

ESSEX COUNTY COUNCIL

CO0085 PGCE Masters Credits Programme

Essex Teacher Training

(PGCE for ITT /

Masters accredited CPD opportunities for NQT and RQT)

SPECIFICATION

Issued 26th February 2021

Procurement Project CO0085

1. **Essex County Council**
   1. Essex County Council is dedicated to improving Essex and the lives of our residents. Our ambition is to deliver the best quality of life in Britain. We will achieve this by providing high-quality, targeted services that deliver real value for money.
2. **Our vision**
   1. The Essex Organisation Strategy sets out our aims and priorities for the period 2017-21. It articulates how we will achieve better outcomes for Essex and secure the ambitions set out in the Vision for Essex. Our ambition, at the end of this period, is for Essex to be the best local authority in the country.
   2. At ECC we are passionate about better lives for people in Essex. We believe prosperity is the best route to achieve that – so people can help each other, and themselves. We are also ready to step in – to protect vulnerable children, to help care for older people and to support our economy to flourish. As a public body it is important we spend taxpayers’ money wisely, on the issues that matter to our residents. To offset reductions in government funding, we must constantly manage demand, reshape and re-imagine services and look for opportunities to generate income. It is also important we work tirelessly to secure investment into the county that can help make Essex an even better place to live and work.



* 1. Further information can be found on the [ECC website.](http://www.essex.gov.uk/Your-Council/Strategies-Policies/Pages/EssexWorks-Pledges-2011_12.aspx)

1. **Delivering the vision**
   1. If we are to succeed through these testing times, we must maintain a focus on our core purpose. The challenge ahead strengthens our resolve to:

* increase educational achievement and enhance skills
* develop and maintain the infrastructure that enables our residents to travel and our businesses to grow
* support employment and entrepreneurship across our economy
* improve public health and wellbeing across Essex
* safeguard vulnerable people of all ages
* keep our communities safe and build community resilience
* respect Essex’s environment
  1. Our Corporate Outcomes Framework translates our Cabinet’s political ambitions – outlined in their Vision for Essex – into a set of outcomes and supporting indicators that can guide the work of commissioners across ECC. The consolidation of outcomes into a single, authoritative, framework for ECC is designed to:
* provide a clear foundation for the development of our commissioning strategy and plans;
* provide a clear framework for assessing progress – allowing ECC to understand its impact on residents and communities in Essex; and
* allow for the analysis of ECC resources, assets, contracts etc, against a consistent set of outcomes.
  1. The Corporate Outcomes Framework, shown in the table below, embeds the principles of Outcomes Based Accountability (OBA) within ECC. OBA is an established and effective approach for expressing, operationalising and ensuring accountability for outcomes. It provides a simple, common sense, low bureaucracy planning model supported by clear terminology.

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| |  | | --- | | **Essex: a**  **county where innovation brings prosperity** | | **Children in Essex get the best start in life** | **People in Essex enjoy good health and wellbeing** | **People have aspiration and achieve their ambitions through education, training and lifelong-learning** |
| * Percentage of children ready for school * Percentage of children achieving a good level of development by the age of five * Percentage of families living in temporary accommodation * Percentage of children living in non-working households | * People in Essex have a healthy life expectancy * Reduced differential in life expectancy across different areas of Essex * Percentage of children achieving at school [measured at foundation stage, KS2 and KS4] * Percentage of working age people in employment * Prevalence of healthy lifestyles * Prevalence of mental health disorders among children and adults * Percentage of Essex residents who consider themselves to be in good health * Percentage of families living in safe and suitable housing * Percentage of households living in fuel poverty * Teenage pregnancy rates * Life satisfaction rates (ONS condition of wellbeing) | * Rates of literacy and numeracy at all ages * Percentage of children achieving at school * Percentage of adults participating in lifelong learning * Percentage of working age people in employment * Percentage of people participating in further education/higher education/vocational learning * Percentage of young people aged 16-19 not in education, employment & training * Rates of volunteering * Percentage of children attending a good school |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | | **People in Essex live in safe communities and are protected from harm** | | **Sustainable economic growth for Essex communities and businesses** | **People in Essex experience a high quality and sustainable environment** | **People in Essex can live independently and exercise control over their lives** |
| * Level of crime in Essex * Number of children subject to protection plans * Number of children in care * Rate of anti-social behaviour in Essex * Number of people killed or seriously injured on Essex roads * Percentage of residents who feel that Essex roads are safe * Hospital admissions caused by injuries to children and young people * Hospital admissions caused by injuries to adults * Incidents of domestic abuse * Percentage of residents who feel safe * Rates of re-offending | * Job growth in key locations and key sectors * Housing growth in key locations * Supply of fit for purpose business premises * Increased connectivity and journey time reliability on priority route network (PR1) * Number of bus and/or community transport journeys * Median earnings * Coverage of superfast broadband services * Sustainable business start-up rates * Percentage of Essex businesses who think they can recruit suitable people * Percentage of working age people in employment * Business rates growth | * Residual waste volumes * Cost of energy to households * Preventable flooding incidents * Level of pollution * Condition of roads and footways * Access to valuable open spaces * Perception of the quality of the environment in Essex’s cities, towns and villages | * Proportion of people who live independently * Percentage of people who regain or increase their level of independence following hospital admissions * Access to end of life care in their preferred placement of choice * Number of children and adults who receive social care support * Number of people with personal budgets |

1. **Introduction** 
   1. [Essex Teacher Training](https://www.essexteachertraining.co.uk/) is a large provider of Initial Teacher Training in the Eastern Region. We train around 150 trainees a year in partnership with schools across Essex and its adjoining counties. Working with teaching school alliances, multi-academy trusts and individual schools we offer high quality school-based training routes in primary, secondary and special schools. SCITT and School Direct programmes are offered both full time and part-time alongside the Post Graduate Teacher Apprenticeship and the Assessment Only route to QTS.
2. **Background**
   1. Working closely with the LA Appropriate Body for NQTs we are committed to providing a 5 year offer to all trainees who enrol on one of our programmes. Our aim is to provide a programme of professional development for ITT, NQT and early career teachers to support them in achieving classroom excellence. Our vision is to provide a Masters Level 7 programme of study to encourage teachers to be part of a wider research and development network, which will have a positive impact on the progress of pupils in Essex schools.
3. **Scope**
   1. Essex Teacher Training (ETT) is seeking to commission a HE partner to deliver and quality assure a Post Graduate programme to include a PGCE during the ITT training year, with additional Level 7 credits available and a clear progression route during the NQT and RQT years, to complete a full Masters in Education. Essex Teacher Training would particularly welcome proposals that offer partnership working including accreditation / joint delivery of CPD modules and integration into our existing development plans.
   2. Essex Teacher Training will be responsible for the following:

* Training to support the award of QTS
* Organisation of trainees into cohorts
* Scheduling the programme and booking of training venues in various locations across the county
* Quality Assurance of SCITT and School direct partners with respect to the award of QTS
* Promoting NQT and RQT development opportunities through our CPD portal
  1. Prospective bidders would be strongly advised to consider the scalability of the programme, should the buy in from trainees be particularly high, and the viability of small numbers. The consideration of a combined primary and secondary training programme / route and blended learning solutions may be worthwhile.
  2. Essex Teacher Training requires an arrangement that will enable trainees to achieve a minimum of 60 credits at Level 7 and / or a PGCE for each academic year from September 2021, with the opportunity to complete a full Masters Degree during the early stage of their teaching career. Precise details will depend on individual University recommendations, but it is our expectation that they would include a focus on pedagogy, action research and preparation for further study along with an RPL element
  3. We would expect trainees to have a blend of face to face and online training to support the completion of the Level 7 credits. In addition we would expect, training for ETT tutors and mentors to enable them to support the trainee with the writing of PGCE related assignments.
  4. We would expect our HE partner to work closely with us and our Teaching School partners to develop a programme which offers the opportunity for our trainees, NQTs and qualified teachers to be part of a wider research and development network, which will have a positive impact on the progress of pupils in Essex schools.
  5. If recruitment figures for the future follow the current trend the number of non-salaried trainees to be enrolled on the PGCE programme each year will be up to 80 across both primary and secondary provision. This is the number of trainees on a non-salaried SD or SCITT programme who have the PGCE included in the tuition fee they pay to us. In addition to this number, salaried SD trainees will be free to buy into the Masters programme at an additional cost. The estimated number of buy-ins is between 20 – 40. Each year we have upwards of 300 NQTs who sign up with the LA Appropriate Body for Induction. We offer CPD for NQTs over and above that offered as part of the induction so the potential buy-in to a Level 7 accredited programmes over a 5 year period could be considerable.
  6. The contract will be for 36 months + 12 + 12

1. **Key Dates**
   1. Commencement date – 1st September 2021
   2. May 2021 - Planning meeting with ETT for PGCE and NQT programmes
   3. Autumn Term 2021

*PGCE Programme*

* trainee enrolment on PGCE programme by end of Sept 2021
* induction sessions for trainees and ETT tutors / mentors
* Initial taught sessions

*NQT and RQT Programme – route to Masters in Education*

* Autumn Term 2021
  + Modules available to support completion of Level 7 credits for NQTs who completed 60 Level 7 credits as part of their training year in 2020-21
  + Modules available to support completion of a Masters in Education for those who have completed 120 Level 7 credits during ITT and NQT years.
  1. Autumn Term 2021 –
* Completion of 60 credits for ITT and 60 credits for NQT
* programmes running for ITT, NQT and RQT
* planning for implementation of a research and development network
  1. Required delivery dates/milestones
* All trainees who have enrolled on an ITT programme with ETT to be enrolled on a PGCE programme with the University by end of September 2021
* Sept 2021 - Modules available to support completion of Level 7 credits for NQTs and RQTs

1. **Statement of Technical Requirements**
   1. Performance, targets, and monitoring arrangements – Essex Teacher Training will carry out QA visits to University based training sessions. The success of the partnership will be reviewed and evaluated on a termly basis as part of the Essex Teacher Training meeting cycle.
   2. Where on-line facilities to support delivery of any aspect of this service are used, the supplier must ensure that any interface is compliant with Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. The Authority reserves the right to review such interfaces and where appropriate remedy any non-compliance.
   3. Business Continuity – Suppliers shall have in place a Business Continuity Plan in the event of any incident/event that may disrupt delivery of the service being provided.
2. **Authority’s policies**
   1. Council’s Information Policy Requirements - <http://www.essex.gov.uk/Business-Partners/Supplying-Council/Documents/ECC_information_policy_requirements_for_contractors.pdf>.
3. **Insurance and warranties** 
   1. Employer’s (Compulsory) liability insurance - £5 million.
   2. Public liability insurance - £10 million.
   3. Professional indemnity insurance - £5 million.

1. **E-Procurement Requirements**
   1. Overview
      1. Essex County Council has implemented a fully automated Purchase to Pay system. Purchase to Pay enables the full purchasing and payment process to be carried out on-line, from order creation and authorisation to receipting and invoice matching. It is easier, faster and more efficient than conventional purchasing processes.
      2. Marketplace is a Proactis Solution. It is a web based system used by Essex County Council to submit purchase orders electronically and receive and process e-invoices and e-credits.
      3. The Marketplace supplier interface is both simple and secure. All the successful bidders will need to access Marketplace using an Internet browser. Marketplace supports the latest release of web browser technologies, for example, Internet Explorer, Firefox, Safari etc.
   2. Electronic Ordering
      1. A record on Marketplace will be created for the successful bidder and a user ID and password will be issued via e-mail.
      2. The user ID and password will allow the successful bidder to:

* View their purchase orders online
* Update their status
* Notify delivery
* Submit and monitor the status of electronic invoices and credits, once they have been submitted.
  + 1. Purchase orders will be sent electronically to the successful bidder’s central e-mail address
  1. Emailed Purchase Orders
     1. Orders will be sent electronically, via Marketplace, to the successful bidder’s preferred central e-mail address from the contract start date. To ensure continuity of service, the successful bidder will be responsible for ensuring that orders are processed quickly and efficiently. It is therefore not advisable to provide individual e-mail addresses unless appropriate access is available, to ensure that orders are still processed if the main contact is unavailable. There is no transaction charge for e-mail orders which are sent to a preferred central e-mail address, via Marketplace.
  2. Electronic Invoicing
     1. The successful bidder will be expected to submit electronic invoices and credit notes via Marketplace by utilising the PO Flip method from the contract start date. On approval of the electronic invoice an automatic payment will be made via BACS, direct to the successful bidder’s bank account, in line with Essex County Council’s contracted payment terms. In addition to the above, the successful bidder will be able to view the status of their invoices, via the Marketplace system.
  3. Purchase Order Flip (PO Flip)
     1. The successful bidder will be able to gain access to the Marketplace system via a web browser, to view their Purchase Orders and turn any outstanding Purchase Orders into electronic invoices, by choosing the PO Flip method. There is no charge for this method.

Further information about all of the above can be found on ECC’s website: <http://www.essex.gov.uk/Business-Partners/Supplying-Council/Pages/IDeA-Marketplace.aspx>

* 1. Please be aware, the successful bidder will also be registered onto ECC’s Finance system, Oracle. They will in turn receive a registration email to activate their iSupplier portal account. This account is used to:
* View the status of invoice payments
* Amend your supplier details e.g. address, contact details, bank details
* Create additional user accounts
  1. E-Procurement Terms of Trading
     1. A preferred central e-mail address, (where orders will be sent electronically via Marketplace) must be provided. It is the responsibility of the supplier/ successful bidder to ensure that they can provide a central e-mail address for orders sent electronically via Marketplace from the contract start date. The Successful Bidder/ Supplier/ Contractor will be asked to submit this e-mail address. It is also the supplier’s/ successful bidder’s responsibility to ensure that continuity of service is maintained at all times and that orders are processed promptly.
     2. All invoices and credit notes must be submitted electronically by the supplier/ successful bidder to Essex County Council and as a minimum must be raised using the PO Flip method via Marketplace from the contract start date.
     3. Goods/Services should only be provided/carried out on receipt of an Official Purchase Order which has been issued via Marketplace by the Authority.
     4. The Successful Bidder assumes full responsibility for ensuring that programs or other data downloaded uploaded or in any way transmitted electronically to the Authority are free from viruses, or any other items of a destructive nature whatsoever. The Authority makes every effort to virus check information made available for download from Marketplace. The Authority cannot accept any responsibility for any loss, disruption or damage to your data or your computer system which may occur whilst using material derived from Marketplace. The Authority recommends that users recheck all downloaded material with their own virus check software.

1. **Agreement term**
   1. The Agreement term for this agreement with be 3 year(s) with an option to extend for a period of up to 24 month(s). The decision to extend the Agreement with is at the sole discretion of Essex County Council.
2. **Payment** 
   1. The Authority will pay any invoice issued by the Supplier within 30 days of receipt of a valid invoice following the delivery of the Good(s) and/or service(s). On the thirtieth day the payment will leave the account of the Authority
   2. The rates/prices stated on the invoice must be those specified under this Agreement.
3. **Commercial Response**
   1. The Tenderer is to complete the commercial response detailed within the E-sourcing portal