

Schedule 3

Financials

- 1 The DFE shall pay the Contractor the Charges in accordance with the Contract, subject to successful delivery of the Services against the KPIs or Service Levels set out in schedule 4. The Charges are inclusive of all expenses incurred by the Contractor in relation to its provision of the Services and unless agreed otherwise between the Contractor and the DFE, the Contractor shall not be entitled to claim any expenses in addition to the Charges.
- 2 The Contractor will distribute a tax free Bursary as part of the programme. The Contractor will pay the bursary directly to first year Trainees. For Tavistock and Portman NHS Foundation Trust, University of East London, UCL - Institute of Education, Faculty of Brain Sciences, University College London the Bursary will be [REDACTED] per Trainee. For the University of Southampton the Bursary will [REDACTED] per Trainee. The Bursary payments are not subject to VAT.
- 3 All charges will be fixed and firm for the Initial Term and until the expiry of any extended period of the Contract. The maximum value of the Contract for the Initial Term will be (course fees and bursaries) £12,453,955.00.
- 4 This contract is VAT exempt. Unless otherwise stated, all amounts expressed as payable in this Contract are inclusive of VAT, at the rate applicable at the time.
- 5 Indexation shall not apply to the Charges.
- 6 The Contractor shall be entitled to invoice the Charges following acceptance by the DFE of satisfactory completion of the Services or, where performance of the Services will continue, either monthly in arrears or on satisfactory completion of milestones. The amounts to be paid are set out in table 1 and the schedule of payments are set out in paragraphs 1.1 and 1.2 of the Invoicing and payment schedule section.
- 7 DFE will pay the Bursary to the Contractor for distribution in three instalments, as follows:
 - September– the first payment of three months Bursary
 - December– the second payment of four months Bursary
 - April – third payment of five months Bursary
- 9 DfE will pay the course fees to the Contractor, in arrears, as follows:
 - December – three months Course fees
 - March - four months Course fees
 - September – five months Course fees

Table 1 – detailed costs and payment schedule for the SEEL Consortium

Name of consortium	2020 cohort			2021 cohort			2022 cohort		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
SEEL	30	30	30						

Secretary allowed per student	
Secretary allowed per teacher	
Teacher stipend	

SEEL	2020 cohort			2021 cohort			2022 cohort			Financial Year														
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36		
SEEL	30	30	30																					

Payment Schedule
September (3 months payment)
December (6 months payment)
April (9 months payment)
September (12 months payment)
March (15 months payment)

Table 2 – Detailed cost matrix submitted by the SEEL Consortium as part of their bid

Overall Total Cost of Bid

The automatic calculations in this spreadsheet are the bidder's responsibility to check that the costings are correct and amend accordingly
bid for a period of 50 days from acceptance.
cept of a valid invoice.

ments:



Schedule 4

KPIs, Service Levels and Service Credits

- 1 The objectives of the Key Performance Indicators and Service Levels are to:
 - 1.1 ensure that the Services are of a consistently high quality and meet the requirements of the DFE;
 - 1.2 provide a mechanism whereby the DFE can attain meaningful recognition of inconvenience and/or loss resulting from the Contractor's failure to deliver the Services;
 - 1.3 incentivise the Contractor to meet the Key Performance Indicators and to remedy any failure to meet the Key Performance Indicators expeditiously.

- 2 Performance Standards
 - 2.1 Missed KPIs are cumulative over the course of one contract year only.
 - 2.2 The Contractor must meet the Performance Measure for each identified KPI as set out in Table 1 below.
 - 2.3 If during a Service Period the Contractor achieves a KPI, no Service Credit will accrue to the DFE in respect of that KPI.
 - 2.4 The Contractor confirms that it has taken Performance Measures and Service Credits into account in calculating the Charges.
 - 2.5 The Contractor shall monitor its performance against each of the KPIs and send the DFE a monthly report detailing the KPIs which were and were not achieved.

- 3 KPIs in Table 1
 - 3.1 A failure to meet at least the required performance level will be considered a "Service Failure" in respect of the KPIs set out in Table 1 below, where the level of underachievement is 2% or more.
 - 3.2 For example, in the case of the KPI '*At least 95% of trainees will qualify upon completion of the course*', the performance level considered as a Service Failure is 93% (95% -2%).
 - 3.3 If the Contractor's performance level constitutes a Service Failure in one or more of the KPIs listed in Table 1 during the relevant Service Period listed for each KPI, DFE will be entitled at its sole discretion, to reduce the total amount of Net Charges (less the amount of bursaries and course fees) payable to the Contractor for the single month in which the relevant KPI(s) was not met in accordance with this paragraph:

The reductions which shall apply to the Net Charges for any single month are:

 - 1% of Net Charges for one KPI failed by 2% or more;
 - 2% of Net Charges for two KPIs failed by 2% or more; and
 - to a maximum of 3% of Net Charges for three or more KPIs failed by 2% or more.

- 4 KPIs in Table 2
- 4.1 The KPIs in Table 2 are not subject to the reductions to Net Charges outlined above in clause 3 of this schedule.
- 4.2 The KPIs in Table 2 are subject to the Withdrawals, Deferrals, and Exemptions criteria at clause 3.7 of Schedule 1.
- 4.3 The Contractor shall endeavour to meet the KPIs in Table 2.
- 4.4 Not Used.
- 5 Regular monitoring and discussions surrounding the KPIs in Table 1 and Table 2 will ensure the DfE is in a more reasonable position to exercise its discretion.

Table 1 KPIs

KPI	Service Period	Measure	Monitoring method
100% of all ITEP scheme places successfully filled by the Contractor for each yearly intake.	At the commencement of the ITEP scheme each academic year for 2020, 2021, and 2022.	All 80 places are filled in each of the first, second and third cohorts	Report from the Contractor listing the names of trainees and confirming the total number of successful candidates admitted to the programme. To be submitted not less than 20 working days prior to the start of each academic year
At least 92% of trainees will qualify upon completion of their respective course	Each cohort for the duration of the contract	At least 228 students successfully obtain the qualification	Report from the Contractor listing the total number and names of trainees successfully completing the course. To be submitted to the DfE within 20 working days of the end of each course for each cohort.
No more than 5% of students per cohort raise upheld grievance according to university standards	Each academic year for the duration of the contract	No more than 4 students per cohort (5% of 80)	Monthly Report in accordance with template provided by DfE
100% of bursaries paid in full and on time	The first academic year for each of the three cohorts.	100% of 80 students for each of the first, second, and third cohort	Submission of invoice in accordance with the agreed invoice submission and payment dates.

100% submission of monthly reports, which will update on recruitment, deferrals, placements and any causes of concern raised by trainees.	Per month for the duration of the contract	Reports will provide details of numbers of trainees who have: deferred, withdrawn, on placement and trainees who are causing any concern	Monthly Report in accordance with template provided by DfE
90% of respondents to the annual survey of final year trainees will rate the training as satisfactory or above	At the end of the trainees third cohort	72 trainees responding to the survey satisfactory or above	Contractor to issue a mutually agreed annual survey
The Contractor will attend at least one contract management meeting a year at the DfE office specified by the contract manager.	On-going for the duration of the contract	At least one meeting attended each year of the contract.	Face to face meeting

Table 2

KPI	Service Period	Measure	Monitoring method
95% of Graduates will find employment as an Educational Psychologist with an English Local Authority within 3 months of qualifying unless any of the exemptions contained within the contract apply.	For the first (2020), second (2021) and third (2022) cohorts only, unless the Contract is extended, and then it shall include the fourth (2023) cohort	228 Graduates will find employment with an English Local Authority within 3 months of qualifying	Graduation data from employer. To be submitted within 20 working days of the 3 months ending.
95% of Graduates remain employed as Educational Psychologists by an English Local Authority for at least 2 years full time	For the first (2020) and second (2021) cohorts only, unless the Contract is extended, and then it shall include the third (2022) cohort, but not the fourth (2023) cohort	228 Graduates will still be in employment with an English Local Authority 2 years after graduation	Graduation data from employer. To be submitted within 20 working days of the 3 months ending

Schedule 5
Implementation Plan

This Schedule 5 not used.

Schedule 6

Change Control Procedure

- 1 The Parties acknowledge that minor changes to the Contract may be necessary to reflect operational and administrative procedures during the Term and that such minor changes may be agreed in writing between the Parties' respective contract managers.
- 2 The Contractor shall use reasonable endeavours to incorporate minor changes requested by the DFE within the current Charges and shall not serve a Contractor Notice of Change unless the change involves a demonstrable material increase to its costs or requires a material change to the Contract.
- 3 Either Party may request a Variation provided that such Variation does not amount to a material change.
- 4 The DFE may request a Variation by completing the Change Control Note and giving the Contractor sufficient information to assess the extent of the Variation and consider whether any change to the Charges are required in order to implement the Variation within a reasonable time limit specified by the DFE. If the Contractor accepts the Variation it shall confirm it in writing within 21 days of receiving the Change Control Note.
- 5 If the Contractor is unable to accept the Variation or where the Parties are unable to agree a change to the Charges, the DFE may allow the Contractor to fulfil its obligations under the Contract without Variation or if the Parties cannot agree to the Variation the Dispute will be determined in accordance with clause 36.
- 6 If the Contractor wishes to introduce a change to the Contract it may request a Variation by serving the Change Control Note on DFE.
- 7 The DFE shall evaluate the Contractor's proposed Variation in good faith, taking into account all relevant issues.
- 8 The DFE shall confirm in writing within 21 days of receiving the Change Control Note if it accepts or rejects the Variation.
- 9 The DFE may at its absolute discretion reject any request for a Variation proposed by the Contractor.

Change Control Note

Contract Number		DFE Contract / Programme Manager
Contractor		Original Contract Value (£)
Contract Start Date		Contract Expiry Date

Variation Requested	
Originator of Variation (tick as appropriate)	DFE <input type="checkbox"/> Contractor <input type="checkbox"/>
Date	
Reason for Variation	
Summary of Variation (e.g. specification, finances, contract period)	
Date of Variation commencement	
Date of Variation expiry (if applicable)	
Total Value of Variation £ (if applicable)	
Payment Profile (if applicable) e.g. milestone payments	
Revised daily rate (if applicable)	

Impact on original contract (if applicable)			
Supporting Information (please attach all supporting documentation for this Change Control)			
Terms and Conditions	Save as herein amended all other terms and conditions of the Original Contract shall remain in full force and effect.		
Variation Agreed <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> For the Contractor: Signature..... Full Name..... Title..... Date..... </td> <td style="width: 50%; vertical-align: top;"> For the DFE: Signature..... Full Name..... Title..... Date..... </td> </tr> </table>		For the Contractor: Signature..... Full Name..... Title..... Date.....	For the DFE: Signature..... Full Name..... Title..... Date.....
For the Contractor: Signature..... Full Name..... Title..... Date.....	For the DFE: Signature..... Full Name..... Title..... Date.....		

Please note that no works/services described in this form should be undertaken, and no invoices will be paid until both copies of the CCN are signed, returned and counter-signed.

To be entered by the Commercial department:			
Commercial Contact		Reference Number	
Date received		EC Reference	

Schedule 7

Key Personnel and Consortium Members

Key Personnel

The individuals listed in the table below are Key Personnel:

Name	Role	Period of Involvement
[REDACTED]	[REDACTED]	Until the end of the contract

Consortium Member Name and Address	Registered Office and Company Number	Related Product/Service Description	Consortium Member Price expressed as a percentage of total projected Charges over Term	Role in delivery of the Services
Tavistock and Portman NHS Foundation Trust	120 Belsize Ln London NW3 5BA 100119 – (NHS trust License Number.)	Provision of three year initial doctoral training for Educational Psychologists	[REDACTED]	Delivery of integrated doctoral training programmes that are approved by the Health and Care Professions Council and accredited by the British Psychological Society
University of Southampton	The University of Southampton University Road Southampton SO17 1BJ RC 000668	Provision of three year initial doctoral training for Educational Psychologists	[REDACTED]	Delivery of integrated doctoral training programmes that are approved by the Health and Care Professions Council and accredited by the British Psychological Society
University of East London	University of East London 4-6 University Way London E16 2RD Registered charity/company number: N/A	Provision of three year initial doctoral training for Educational Psychologists	[REDACTED]	Delivery of integrated doctoral training programmes that are approved by the Health and Care Professions Council and accredited by the British Psychological Society
UCL - Institute of Education	Institute of Education, Gower Street, London, WC1E 6BT Company incorporated by Royal	Provision of three year initial doctoral training for Educational Psychologists	[REDACTED]	Delivery of integrated doctoral training programmes that are approved by the Health and Care Professions Council and accredited by

	Charter and Exempt Charity			the British Psychological Society
Faculty of Brain Sciences, University College London	University College London - Gower Street - London - WC1E 6BT Company incorporated by Royal Charter and Exempt Charity	Provision of three year initial doctoral training for Educational Psychologists		Delivery of integrated doctoral training programmes that are approved by the Health and Care Professions Council and accredited by the British Psychological Society

Schedule 8

Data, Systems Handling and Security

Definitions

"Control"	means that a person possesses, directly or indirectly, the power to direct or cause the direction of the management and policies of the other person (whether through the ownership of voting shares, by contract or otherwise) and "Controls" and "Controlled" are interpreted accordingly,
"Data Loss Event"	any event that results, or may result, in unauthorised access to Personal Data held by the Processor under this Contract, and/or actual or potential loss and/or destruction of Personal Data in breach of this Contract, including any Personal Data Breach.
"DPA"	Data Protection Act 2018
"Data Protection Impact Assessment"	an assessment by the Controller of the impact of the envisaged processing on the protection of Personal Data.
"Data Protection Legislation"	(i) the GDPR, the LED and any applicable national implementing Laws as amended from time to time (ii) the DPA 2018 [subject to Royal Assent] to the extent that it relates to processing of personal data and privacy; (iii) all applicable Law about the processing of personal data and privacy;
"Data Subject Request"	a request made by, or on behalf of, a Data Subject in accordance with rights granted pursuant to the Data Protection Legislation to access their Personal Data.
"Controller", "Processor," "Data Subject", "Personal Data", "Personal Data Breach", "Data Protection Officer"	shall have the meanings given in the GDPR;
"GDPR"	the General Data Protection Regulation (Regulation (EU) 2016/679)
"Law"	means any law, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, bye-law, enforceable right within the meaning of Section 2 of the European Communities Act 1972, regulation, order,

regulatory policy, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements with which the Processor is bound to comply;

“LED”

Law Enforcement Directive (Directive (EU) 2016/680)

“Processor Personnel”

employees, agents, consultants and Contractors of the Processor and/or of any Sub-Processor engaged in the performance of its obligations under this Contract.

“Protective Measures”

appropriate technical and organisational measures which may include: pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the such measures adopted by it including those set out in the Contract.

“Sub-processor”

any third Party appointed to process Personal Data on behalf of the Processor related to this Contract

SCHEDULE 8 – ANNEX 1

DFE SECURITY STANDARDS

<p>"BPSS" "Baseline Personnel Security Standard"</p>	<p>a level of security clearance described as pre-employment checks in the National Vetting Policy. Further information can be found at: https://www.gov.uk/government/publications/government-baseline-personnel-security-standard</p>
<p>"CCSC" "Certified Cyber Security Consultancy"</p>	<p>is NCSC's approach to assessing the services provided by consultancies and confirming that they meet NCSC's standards. This approach builds on the strength of CLAS and certifies the competence of suppliers to deliver a wide and complex range of cyber security consultancy services to both the public and private sectors. See website: https://www.ncsc.gov.uk/scheme/certified-cyber-consultancy</p>
<p>"CCP" "Certified Professional"</p>	<p>is a NCSC scheme in consultation with government, industry and academia to address the growing need for specialists in the cyber security profession and are building a community of recognised professionals in both the UK public and private sectors. See website: https://www.ncsc.gov.uk/scheme/certified-professional</p>
<p>"CC" "Common Criteria"</p>	<p>the Common Criteria scheme provides assurance that a developer's claims about the security features of their product are valid and have been independently tested against recognised criteria.</p>
<p>"CPA" "Commercial Product Assurance" [formerly called "CESG Product Assurance"]</p>	<p>is an 'information assurance scheme' which evaluates commercial off the shelf (COTS) products and their developers against published security and development standards. These CPA certified products can be used by government, the wider public sector and industry. See website: https://www.ncsc.gov.uk/scheme/commercial-product-assurance-cpa</p>
<p>"Cyber Essentials" "Cyber Essentials Plus"</p>	<p>Cyber Essentials is the government backed industry supported scheme to help organisations protect themselves against common cyber-attacks. Cyber Essentials and Cyber Essentials Plus are levels within the scheme.</p> <p>There are a number of certification bodies that can be approached for further advice on the scheme; the link below points to one of these providers: https://www.iasme.co.uk/apply-for-self-assessment/</p>

<p>"Department's Data" "Department's Information"</p>	<p>is any data or information owned or retained in order to meet departmental business objectives and tasks, including:</p> <p>(a) any data, text, drawings, diagrams, images or sounds (together with any repository or database made up of any of these components) which are embodied in any electronic, magnetic, optical or tangible media, and which are:</p> <p>(i) supplied to the Contractor by or on behalf of the Department; or</p> <p>(ii) which the Contractor is required to generate, process, store or transmit pursuant to this Contract; or</p> <p>(b) any Personal Data for which the Department is the Data Controller;</p>
<p>"DfE" "Department"</p>	<p>means the Department for Education</p>
<p>"Departmental Security Standards"</p>	<p>means the Department's security policy or any standards, procedures, process or specification for security that the Contractor is required to deliver.</p>
<p>"Digital Marketplace / GCloud"</p>	<p>the Digital Marketplace is the online framework for identifying and procuring cloud technology and people for digital projects. Cloud services (e.g. web hosting or IT health checks) are on the G-Cloud framework.</p>
<p>"FIPS 140-2"</p>	<p>this is the Federal Information Processing Standard (FIPS) Publication 140-2, (FIPS PUB 140-2), entitled 'Security Requirements for Cryptographic Modules'. This document is the de facto security standard used for the accreditation of cryptographic modules.</p>
<p>"Good Industry Practice" "Industry Good Practice"</p>	<p>means the exercise of that degree of skill, care, prudence, efficiency, foresight and timeliness as would be expected from a leading company within the relevant industry or business sector.</p>
<p>"Good Industry Standard" "Industry Good Standard"</p>	<p>means the implementation of products and solutions, and the exercise of that degree of skill, care, prudence, efficiency, foresight and timeliness as would be expected from a leading company within the relevant industry or business sector.</p>
<p>"GSC" "GSCP"</p>	<p>means the Government Security Classification Policy which establishes the rules for classifying HMG information. The policy is available at: https://www.gov.uk/government/publications/government-security-classifications</p>

"HMG"	means Her Majesty's Government
"ICT"	means Information and Communications Technology (ICT) is used as an extended synonym for information technology (IT), used to describe the bringing together of enabling technologies used to deliver the end-to-end solution
"ISO/IEC 27001" "ISO 27001"	is the International Standard for Information Security Management Systems Requirements
"ISO/IEC 27002" "ISO 27002"	is the International Standard describing the Code of Practice for Information Security Controls.
"ISO 22301"	is the International Standard describing for Business Continuity
"IT Security Health Check (ITSHC)" "IT Health Check (ITHC)" "Penetration Testing"	means an assessment to identify risks and vulnerabilities in systems, applications and networks which may compromise the confidentiality, integrity or availability of information held on that IT system.
"Need-to-Know"	the Need-to-Know principle is employed within HMG to limit the distribution of classified information to those people with a clear 'need to know' in order to carry out their duties.
"NCSC"	The National Cyber Security Centre (NCSC) formerly CESG is the UK government's National Technical Authority for Information Assurance. The NCSC website is https://www.ncsc.gov.uk
"OFFICIAL" "OFFICIAL-SENSITIVE"	the term 'OFFICIAL' is used to describe the baseline level of 'security classification' described within the Government Security Classification Policy (GSCP) which details the level of protection to be afforded to information by HMG, for all routine public sector business, operations and services. the 'OFFICIAL-SENSITIVE' caveat is used to identify a limited subset of OFFICIAL information that could have more damaging consequences (for individuals, an organisation or government generally) if it were lost, stolen or published in the media, as described in the Government Security Classification Policy.
"Secure Sanitisation"	Secure sanitisation is the process of treating data held on storage media to reduce the likelihood of retrieval and reconstruction to an acceptable level. Some forms of sanitisation will allow you to re-use the media, while others are destructive in nature and render the media unusable. Secure sanitisation was previously covered by "Information Assurance Standard No. 5 - Secure

	<p>Sanitisation" ("IS5") issued by the former CESC. Guidance can now be found at: https://www.ncsc.gov.uk/guidance/secure-sanitisation-storage-media</p> <p>The disposal of physical documents and hardcopy materials advice can be found at: https://www.cpni.gov.uk/secure-destruction</p>
<p>"Security and Information Risk Advisor" "CCP SIRA" "SIRA"</p>	<p>the Security and Information Risk Advisor (SIRA) is a role defined under the NCSC Certified Professional (CCP) Scheme. See also: https://www.ncsc.gov.uk/articles/about-certified-professional-scheme</p>
<p>"SPF" "HMG Security Policy Framework"</p>	<p>This is the definitive HMG Security Policy which describes the expectations of the Cabinet Secretary and Government's Official Committee on Security on how HMG organisations and third parties handling HMG information and other assets will apply protective security to ensure HMG can function effectively, efficiently and securely.</p> <p>https://www.gov.uk/government/publications/security-policy-framework</p>
<p>"Tailored Assurance" [formerly called "CTAS", or, "CESG Tailored Assurance"]</p>	<p>is an 'information assurance scheme' which provides assurance for a wide range of HMG, MOD, Critical National Infrastructure (CNI) and public sector customers procuring IT systems, products and services, ranging from simple software components to national infrastructure networks. https://www.ncsc.gov.uk/documents/ctas-principles-and-methodology</p>

- 1.1. The Contractor shall use reasonable efforts to i) comply or ii) have reasonably equivalent standards to, Departmental Security Standards for Contractors which are set out in the following clauses.
- 1.2. Where the Contractor will provide ICT products or services or otherwise handle information at OFFICIAL on behalf of the Department, the requirements under Cabinet Office Procurement Policy Note – Use of Cyber Essentials Scheme certification - [Action Note 09/14](#) 25 May 2016, or any subsequent updated document, are mandated; that "Contractors supplying products or services to HMG shall have achieved, and retain certification at the appropriate level, under the HMG Cyber Essentials Scheme". The certification scope must be relevant to the services supplied to, or on behalf of, the Department.
- 1.3. The Contractor shall be able to demonstrate conformance to, and show evidence of such conformance to the ISO/IEC 27001 (Information Security Management Systems Requirements) standard, including the application of controls from ISO/IEC 27002 (Code of Practice for Information Security Controls).

- 1.4 The Contractor shall follow the UK Government Security Classification Policy (GSCP) in respect of any Departmental Data being handled in the course of providing this service, and will handle this data in accordance with its security classification. (In the event where the Contractor has an existing Protective Marking Scheme then the Contractor may continue to use this but must map the HMG security classifications against it to ensure the correct controls are applied to the Departmental Data).
- 1.5 Departmental Data being handled in the course of providing an ICT solution or service must be segregated from all other data on the Contractor's or sub-Contractor's own IT equipment to protect the Departmental Data and enable the data to be identified and securely deleted when required. In the event that it is not possible to segregate any Departmental Data then the Contractor and any sub-Contractor shall be required to ensure that it is stored in such a way that it is possible to securely delete the data in line with Clause 1.14.
- 1.6 The Contractor shall have in place and maintain physical security, in line with those outlined in ISO/IEC 27002 including, but not limited to, entry control mechanisms (e.g. door access) to premises and sensitive areas
- 1.7 The Contractor shall have in place and maintain an access control policy and process for the logical access (e.g. identification and authentication) to ICT systems to ensure only authorised personnel have access to Departmental Data.
- 1.8 The Contractor shall have in place and shall maintain procedural, personnel, physical and technical safeguards to protect Departmental Data, including but not limited to: physical security controls; good industry standard policies and process; anti-virus and firewalls; security updates and up-to-date patching regimes for anti-virus solutions; operating systems, network devices, and application software, user access controls and the creation and retention of audit logs of system use.
- 1.9 Any data in transit using either physical or electronic transfer methods across public space or cyberspace, including mail and couriers systems, or third party provider networks must be protected via encryption which has been certified to FIPS 140-2 standard or a similar method approved by the Department prior to being used for the transfer of any Departmental Data.
- 1.10 Storage of Departmental Data on any portable devices or media shall be limited to the absolute minimum required to deliver the stated business requirement and shall be subject to Clause 1.11 and 1.12 below.
- 1.11 Any portable removable media (including but not constrained to pen drives, flash drives, memory sticks, CDs, DVDs, or other devices) which handle, store or process Departmental Data to deliver and support the service, shall be under the control and configuration management of the Contractor or (sub-)Contractors providing the service, shall be both necessary to deliver the service and shall be encrypted using a product which has been certified to FIPS140-2 standard or another encryption standard that is acceptable to the Department.
- 1.12 All portable ICT devices, including but not limited to laptops, tablets, smartphones or other devices, such as smart watches, which handle, store or process Departmental Data to deliver and support the service, shall be under the control and configuration management of the Contractor or sub-Contractors providing the service, and shall be necessary to deliver the service. These devices shall be full-disk encrypted using a product which has been certified to FIPS140-2 standard or another encryption standard that is acceptable to the Department.
- 1.13 Whilst in the Contractor's care all removable media and hardcopy paper documents containing Departmental Data must be handled securely and secured under lock and key when not in use and shall be securely destroyed when no longer required, using either a cross-cut shredder or a professional secure disposal organisation.

- 1.14 When necessary to hand carry removable media and/or hardcopy paper documents containing Departmental Data, the media or documents being carried shall be kept under cover and transported in such a way as to ensure that no unauthorised person has either visual or physical access to the material being carried. This clause shall apply equally regardless of whether the material is being carried inside or outside of company premises.
- 1.15 At the end of the contract or in the event of equipment failure or obsolescence, all Departmental information and data, in either hardcopy or electronic format, that is physically held or logically stored on the Contractor's ICT infrastructure must be securely sanitised or destroyed and accounted for in accordance with the current HMG policy using a NCSC approved product or method. Where sanitisation or destruction is not possible for legal, regulatory or technical reasons, such as a Storage Area Network (SAN) or shared backup tapes, then the Contractor or sub-Contractor shall protect the Department's information and data until the time, which may be long after the end of the contract, when it can be securely cleansed or destroyed.
- 1.16 Access by Contractor or sub-Contractor staff to Departmental Data shall be confined to those individuals who have a "need-to-know" in order to carry out their role; and have undergone mandatory pre-employment screening, to a minimum of HMG Baseline Personnel Security Standard (BPSS); or hold an appropriate National Security Vetting clearance as required by the Department. All Contractor or sub-Contractor staff must complete this process before access to Departmental Data is permitted.
- 1.17 All Contractor or sub-Contractor employees who handle Departmental Data must have annual awareness training in protecting information.
- 1.18 The Contractor shall, as a minimum, have in place robust Business Continuity arrangements and processes including IT disaster recovery plans and procedures that conform to ISO 22301 to ensure that the delivery of the contract is not adversely affected in the event of an incident. An incident shall be defined as any situation that might, or could lead to, a disruption, loss, emergency or crisis to the services delivered. If a ISO 22301 certificate is not available the supplier will provide evidence of the effectiveness of their ISO 22301 conformant Business Continuity arrangements and processes including IT disaster recovery plans and procedures. This should include evidence that the Contractor has tested or exercised these plans within the last 12 months and produced a written report of the outcome, including required actions.
- 1.19 Any suspected or actual breach of the confidentiality, integrity or availability of Departmental Data being handled in the course of providing this service, or any non-compliance with these Departmental Security Standards for Contractors, or other Security Standards pertaining to the solution, shall be investigated immediately and escalated to the Department by a method agreed by both parties.
- 1.20 The Contractor shall ensure that any IT systems and hosting environments that are used to handle, store or process Departmental Data shall be subject to independent IT Health Checks (ITHC) using a NCSC approved ITHC provider before go-live and periodically (at least annually) thereafter. The findings of the ITHC relevant to the service being provided are to be shared with the Department and all necessary remedial work carried out. In the event of significant security issues being identified, a follow up remediation test may be required.
- 1.21 The Contractor or sub-Contractors providing the service will provide the Department with full details of any storage of Departmental Data outside of the UK or any future intention to host Departmental Data outside the UK or to perform any form of ICT management, support or development function from outside the UK. The Contractor or sub-Contractor will not go ahead with any such proposal without the prior written agreement from the Department.

- 1.22 The Department reserves the right to audit the Contractor or sub-Contractors providing the service within a mutually agreed timeframe but always within seven days of notice of a request to audit being given. The audit shall cover the overall scope of the service being supplied and the Contractor's, and any sub-Contractors, compliance with the clauses contained in this Section.
- 1.23 The Contractor shall contractually enforce all these Departmental Security Standards for Contractors onto any third-party suppliers, sub-Contractors or partners who could potentially access Departmental Data in the course of providing this service.
- 1.24 The Contractor and sub-Contractors shall undergo appropriate security assurance activities as determined by the Department. Contractor and sub-Contractors shall support the provision of appropriate evidence of assurance and the production of the necessary security documentation such as completing the DfE Security Assurance Model (DSAM) process or the Business Service Assurance Model (BSAM). This will include obtaining any necessary professional security resources required to support the Contractor's and sub-Contractor's security assurance activities such as: a NCSC Certified Cyber Security Consultancy (CCSC) or NCSC Certified Professional (CCP) Security and Information Risk Advisor (SIRA)

SCHEDULE 8 ANNEX 2

Processing, Personal Data and Data Subjects

This Annex 2 not used

Schedule 8 Annex 3 Independent Controller Agreement

1.1 For the purposes of this Annex 3:

“Controller” means a person which, alone or jointly with others, determines the purposes and means of the Processing of Personal Data;

“Data Protection” Laws means all laws and regulations relating to the Processing of Personal Data as the same may be in force from time to time;

“Data Subject” means the individual to which the Personal Data relates;

“Personal Data” means any information relating to an identified or identifiable living individual;

“Personal Data Breach” means the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, Personal Data; and

“Processing” means any operation or set of operations which is performed on Personal Data or on sets of Personal Data, whether or not by automated means, and Process, Processes and Processed shall be construed accordingly.

1.2 The Parties acknowledge and agree that they will share Personal Data in order to fulfil their obligations under this Agreement, in particular to facilitate the delivery of the Services.

1.3 The Parties acknowledge and agree that in relation to the Personal Data disclosed by one Party to the other in connection with this Agreement:

1.3.1 the DFE is a Controller in respect of the Personal Data it Processes;

1.3.2 the Contractor is a Controller in respect of the Personal Data it Processes;

1.3.3 the Parties are not joint Controllers; and

1.3.4 neither Party Processes any Personal Data on behalf of the other Party as a Processor.

1.4 In respect of the Personal Data that is shared by the Parties under and in connection with this Agreement:

1.4.1 each Party shall comply with the Data Protection Laws to which it is subject;

1.4.2 the Parties shall use reasonable endeavours to work together to help ensure that each Party is able to Process the Personal Data lawfully, fairly and in a transparent manner and in compliance with the Data Protection Laws to which it is subject;

1.4.3 each Party shall take appropriate technical and organisational measures to help keep the Personal Data safe and secure;

1.4.4 each Party shall notify the other without undue delay after becoming aware of any Personal Data Breach, and

1.4.5 the Parties agree to enter into such other written agreements as may be required from time to time to enable each Party to comply with the Data Protection Laws to which it is subject, provided that neither Party shall be obliged to agree to any term in any such agreement to the extent that compliance with the term would put it in breach of any law to which it is subject.

1.5 The Contractor shall only provide to the DFE:

1.5.1 the Personal Data that is required to be provided by it to UCL pursuant to the terms of this Agreement; and

1.5.2 such other Personal Data as may be requested by UCL from time to time under and in connection with this Agreement, and shall ensure that no other Personal Data is provided by it (or anyone else acting on its behalf) to the DFE.

1.6 The Parties acknowledge and agree that no provision of this Agreement (including this Annex 3) shall require either Party to disclose data (including Personal Data) to the other Party where such disclosure would put the disclosing Party in breach of any law (including any Data Protection Law) to which it is subject.

1.7 Both Parties in compliance with the relevant articles of the GDPR shall:

- (a) Provide information to data subjects under Article 13 and 14.
- (b) Respond to data subject requests under Articles 15-22.
- (c) Maintain records of processing under Article 30.

1.8 The DFE's Data Protection Officer is [REDACTED]. The Contractor's Data Protection Officer can be contacted at [REDACTED]. Each shall be the relevant Party's point of contact for the data subjects.

Schedule 9

Commercially Sensitive Information

[This Schedule shall be finalised at contract fine tuning stage]



SSQ 8.5 (i)

Declaration of Confid

The SEEL partners consider that the following information within the bid to be commercially sensitive. The implications of disclosure of this information to potential future competitors is that it could be used to gain advantage over us in a future tender. We therefore request that the following information be redacted from any future contract that is awarded before it is published.

1. Our written submission addressing the evaluation criteria (published in Schedule 10, including ITEP course management, ITEP course content and delivery, Practice Placements, Recruitment and retention to ITEP, Reporting and Contract Management.
2. The completed cost matrix (Schedule 3, Table 2)
3. The SEEL Implementation Plan (Appendix A within the Response Form, published in Schedule 10)
4. The SEEL Risk Log (Appendix B within the Response Form in Schedule 10)

The information will be commercially sensitive for the duration of the contract, i.e. until September 2025.

Schedule 10

The Contractor's Solution

The emedded document below is the response form submitted by the Contractor as part of their tender documents in response to the Initial Training for Educational Psychologists ITT.



SEEL Response
Form.pdf

Department for Education

Provision of Initial Training for Educational Psychologists

ITT Submission by the SEEL Consortium

May 2019

NAME OF KEY PERSON DEALING WITH THIS ITT SUBMISSION

Supplier Organisation	University College London, on behalf of SEEL Consortium
Full name	[REDACTED]
Position	[REDACTED]
Telephone	[REDACTED]
E-mail	[REDACTED]
Signature	[REDACTED]
Date	08.05.2019

RESPONSE FORM

SC7: Requirements of the contract

The questions below require yes/no answers. All of these requirements are essential. If you are unable to provide a yes answer to any of these questions then your bid will not progress beyond this stage.

Area of specification	Question	Response
Be able to plan and deliver high quality training and placements for the Initial Training of Educational Psychologists	My organisation has HCPC approval is able to show evidence via a HCPC course approval letter or latest monitoring report; or	Yes
	My organisation has developed a detailed plan including dialogue with HCPC to ensure approval from them can be obtained prior to the recruitment of trainees for the start of the 2020/21 academic year	
	You must be able to answer yes to one of the above questions	
Allocation and the distribution of training courses and providers across England	My organisation is able to/has the detailed plans to be able to provide the Initial Training for Educational Psychologists in England	Yes
Plan and deliver high quality placements and distribution Support the application process, recruiting to allocated numbers and retaining high quality candidates from a diverse range of experiences (section xx of the specification)	My organisation is willing to support the accreditation of the placement process	Yes
	My organisation will adhere to the entry requirements as laid out in the specification	Yes
	My organisation agrees that recruitment will be taken in accordance with the terms and conditions of funding set out for the trainees by the DfE	Yes

Performance monitoring, data collection and contract management	My organisation will support the annual trainee satisfaction survey process	Yes
	My organisation agrees to provide monthly reports and attending contract management meeting with DfE at the nearest DfE site	Yes
	My organisation agrees to provide data or support data collection on all of the following: <ul style="list-style-type: none"> • all instances of long-term trainee absence, performance issues and any other significant issues which may affect a trainee's ability to complete the training • destination data on where trainees have been placed in years two and three along with the steps they have taken to ensure that trainees have been placed with those English local authorities in greatest need of trainees • details of the number of trainees successfully completing the training • details of the number of trainees obtaining employment with an English local authority within 3 months of successfully completing the training 	Yes
Providing value for money and costs: bursaries (section xx of the specification)	My organisation agrees to distribute bursaries to year one trainees of all of the cohorts covered by this contract	Yes

SC8 Award Criteria

Technical Requirements – weighted 70% of overall bid score

ITEP course management

Please describe and evidence how you plan to manage the ITEP course, including your organisational management and reporting structure, risk management, and contingency planning.

Your evidence should include but not be limited to:

- the number of trainees you will be able to recruit, train, and certify to Doctorate level
- A detailed plan and methodology setting out delivery of the course
- quality assurance of the training must be delivered to the highest standard utilising suitably qualified and experienced personal, supported through appropriate reporting and management board arrangements
- How you will effectively market the course to as large a number of potential applicants as possible. The Provider shall use its expertise in determining the most effective approach at the graduate market
- how resources and funding will be managed including the distribution of course fees and trainee's bursaries / salaries
- milestones and the steps required to achieve them
- key risks, mitigations and contingency plans
- Before the first cohort of trainees commence, providers will need to be security certified under the Cyber Essentials scheme.
- how delivery failure in any aspect of the training will be managed. For bidders in cooperation with more than one university, how this will be managed across universities and across courses
- managing trainee deferrals and withdrawals from the course
- contract exit proposals
- detailed strategy of how the training provider(s) plan to work successfully in partnership with other organisations to achieve the aims of the contract

- How you will ensure that all trainees shall work as a Health & Care Professions Council (HCPC) registered Educational Psychologist within a Local Authority in England for no less than two full calendar years immediately after graduation.

Weighting: 25% of Technical Requirements

Response

The South East, East and London (SEEL) Consortium was founded in 2008 at the instigation of employers of educational psychologists, to ensure the delivery of high quality training within the region, that meets the needs of service users and delivers government agendas. The five partner higher education institutions (HEIs) in the SEEL Consortium have extensive experience and the highest reputation as providers of initial professional training for educational psychologists. All have Health and Care Professions Council (HCPC) approval, and are fully compliant with all key requirements in relation to the delivery of high quality training, assessment, supervision and support to trainees. In addition, all SEEL HEIs comply with national requirements of the Quality Assurance Agency (QAA) for higher education.

The costings in this tender are based on **the award of 80 funded places to recruit, train and certify trainees to doctoral level**. Funded places will be distributed equitably across the five HEIs in the SEEL consortium (16 each) and this will contribute to a fair regional distribution in England. This number was reached in consultation with SEEL Principal Educational Psychologist (PEP) representatives, who consider this number to be feasible with regard to placement capacity, which includes the cost of supervision by experienced EPs and local authority funding of trainee bursaries in Years 2 and 3 (see PEP letters of support in *Appendix D*). There is flexibility to take on additional funded places should this be necessary to extend the numbers of trainee educational psychologists nationally.

SEEL covers a densely populated geographical region, with 44% of the school age population in England, 40% are pupils from ethnic minority groups (as opposed to 29% across England), which has influenced the more favourable ratios of EP to child population in the region. As a consequence there is a need to retain an equivalent proportion of funded training places within the region, which provides outstanding placement opportunities for trainees. In addition, the reputation of SEEL programmes for delivering excellence and ensuring employability is reflected in the high numbers of applications received. We see applicants as stakeholders in training and hope that applicant choice will be recognised as an important indicator of programme reputation, and the distribution of places will let the market dictate where course places should be allocated.

The delivery of three year integrated training (academic, placement and research) is established at SEEL HEIs and programmes are well-resourced in terms of staffing, teaching and learning facilities and materials, libraries and computing facilities, and research support, for which a doctorate qualification is awarded. **A detailed plan and methodology setting out strategic priorities for delivery of the course** for the period of the next contract contact is provided in *Appendix A*.

The SEEL Consortium Executive Committee (SCEC) aims to **quality assure the delivery of training to the highest standard, utilising suitably qualified and experienced personnel, supported through appropriate reporting and management board arrangements**. Over the past eleven years, employer representatives from London, the East and the South East have worked effectively in partnership with the SEEL programme directors (PDs) to provide planning, support and advice on operational issues. In the main, programme staff

are outstanding, qualified educational psychologists, seconded from SEEL local authorities, who are able to facilitate excellent training experiences. Quality Assurance procedures operate through SCEC, which is chaired by the Project Lead and operates as the SEEL management board, monitoring and auditing the delivery of the consortium. This committee meets each term to monitor and review SEEL Consortium activities, providing additional quality assurance with a particular focus on key performance indicators (KPIs) of the training contract (see *Appendix C*).

A key function of SCEC is to oversee and assure the quality and distribution of placements across the region. Over four years the majority of local authority services in the South East quadrant, from Buckinghamshire to Essex, Hampshire and Kent have had at least one trainee placement from each of the SEEL programmes. PEPs greatly value the diversity this affords. This contrasts dramatically with the situation in most parts of the country where services tend to receive trainees from one programme. When coordinating placements the SCEC panel collaborates with other training providers to accommodate placement requests from outside the SEEL region. In 2018, four trainees from the NORMID-SW received bursary placements in SEEL, in addition to all SEEL trainees. The strategic plan (*Appendix A, Milestone 1*) details developments to enhance the current arrangements, through extending the diversity and distribution of placements and quality enhancements through requiring compliance with the PPPF for placement providers. This is evaluated through an online annual placement quality assurance survey distributed to trainees. There are plans to extend data collection (*Appendix A, Milestone 2*) prior to training, during training and post-qualification to enhance SCEC reviews of demographic data, trainee and placement supervisor satisfaction, trainee workload, local authority employment destination data.

Employers in the region have confirmed that they wish the consortium to continue (see PEP letters of support in *Appendix D*). The strong support of employers is demonstrated through the provision of practice placements across the region, which consistently exceeds the number of SEEL programme trainees, and in the extensive network of local authorities from which SEEL tutors are seconded.

We will deliver training of the highest quality over the next contract, whilst simultaneously engaging in a process of continuous programme development, supported through appropriate reporting and management board arrangements. The project plan (*Appendix A*) highlights these developments, which extends current data collection on trainee satisfaction through an annual online survey.

The reputation of SEEL programmes for delivering excellence and ensuring employability is reflected in the number of applications received, which proportionately exceeds those received by many other programmes. For entry in 2019, of the 1138 applicants 339 applied to the Institute of Education, 144 to Southampton, 234 to the Tavistock, 355 to UCL, and 304 to UEL. **SEEL programmes are effectively marketed to a large a number of potential applicants** through university web-sites, brochures, open evenings and contributions to local authority events. In addition, information to potential applicants is provided through the Association of Educational Psychologists (AEP) web-site, the current body that co-ordinates the national clearing house for applications. We will work with the AEP to upgrade and improve the online application system and provide feedback following each annual application process (*Appendix A, Milestone 5*). In addition, SEEL tutors provide input to careers events for undergraduates, in local authorities and school sixth forms to promote the profession and encourage applications from under-represented groups. The SEEL strategic plan highlights a key objective - widening participation (see *Appendix A, Milestone 6a*). We will seek funding from the Sutton Trust to develop a Pathway to Professional Psychology to ensure the profession better reflects the communities that we serve, targeting academically able state school students from culturally diverse and disadvantaged backgrounds.

Resources and funding (including the distribution of trainee course bursaries/ salaries) will be managed within SEEL as follows. The lead HEI (UCL) is responsible for liaison and communication with the DfE and other organisations that interface with SEEL (e.g. the AEP for selection and recruitment) and the partner

HEIs. UCL will be responsible for the distribution of fees and Year 1 bursaries from the DfE to HEIs. The University of Southampton coordinates the Year 2 and 3 trainee bursary scheme, collecting monies from placement providers and distributing to HEIs, who then organise bursary payments to their trainees.

For the contract from 2020, the **key milestones and the steps required to achieve them** are detailed in the project plan (*Appendix A*). SEEL has carefully considered the risks associated with the Tender, detailed in *Appendix B* - the **risk register identifies triggers and the effective use of mitigation and contingency planning**. The Consortium has experience of working collaboratively within a financial and professional partnership arrangement. The Consortium financial agreement is based on a formula that ensures each programme remains viable until the end of the contract. Partners have agreed the costing of the provision, including a detailed account of how this will spread out across the contract.

Before the first cohort of trainees commence, all SEEL providers will be security certified under the Cyber Essentials scheme (see *Appendix A, Milestone 10* for details).

Delivery failure in any aspect of the training will be managed across programmes. In terms of maintaining quality of teaching, the training programmes in all HEIs are organised over three years, with the majority of the academic teaching in Year 1. In years 2 and 3, trainees require research and placement supervision but the teaching requirements are reduced. This will enable re-profiling of the academic staffing complement of programmes, drawing on the wider resources within the HEIs, for research supervision and where joint modules and teaching sessions could run across partner institutions. The physical proximity and good transport links between the institutions make it viable for trainees and staff to travel between institutions if required to manage short-term delivery. We plan to develop this aspect of the consortium over the next contract with a greater focus on shared teaching, research and organisational aspects of programme delivery (e.g. see *Appendix A, Milestone 3*).

SEEL programmes have excellent completion rates; 98% of trainees complete training on time. The low attrition rate is evidence of our high quality pastoral support systems. When **managing trainee deferrals and withdrawals from the course**, all SEEL providers prioritise their duty of care towards trainees' health and well-being, providing high levels of support to trainees who may need to interrupt their studies for a range of extenuating circumstances. If a deferral is necessary, the university procedures are followed, and a return date negotiated. When supporting trainees through maternity leave, the majority interrupt for a year and then return to complete their training. Trainees experiencing ongoing medical or carer responsibilities, are supported by the programme team and in some cases they may receive a statement of reasonable adjustment (SORA). In the rare event that a trainee needs to withdraw from their studies, the programme director will contact the SEEL Chair and Administrator to ensure that appropriate financial arrangements are made (i.e. cessation of payment of fees/bursary). They will also liaise with the DfE to discuss the circumstances and complete the relevant paperwork for the DfE, and SEEL Chair. This will be validated through the contract management mechanisms. We ensure that the DfE withdrawal and deferral criteria are adhered to and enforced by SEEL training providers. SCEC monitoring systems ensure that programmes are compliant with the processes for managing sickness, maternity, carer's responsibilities and other factors.

With regard to **contract exit proposals**, the majority of staff in programme teams are seconded from local authorities, retaining substantive posts in their employing services. Therefore, if EP training were to discontinue at the end of the tender period, each institution could reduce staff seconded from local authorities on an annual basis without incurring additional employment compensation costs. This aspect of the staffing contract arrangements means that significant financial flexibility is built in. The location of the majority of the SEEL programmes in large psychology departments, heavily oversubscribed in terms of undergraduate applications provides ample opportunity for redeployment of core programme academic staffing. SCEC would play a key role in planning for the final cohort so that particular expertise is retained

within the partner institutions, and quality of teaching and supervision is maintained, whilst achieving economies of scale where necessary.

In terms of commitment to teaching quality at all stages of the contract, each programme has agreed to maintain a core number of staff to deliver the overall teaching and supervision arrangements in line with recommendations from the British Psychological Society, our professional body. Although each programme has academic staff, the majority of tutors are seconded EPs from Local Authorities. These staff retain substantive posts in their employing authorities. This aspect of staffing contract arrangements means that significant financial flexibility is built in.

SEEL training providers have a **detailed strategy in relation to partnership working with other organisations to achieve the aims of the contract** (*Appendix A, Milestones 1, 3, 4 and 5*). Over the period of the next contract, we plan to extend successful partnerships within SEEL, other universities, organisations and employers of educational psychology services to strengthen and extend positive institutional and regional relationships. The Consortium has a strong track record of working collaboratively within financial and professional partnership arrangements. We will maintain this focus to develop training that meets workforce and service user needs, such as delivery of psychological services to young people up to the age of 25, provision of evidence-based psychological therapies such as cognitive behaviour therapy (CBT), and leadership within multi-agency teams. Programme staff within SEEL have an impressive record in leading national initiatives in these areas (e.g. Sandra Dunsmuir co-led the DECP report on 'Delivering Psychological therapies in Schools and Communities'). The strong relationships between the SEEL consortium partners enables collaborative practices that feed into a process of continuous programme development and comparative evaluation. Continuity of this coherent regional arrangement will support the maintenance of quality, as well as providing the foundation for innovation and development.

We will ensure that all trainees shall work as a Health & Care Professions Council (HCPC) registered Educational Psychologist within a Local Authority in England for no less than two full calendar years immediately after graduation as follows. All programme documentation/information at SEEL universities (e.g. web-sites, course brochures, handbooks etc) will state unequivocally that all trainees with DfE funded places are required to work as a Health & Care Professions Council (HCPC) registered Educational Psychologist within a Local Authority in England for no less than two full calendar years immediately after graduation. University lawyers will advise on additions that will be made to the postgraduate student contract, issued within the terms of the relevant institution, relating to provisions to address repayment of fees and Y1 bursary, where appropriate. Furthermore, at the end of their third year trainees will be required to provide details of their future employing local authority EP service. Each SEEL HEI will keep a log of this information, including contact email addresses for both the trainee and their PEP. For the next two years each HEI will engage in annual monitoring of their graduates through email exchanges with both the trainee and LA PEP. This data will be reported to the SEEL lead administrator and shared with the SCEC and DFE on an annual basis. Any trainee who is not working within a local authority EP service will be required to explain the reasons for this. Should the explanation not relate to the agreed extenuating circumstances the trainee will be reminded of the terms of their training agreement in a letter copied to the DFE. In the first instance they will be actively encouraged to pursue employment in an LA service, if this does not happen within the agreed timeframe the HEI will request the reimbursement of their training fees and Y1 bursary. This process will be complemented by a SEEL online satisfaction survey that will be circulated in the Autumn term immediately post-qualification.

Maximum limit: 2,500 words

ITEP course content and delivery quality

Please describe and evidence how you will successfully design and deliver a level 8 Educational Psychologist postgraduate qualification, accredited by Health Care Professions accredited course. Please provide an outline of the course content and detail what the programme will involve for intakes in 2020, 2021, and 2022. What will you offer students of the Educational Psychologist programme?

Your evidence should include but not be limited to:

- quality assurance plan / proposals to ensure the delivery of the course and to demonstrate that the requirements of the contract will be delivered to the highest standards
- which geographical regions of England (according to the definitions found at attachment 4) you intend to operate within. You should explain where the training will take place, in which Local Authorities Placements will be offered to students, and how this addresses need in those areas. No particular region will be given more credence or prioritized over another by the DfE in the evaluation process, but it is crucial you demonstrate how you are addressing EP shortages and in which regions.
- how you will maintain up to date course curriculum to reflect changes in policy direction, the needs of employers of EP services and service users
- quality assurance, including and how you plan to acquire HCPC accreditation within the allotted timeframe of one year between contract agreement and contract commencement
- milestones and the steps required to achieve them
- trainee support
- the quality of the practice placements
- the range of experiences made available to students to support the training content
- supervision arrangements during both academic and L.A practice placements
- how you will work in partnership with other training providers, organisations and employers of EP services to improve the ITEP courses
- monitor and achieve satisfaction ratings that exceed 90% of trainees rating the programme good or above

Weighting: 25% of Technical Requirements

Response

The South East, East and London (SEEL) consortium provides broad and high educational psychology training at five leading Universities: University College London, Institute of Education, Tavistock, University of East London and University of Southampton.

Quality assurance is central to the delivery of SEEL programmes which have consistently delivered the requirements of DfE contracts to the highest standards. The SEEL consortium has a strong reputation and considerable experience of providing high quality training for EPs. All Members of SEEL have robust and rigorous internal and external quality assurance processes including: University (Annual reviews), Professional body (BPS) and regulatory body (HCPC) monitoring. The individual University HCPC reports are accessible at: <http://www.hcpc-uk.org/education/programmes/approvalreports/>.

In addition, SEEL in collaboration with regional PEPs, through the SEEL Consortium Executive Committee (SCEC) has developed robust processes for responding to the changing needs of EP services and for the annual monitoring of trainee placement workload and learning experiences.

The **geographical regions of England that the SEEL consortium operates in** is captured by our title. SEEL covers a densely populated geographical region in which 44% of the school age population in England is educated. The SEEL Consortium Executive Committee (SCEC) has a PEP representative from the South East of England, the East of England and London (see Appendix E, SCEC Terms of Reference). Their involvement in the recruitment and placement of trainees (through the centralised bursary system) helps to ensure that there is a good distribution of trainees across the whole region. The specific areas are the edge of Middle England: Northamptonshire, Oxfordshire and Southern England: South East, London including Greater London, Hampshire, Isle of White, Oxfordshire, West Sussex, East Sussex, Kent, Berkshire, Surrey.

As a consortium, we would be happy to incorporate additional local authorities to ensure that identified 'cold spots' of the country experiencing difficulties with recruitment and retention of staff, are addressed. The University of East Anglia (UEA), as a new training provider, was granted honorary membership of SEEL and was offered the option of joining SEEL for this tender but declined. Therefore the East of England will be covered by an additional provider. This will complement existing coverage as there has traditionally been problems with filling all placements in this region. PEPs in the region are committed to working across both consortia, acknowledging that with the geography of the region they will benefit from accessing two providers.

SEEL is committed to maintaining up to date course curriculum to reflect changes in policy direction, the needs of employers of EP services and service users (Appendix A, Milestone 3). At a consortium level, SCEC provides a structured link with our key stakeholders and the DfE, this enables us to ensure that we are continuing to train educational psychologists with the necessary knowledge, skills and expertise, required to respond to the changing legislative landscape of children's services and to meet the demands of EP service providers. BPS standards were defined following a national consultation in 2015, jointly led by Prof Sandra Dunsmuir from UCL, and involving the definition of core competencies in educational psychology by a representative sample of programme directors from across the UK, principal educational psychologists from varied demographic and geographical locations and placement supervisors/course tutors. This informed the development of the core curriculum at all SEEL partner HEIs. The curriculum content is thus contemporary and highly relevant to workforce needs, comprising these key elements:

- Promoting Development and Education
- Personal and Professional Values, Ethics and Skills
- Diversity and Cultural Differences
- Consultation