis. The Services must deliver skills provision which offers both accredited and non-accredited skills training which is innovative, responsive to local skills needs and increases participation by employed adults in education or training (including apprenticeships). Provision will normally be accredited but where suitable accredited provision does not exist, bespoke packages may be delivered. The skills provision must reflect the needs of the business and should be tailored to fit working practices and demands. It must be delivered on business premises and other appropriate venues.Where demand requires, the Services should develop and support the delivery of new advanced vocational provision where mainstream provision is not available (not including tuition fees) and where a gap can be demonstrated.Accredited units of learning at Level 3 and above in subject areas may also be funded where these do not lead to a full qualification. The Candidate must ensure that the activity does not duplicate or undermine national policy, including policy on grants and loans, As well as intermediate, technical skills and higher level skills provision the Services should also support individuals to take up Apprenticeships in the key sectors listed below, including Higher Apprenticeships.The Services must develop and deliver bridging programmes to enable individuals to progress from Further or Higher Education to Higher Level Apprenticeships.The successful Candidate must conduct exit interviews with employers to assess the impact of the activity. The Services must be delivered from locations across the LEP geography that are easily accessible to learners (using public transport and for those with disabilities). The Services should also be delivered at employer premises and redundancy support services should be delivered on-site (at a size appropriate to the number of employees affected).The successful Candidate must have a data sharing and a service level agreement with the Lancashire Growth Hub (Boost) and to input employer contacts and activity on the Growth Hub CRM system. The data will be used to support referrals from the Growth Hub, a joined up approach to employer engagement and to support Lancashire-wide marketing campaigns promoting business support products and skills e.g. apprenticeships. The successful Candidate must work pro-actively with the Growth Hub to support business support simplification and effective engagement of employers.**Strand 3: Skills Support for Workforce, basic skills provision**The aim of the Services is to support sustainable employment and promote the in-work progression of employed individuals with low skills through the delivery of work-related skills training. The Services should raise the level of attainment achieved by these individuals, enabling them to improve their employment status and to move them on to undertake higher levels of training.The Services must provide skills training for Employees on low pay to help them progress and increase their pay and working hours or obtain better quality higher paid jobs. This must include support for part-time workers who wish to upskill to work longer hours and/or progress within work.The Services must provide locally tailored interventions and innovative approaches to meet the skills and Apprenticeship priorities of employers and Employees within the Lancashire LEP area. The Services must deliver skills provision which leads to the onward progression of the individual to a full Apprenticeship or other in-work training.At least 60% of the Services will be delivered within the 7 skills and employment priority sectors detailed in the LEP Background. Incentive payments are built into the payment model for activity targeting learners in companies in the priority sectors. The Services must support employees who are in low paid and/or low skilled jobs to progress in the workplace either through promotion or by increasing their working hours or salary. There must be close working with JCP Work Coaches to enable individuals to up-skill and improve their chances of progression and sustainable employment.The delivery of the Services should take account of the LEP skills and employment evidence base and the sector skills studies and provide skills provision that tackles identified skills shortages and the intelligence held by the SSDPs in respect of skills needs. An objective training needs analysis (TNA) must be conducted by suitably qualified individuals in conjunction with the employer to identify the skills needed to increase the competitiveness of the employer’s business. Bespoke packages of learning activity must be devised to meet the identified business needs agreed with the employer and delivered. TNAs must identify apprenticeship opportunities available within the Employer (particularly for those companies that will be affected by the levy). Note: an employer TNA can only be claimed once under one strand of activity (see page 12).The Services must support employees with pre-apprenticeship training including taster learning sessions, to progress existing employees to apprenticeships (at Level 2 or 3), as well as supporting supervisors to develop their skills, for example, mentoring and coaching. There must be assessments of the individual Employees’ current skills profiles to produce the development of an appropriate learning pathway. The Services must provide, advice and guidance, personal development planning, skills development and learning and mentoring on an individual basis. The Services must deliver solutions to meet the identified skills gaps/needs, and will focus on the provision of basic skills to allow career progression, and to drive employer growth. The Services must work with employers to develop opportunities for individuals to include a core set of employability skills, knowledge of how business works and acquire more vocationally specific work experience and qualifications alongside core qualifications including basic skills, English, Maths or ESOL at entry level, level 1 or level 2.The Services must provide support to sustain individuals in work and to enable them to continue to acquire the skills for progression. This support should include mentoring and follow up support for individuals in learning and specific vocational short courses and bite sized learning to help individuals to continue to progress.The Services should be delivered in the workplace or at a suitable location with the agreement of the employer and must ensure maximum innovation and flexibility.The successful Candidate must conduct exit interviews with employers to assess the impact of the activity. The Services must be delivered from l locations across the LEP geography that are easily accessible to learners (using public transport and for those with disabilities). The Services should also be delivered at employer premises and redundancy support services should be delivered on-site (at a size appropriate to the number of employees affected).The successful Candidate must have a data sharing and a service level agreement with the Lancashire Growth Hub (Boost) and to input employer contacts and activity on the Growth Hub CRM system. The data will be used to support referrals from the Growth Hub, a joined up approach to employer engagement and to support Lancashire-wide marketing campaigns promoting business support products and skills e.g. apprenticeships. The successful Candidate must work pro-actively with the Growth Hub to support business support simplification and effective engagement of employers. |
| 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> **Strand 1: Skills Support for Redundancy**Individuals must be 16 years old or over; and* Be at risk of redundancy; or
* Been made redundant in the last 3 months

**Strand 2: Skills Support For Workforce – intermediate and higher level skills**Individuals must be 16 years old or over, and be employed**Strand 3: Skills Support for Workforce – basic skills provision**Individuals must be 16 years old or over, and be employedPlease note LEP Specific requirements are subject to the National Eligibility Rules detailed above.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. Over 50s min 20%Ethnic groups                          min 7%Female                                    min 49%Disability/health issues            min 8%Lone parents                           min 5%No basic skills                         min 18% |
| **GEOGRAPHY / AREA OF DELIVERY** |
| **LEP Specific**The Services will be delivered within the Lancashire Local Enterprise Partnership area. |
| **FUNDING AND DELIVERABLES** |
| **LEP Specific**Currently £14,000,000 will be available for the period from August 2016 to March 2018. This may be increased if additional funding becomes available.**Strand 1:** Response to Redundancy - £2,000,000**Strand 2:** Skills Support for the workforce, intermediate/higher level skills-£7,500,000**Strand 3:** Skills Support for the workforce, basic skills **-** £4,500,000The table below shows the initial planned outcomes, but performance management may change the volumes and mix during the life of the contract.  From the funding available on the regulated and non-regulated lines, the provider must plan to deliver the appropriate education & training for each participant to enable them to progress. The minimum service deliverables, values and volumes for which evidence must be provided are as follows.**Strand 1: Skills support for redundancy**

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| **Description** | **Volumes** | **Unit Cost Total Value Average per Intervention** | **£** |
| ST01 Learner Assessment and Plan  | 1,350 | £50 | £67,500 |
| RQ01 Regulated Learning |  |  | £779,400 |
| NR01 Non Regulated Activity |  |  | £584,100 |
| SD01 Learner progresses to PG01, PG03, PG04 and SD02 in a priority sector | 460 | £200 | £92,000 |
| PG01 Progression Paid Employment (EMP) | 230 | £500 | £115,000 |
| PG03 Progression Education (EDU) | 100 | £500 | £50,000 |
| PG04 Progression Apprenticeship (EDU) | 120 | £700 | £84,000 |
| SD02 Progression Traineeship - 19-24 year old only | 10 | £500 | £5,000 |
| SU01 Sustained Employment 3 Months | 90 | £200 | £18,000 |
| SU03 Sustained Education 3 Months | 44 | £200 | £8,800 |
| SU04 Sustained Apprenticeship 3 Months | 49 | £400 | £19,600 |
| SD03 - Sustained Traineeship 3 Months - 19-24 year old only | 8 | £200 | £1,600 |
| SD04 - Engagement activity plan by month 3 of the contract | 1 | £60,000 | £60,000 |
| SD05 - Engagement plan and activity delivered from SD05 at month 9 of the contract | 1 | £60,000 | £60,000 |
| SD06 - updated Engagement plan and activity delivered from SD05 at month 15 of the contract | 1 | £55,000 | £55,000 |
| Total |   |  | £2,000,000 |

**Strand 2: Skills support for the workforce, intermediate and higher level skills**

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| **Description** | **Volumes** | **Unit Cost Total Value Average per Intervention** | **£** |
| ST01 Learner Assessment and Plan  | 4,536 | £75 | £340,200 |
| RQ01 Regulated Learning |  |  | £3,629,000 |
| NR01 Non Regulated Activity |  |  | £2,540,300 |
| SD01 SME Engagement and Training Needs Analysis | 1,134 | £100 | £113,400 |
| SD02 Large Employer (200+ Employees) Engagement and Training Needs Analysis | 15 | £400 | £6,000 |
| SD03 Learner employed in a priority sector | 3,175 | £100 | £317,500 |
| SD04 Progression within work | 378 | £300 | £113,400 |
| PG03 Progression Education (EDU) | 378 | £400 | £151,200 |
| PG04 Progression Apprenticeship (EDU) | 378 | £500 | £189,000 |
| SD05 - Engagement activity plan by month 3 of the contract | 1 | £35,000 | £35,000 |
| SD06 - Engagement plan and activity delivered from SD05 at month 9 of the contract | 1 | £35,000 | £35,000 |
| SD07 - updated Engagement plan and activity delivered from SD05 at month 15 of the contract | 1 | £30,000 | £30,000 |
| Total |   |  | £7,500,000 |

**Strand 3: Skills support for the workforce, basic skills provision (£4,500,000)**

| **Description** | **Volumes** | **Unit Cost Total Value Average per Intervention** | **£** |
| --- | --- | --- | --- |
| ST01 Learner Assessment and Plan  | 2,928 | £50 | £146,400 |
| RQ01 Regulated Learning |  |  | £2,196,000 |
| NR01 Non Regulated Activity |  |  | £1,464,000 |
| SD01 - SME Engagement and Training Needs Analysis | 765 | £100 | £76,500 |
| SD02 - Large Employer (200+ Employees) Engagement and Training Needs Analysis | 15 | £400 | £6,000 |
| SD03 - Learner employed in a priority sector | 2051 | £100 | £205,100 |
| SD04 - Progression within work | 255 | £300 | £76,500 |
| PG03 Progression Education (EDU) | 255 | £400 | £102,000 |
| PG04 Progression Apprenticeship (EDU) | 255 | £500 | £127,500 |
| SD05 - Engagement activity plan by month 3 of the contract | 1 | £35,000 | £35,000 |
| SD06 - Engagement plan and activity delivered from SD05 at month 9 of the contract | 1 | £35,000 | £35,000 |
| SD07 - updated Engagement plan and activity delivered from SD05 at month 15 of the contract | 1 | £30,000 | £30,000 |
| Total |   |  | £4,500,000 |

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