

ORDER FORM**FROM**

	SECRETARY OF STATE FOR EDUCATION
Service address:	Department for Education. Sanctuary Buildings, Great Smith Street, Westminster, London, SW1P 3BT
Invoice address:	██████████
Authorised Representative:	Ref: ██████████ E-mail: ██████████
Order number:	To be quoted on all correspondence relating to this Order: TBC
Order date:	21.01.2022

TO

Contractor:	I CAN (Registered number = 210031)
For the attention of:	██████████
E-mail:	██████████
Telephone number:	██████████
Address:	██████████

1. SERVICES REQUIREMENTS**(1.1) Services [and deliverables] required:**

Supplier agrees to develop and deliver training package to all existing hub leads, strategic leads and literacy specialists ██████████

Content of training

As a result of the training, participants will understand:

- why spoken language is the foundation for success in reading and phonics;
- typical language development and how to identify and support those children who are falling behind;
- how children can learn both to and through talk across the curriculum;
- the characteristics of effective pupil talk;
- the impact of poor language skills on mental health and behaviour and strategies to mitigate this.

Participants will be able to:

- foster language-rich environments in which children have frequent opportunities to hear and practise new language in context;
- deploy practical strategies which support students to engage in high-quality dialogue, extending their thinking and understanding;
- implement whole-school approaches that support early language development in Reception and Key Stage 1

These learning outcomes will be realised through a combined programme of live interactive training (online), self-led independent digital learning and a toolkit of resources, strategies and guides (including video, audit and observation tools, frameworks and scripted modules) to support cascade and legacy impact.

The programme is built round key mechanisms of effective professional development (EEF, 2021) including structured reflection on practice (through video resources), modelling and rehearsing of techniques and the development of a community of practice (through convening the local hub networks), action-planning and encouraging longer-term monitoring and evaluation. Throughout the training, participants will learn through practical activities and have opportunities to apply their learning in practice and through discussion with colleagues.

Recognising the limitation of the short-timescale for delivery, this approach maximises opportunities to build knowledge, motivate staff, develop teaching techniques and embed practice.

Structure of training

Live session 1 [REDACTED] the rationale for supporting early language; typical stages of SLC development; identification of difficulties and assessment for learning; three levels of support (universal; targeted and specialist) - will include:

- I CAN's communication development checklist for children aged 5-11 years
- Universally Speaking: the ages and stages of children's development, 5-11 Years
- Video clips to prompt discussion and reflection

Self-led learning [REDACTED] understanding effective pupil talk - will include:

- The Oracy Framework (Voice 21 and University of Cambridge, 2015)
- Exploratory and presentational talk continuum

Live session 2 [REDACTED] principles of quality first teaching which supports early language; cultivating effective talk for learning in the classroom; creating a language friendly classroom; how to know you have achieved this - will include:

- The Oracy Benchmarks (Voice 21, 2019)
- Practical strategies to make talk visible, scaffolding and language structures, effective groupings, teacher and pupil talk tactics to facilitate sustained shared thinking.

Self-led learning [REDACTED] identifying principles of quality-first teaching which supports language development in practice through observation - will include: video clips of classroom practice

Live session 3 [REDACTED]: understanding how whole-school approaches can underpin effective practice in YR and KS1; addressing common concerns around talk in the classroom (mythbusting) - will include:

- I CAN Communication Commitment
- Self-reflection, auditing and action planning

Long-term training package

To augment the sessions and enable cascade and future development by the Hubs, the programme plans, scripts, activities and resources will be available to download and disseminate. As part of the delivery, we will use participant feedback and data from the online resources to evaluate each aspect of the sessions so we can refine and adjust the final format before handing it over to ensure that the materials and resources have long term impact. These will be packaged with session recordings, online learning modules, specially created video content, audit and observation frameworks and an evidence and resource bank to create an accessible online toolkit extending the project's reach and impact beyond the delivery period and direct participants.

(1.2) Service Commencement Date:

28 January 2022

(1.3) Price payable by Authority and payment profile:

██████████

VAT will be applied at the prevailing rate.

1. Payment Profile

Payment	Scheduled date	Price exc. VAT (£)
Live Learning Session 1	TBC	██████████
Live Learning Session 2	TBC	██████████
Live Learning Session 3	TBC	██████████
Self-directed Learning	TBC	██████████
Toolkit	TBC	██████████
TOTAL		██████████

2. Invoices shall be prepared by the Contractor monthly in line with values set out in the Table.
3. The Department shall accept and process for payment an electronic invoice submitted for payment by the Contractor where the invoice is undisputed and where it complies with the standard on electronic invoicing. For the purposes of this paragraph, an electronic invoice complies with the standard on electronic invoicing where it complies with the European standard and any of the syntaxes published in Commission Implementing Decision (EU) 2017/1870.
4. Invoices shall be sent, within 5 days of the dates listed in paragraph 1 electronically by email to ██████████ quoting the Contract reference number. To request a statement, please email ██████████ quoting the Contract reference number. The Department undertakes to pay correctly submitted invoices within 5 days of receipt. The Department is obliged to pay invoices within 30 days of receipt from the day of physical or electronic arrival at the nominated address of the Department. Any correctly submitted invoices that are not paid within 30 days will be subject to the provisions of the Late Payment of Commercial Debt (Interest) Act 1998. A correct invoice is one that: is delivered in timing in accordance with the contract; is for the correct sum; in respect of goods/services supplied or delivered to the required quality

<p>(or are expected to be at the required quality); includes the date, supplier name, contact details and bank details; quotes the relevant purchase order/contract reference and has been delivered to the nominated address. If any problems arise, contact the Department's Contract Manager. The Department aims to reply to complaints within 10 working days. The Department shall not be responsible for any delay in payment caused by incomplete or illegible invoices.</p> <p>5. If this Contract is terminated by the Department due to the Contractors insolvency or default at any time before completion of the Service, the Department shall only be liable under paragraph 1 to reimburse eligible payments made by, or due to, the Contractor before the date of termination.</p> <p>6. On completion of the Service or on termination of this Contract, the Contractor shall promptly draw-up a final invoice, which shall cover all outstanding expenditure incurred for the Service. The final invoice shall be submitted not later than 30 days after the date of completion of the Service.</p> <p>7. The Department shall not be obliged to pay the final invoice until the Contractor has carried out all the elements of the Service specified as in Appendix 1.</p> <p>8. It shall be the responsibility of the Contractor to ensure that the final invoice covers all outstanding expenditure for which reimbursement may be claimed. Provided that all previous invoices have been duly paid, on due payment of the final invoice by the Department all amounts due to be reimbursed under this Contract shall be deemed to have been paid and the Department shall have no further liability to make reimbursement of any kind.</p>
<p>(1.4) Completion date (including any extension period or periods):</p> <p>31 March 2022</p>
<p>2 MINI-COMPETITION ORDER: ADDITIONAL REQUIREMENTS</p>
<p>(2.1) Supplemental requirements in addition to Call-off Terms:</p> <p>2.1.1 The online platform used must meet the following accessibility standards:</p> <ul style="list-style-type: none"> a) Compliance with WCAG V2.1 to 'AA' Standard b) Compliance with ISO 9241-171:2008 (Ergonomics of human-system Interface) c) Compatibility with 'best of breed' assistive technologies. These are currently: JAWS V16; Dragon V14; Supernova Access Suite V12; Zoomtext V10
<p>(2.2) Variations to Call-off Terms:</p> <p>Schedule 2a – See Appendix 2</p>
<p>3. PERFORMANCE OF THE SERVICES AND DELIVERABLES</p>
<p>(3.1) Name of the Professional who will deliver the Services:</p>

<div data-bbox="268 203 405 237" data-label="Image"></div>
<p>(3.2) Performance standards:</p> <p>See Appendix 1</p>
<p>(3.3) Location(s) at which the Services are to be provided:</p> <p>N/A – Services to be delivered online as set out in the successful bid, with further details to be agreed as necessary.</p>
<p>(3.4) Quality standards:</p> <p>Trainees are empowered to make changes in the classroom. On completion of each live session, trainees feel able to identify areas to develop in their classrooms/schools.</p> <p>On completion of the programme trainees will have made changes, developed their practice or embedded their good practice as a result of the training. This will be tested two months after the end of the project.</p> <p>Materials and resources effectively support learning and development including classroom practice.</p> <p>The materials are refined and adjusted based on feedback to create an accessible online toolkit, which will extend the projects reach and impact beyond the delivery period and direct participants.</p> <p>Specific KPI's will be developed and agreed with the successful supplier upon award of the contract.</p> <p>All of these are to be measured by way of post-session evaluation at regular intervals (immediately following the live delivery and two months after the programme finishes). Any follow up evaluation after the end of the contract will be conducted by DfE.</p> <p>These measures will be used to internally assess the effectiveness of the Early Language training.</p>
<p>(3.5) Contract monitoring arrangements:</p> <p>Supplier agrees to attend regular meetings with DfE officials to discuss project progress and provide early indication around any potential areas of slip in terms of timings or anticipated quality of products (suggested initially weekly but timings and frequency of such meetings to be mutually agreed)</p> <p>Supplier agrees to work with DfE officials to find pragmatic solutions to any problems arising.</p>
<p>(3.6) Management information and meetings</p> <p>Supplier agrees to attend the following meetings;</p> <ul style="list-style-type: none"> • Fortnightly meetings with working group (DfE officials, representatives from individual hubs and Hubs Council to refine the training offer before delivery commences)

Supplier to provide weekly progress updates via e-mail to confirm;

- Progress of training programme including number of participants who have successfully completed each section of the course and details of which hub they represent
- Results of feedback from live sessions to confirm participant satisfaction and report any changes in knowledge/confidence levels around supporting oral language development.
- Results of feedback on self directed toolkit

4. CONFIDENTIAL INFORMATION

(4.1) The following information shall be deemed Confidential Information:

Any information regarding the the hub network (individual hubs or the collective group) not already in the public domain, particularly any information around plans for the future direction of the programme or any decisions around hub priorities/funding not yet agreed and communicated externally

(4.2) Duration that the information shall be deemed Confidential Information:

Any information regarding potential or actual hub policy development should remain confidential until it is either confirmed as official hub policy or is no longer under consideration as an active idea for the hubs

BY ACCEPTING THIS ORDER IN JAGGAER THE CONTRACTOR AGREES to enter a legally binding contract with the Authority to provide to the Authority the Services specified in this Order Form (together with the mini-competition order (additional requirements) set out in section 2 of this Order Form) incorporating the rights and obligations in the Call-off Terms set entered into by the Contractor and the Authority.

Appendix 1: Specification of Services

Original RfQ document

Appendix 2: Processing, Personal Data and Data Subjects

This Schedule shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Schedule shall be with the Controller at its absolute discretion.

1. The contact details of the Controller's Data Protection Officer are:
[REDACTED]
2. The contact details of the Processor's Data Protection Officer are:
[REDACTED]
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation, the Customer is the Controller and the Contractor is the Processor in accordance with the DPS Call-off terms.
Subject matter of the processing	Personal data relating to English Hubs staff and DfE officials
Duration of the processing	For duration of the contract 28/01/2022 to 31/03/2022 plus any reasonable extension required to ensure training delivery is completed
Nature and purposes of the processing	<p>Data will be collected and processed to facilitate training course attendance e.g. to communicate dates and times of sessions, completion of tasks associated with training course e.g. to communicate details regarding gap tasks and to provide resources.</p> <p>Data will also be used to monitor attendance levels and to report on/follow up non attendance</p>
Type of Personal Data	Names, School details (including URN and school name), Contact details of training attendees
Categories of Data Subject	Trainees

<p>Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data</p>	<p>All data to be deleted at project conclusion.</p>
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