

## **Annex A: NPQ WITHDRAWAL AND DEFERRAL MANAGEMENT POLICY FOR LEAD PROVIDERS**

### **1. Introduction**

- 1.1. The Provider will be responsible for establishing and administering a policy that manages withdrawn and Deferred Participants who have commenced NPQ within an agreed Department Call Off Contract.
- 1.2. This Management Framework should be drawn on by Providers when developing policies. The Management Framework relates to Participants who have commenced NPQ with a Lead Provider under the Framework Agreement.

### **2. Withdrawal Management Framework**

- 2.1 The Provider and or its appointed Delivery Partners will provide support and advice to mitigate withdrawals.
- 2.2 The Provider will develop strategies to mitigate withdrawals through the design and deployment of a rigorous application, recruitment and admissions process, ensuring candidate suitability and securing commitment to the programmes and ongoing supportive communication.
- 2.3 The Department will not fund the Provider for a withdrawn Participant, beyond the Output Payment following the Participant's withdrawal. Participants who have withdrawn due to reasons that may be in/out of the Providers control will be/will not be counted and measured as part of the Retention KPI. The Department will review the reasons and take an appropriate sensible approach as to why the Participant has withdrawn from the programme.

### **Deferrals Management Framework**

#### Section 1: Participants deferring during an agreed Department Call Off Contract

1. Participants undertaking NPQ are eligible to defer and start at a later date, a time limit will not be set.
2. The Provider will need to be considerate of the process for future Call Off agreements when managing and communicating deferrals.
3. Participants deferring beyond the agreed Department Call Off Contract must be flagged to the Department in the Supplier Data Report and MI. A record of the Participant's metrics to date should be stored. An expected and planned re-engagement date should be included.
4. Reasons for deferrals must be captured to assist with programme development and the Department's evaluation. The Department does not endorse setting restrictions on the reasons for deferrals.
5. The Provider is responsible for maintaining communication with Deferred Participants when operating under a Department Call Off Contract.
6. A Deferred Participant will not count towards the Retention KPI (KPI 3) and Satisfaction KPI (KPI 4) during the agreed Department Call Off Contract that they started the programme on. This is on the basis that the Participant has not completed the programme during the Call Off contracting period. They will be counted towards the achievement of these KPIs during a future Call Off Contract that they later complete the programme in.
7. The payment approach will depend on the point in which the Participant defers:

- a) Where a Participant defers within one calendar month before a Retention Output Payment is due, the Department will fund the Provider for the upcoming Retention Output Payment, in recognition of the provision the Participant would have accessed.
- b) Where a Participant defers more than one calendar month before a Retention Output Payment is due, the Department will not fund the Provider for that provision until the Participant has re-joined the programme.
- c) In all cases, the Provider will only be entitled to the number of Output Payments specified in their original Call Off Contract.

## Section 2: Participants deferring onto a future Department Call Off Contracts

1. When competing for further Department Call Off Contracts, Providers must include numbers and details of any Deferred Participants who they intend to provide Services for during that Call Off.
2. If the future Department Call Off Contract is agreed with the originating Provider:
  - a) The Provider will be permitted to re-establish communication with the Deferred Participant and deliver the programmes (subject to GDPR compliance).
  - b) The Deferred Participant will not count towards the Recruitment KPI (KPI 1) measure for that Contract, however they may count towards other KPIs if they remain and complete on the programme.
  - c) The Provider will need to agree a revised schedule for remaining Output payments for each Deferred Participant due to recommence their training with the Department, under the new Call Off Contract.
3. If the future Department Call Off Contract is not agreed with the originating Provider or if the originating Provider is removed from the Framework Agreement, and a Deferred Participant wishes to reconvene their training:
  - The Deferred Participant will be given the choice to continue with another provider. Information will be made available about the Providers available to support the Deferred Participant. For the avoidance of doubt, legacy participants (i.e., those who started an NPQ prior to 2021) will not have the opportunity to transfer partially completed training to a qualification under the new suite. Participants who are unable to complete their qualifications under the 2017 suite will be required to reapply for and restart the new training.
  - The originating Provider will be required to arrange an orderly transition to the Deferred Participant's chosen provider, including handing over details of learning and participation metrics achieved previously.
  - The new Provider will be required to onboard and communicate with the Deferred Participant. The new Provider will need to make a decision about the carryover of participation metrics.
  - For the new Provider, the Participant will not count towards their Recruitment KPI (KPI 1) measure, however they may count towards other KPIs if they remain and complete on the programme.
  - The new Provider will need to agree a revised schedule Output Payments for Deferred Participants transitioned to start the programme. The Department will not pay any previous Output Payments made to the originating Lead Provider, to the new provider.

## Annex B: GLOSSARY

Table 23: Glossary	
Term	Definition
Annual Cohort Competition	means the procedure for awarding Call Off Delivery Contracts for annual cohorts of ECF and NPQ.
Assessment Function	means the marking of the Summative Assessment and completion of the feedback and moderation process.
Attachment	means a document made available to Potential Providers in relation to this Procurement via the eTendering Portal.
Authority	means the Department for Education.
Award Questionnaire	means the award questionnaire, a copy of which is provided at Document 4 and set out in the eTendering Portal.
Award Stage	means the part of the evaluation process described in paragraph 11 of Document 1.
Call Off Contract	means a Contract awarded under the terms of the Framework Agreement. The Call Off Contract terms and conditions are to be used for every Call Off Contract awarded under the terms of the Framework Agreement.
Central Digital Platform	means the proposed digital platform that the Department intends to develop, host and maintain as described in Section 6A paragraph 8 of the Service Requirements.
Commercial Envelope	means the area within Jaggaer where the Potential Provider can submit their Financial Submission.
Communications and Marketing Plan	means a document that the Provider is required to complete at each Call Off, evidencing alignment with the requirement set out in the Communications and Marketing section of the ITT Service Specification.
Consensus Marking Procedure	means the evaluation procedure described in paragraph 8.2 of Document 1.
Consortium	means a Group of Economic Operators as described in Regulation 19(3). Potential Providers wanting to express interest as a Consortium must do so in accordance with the instructions for bidding organisations and Consortia in Document 3 (SSQ Instructions for Potential Providers).
Content Frameworks	<p>For Lot 1 this is the Early Career Framework published on GOV.UK in January 2019.</p> <p>For Lots 2-4 this means the six documents published on GOV.UK under National Qualification Reforms from 2021: Frameworks. The documents set out the content (what Participants and school</p>

	leaders should know and be able to do) that must be covered in each NPQ course.
Contract Award	means the award of the Contract by the Department to the Successful Provider following the evaluation of the Final Tenders in accordance with the evaluation methodology set out in Document 1 and the Department's governance process.
Contract Notice or OJEU Notice	means a Contract Notice published by the Department in the Official Journal of the European Union advertising this Procurement.
Contract Schedule	means a schedule to the Terms and Conditions.
Contracts Finder	means the Government's online tool to search for Contracts located at <a href="https://www.gov.uk/contracts-finder">https://www.gov.uk/contracts-finder</a>
Core Induction Programme	means products 1 – 4 of the Early Career Framework developed in at Early Roll Out.
Cyber Essentials Scheme and Cyber Essentials	means the Government's scheme to help organisations protect themselves against common online security threats.
Deferred Participant	means a teacher, new head teacher, leader, head teacher or person who is unable to complete their NPQ within the assigned cohort.
Delivery Partner	means organisations or subcontractor who form part of the supply chain of the Provider, including those delivering the Services and/or Assessment Function.
Delivery Plan	means the Provider's proposals which include an Implementation Plan to deliver the Service Requirements of each Call Off Contract.
Department for Education, Department or the DfE	means the Secretary of State for Education, of Sanctuary Buildings, 20 Great Smith Street, London, SW1P 3BT; acting as part of the Crown through his/her representatives in the Department for Education.
Disadvantaged Areas	means schools that have at least 40% of their pupils eligible for Pupil Premium.
Early Career Framework (ECF)	means the Framework setting out what all ECTs will be entitled to learn about and learn how to do within their ECF Induction Programme.
Early Career Teacher (ECT)	means a newly qualified teacher in the first or second year of their induction.
Early Roll Out	means the early roll out of the Early Career Framework services through Procurement of a Framework of early roll out suppliers and the resulting Call Off contracts, undertaken by the Department in 2019.

Early Years	means the learning, development and care of a child from birth to 5 years old.
Eligible Providers	means Provider or Supplier that has met the criteria to deliver Call Off Contracts for the purpose of this Procurement. For the purposes of Set Up funding an 'Eligible' Provider is any organisation that has not previously received funding for the defined activity outlined in the Call Off Contract via the 2021 NPQ cohort and is utilising programme content that has not previously been approved via the Department's content approval process. For the avoidance of doubt the eligibility only applies to Lot 2 and all successful providers will be eligible for Set Up funding under Lot 3.
Eligible School(s) <sup>5</sup>	means Schools who are eligible for DfE funding as detailed in Table 24.
eTendering Portal or Portal	means the online Tender management and administration system used by the Department.
External Body	means organisations appointed by the Department to undertake a function.
February Cohort	means the group of Participants recruited by Providers and their Delivery Partners to commence study of the programmes in February.
Final Score	means the Quality Score will be added to the Price Score to determine the final score for each Potential Provider.
Formative Assessment	means use evidence of student learning to adapt teaching and learning, and instruction, to meet a student's needs. It is generally used to inform future learning or teaching. <sup>6</sup>
Framework Agreement or Framework	means the contractually binding terms and conditions set out at Document 6 of this Invitation to Tender to be entered into between the Department and the Providers at the conclusion of this Procurement.
Full Induction Programme	means products 5 and 6 of the Early Career Framework.
Further Competition	means a competitive procedure for awarding Call Off Contracts under the Framework.
Future Services	means services to strengthen leadership across the sector and to support teacher development objectives. Such as, but not limited to future NPQs.

<sup>5</sup> The criteria for Eligible Schools for targeted funding may be subject to change and dependent on the result of SR2021/22. The Department, at its sole discretion, may amend funding eligibility from time to time. <sup>6</sup> Black P and William D *Inside the Black Box: Raising Standards Through Classroom Assessment*. (London: King's College School of Education, 1998) p.8.

<sup>6</sup> The criteria for Eligible Schools for targeted funding may be subject to change and dependent on the result of SR2021/22. The Department, at its sole discretion, may amend funding eligibility from time to time. <sup>6</sup> Black P and William D *Inside the Black Box: Raising Standards Through Classroom Assessment*. (London: King's College School of Education, 1998) p.8.

FVRAT	means Financial Viability and Risk Assessment Tool referenced as Document 3a.
GCSE	means General Certificate of Secondary Education.
General Data Protection Regulation (GDPR)	means the General Data Protection Regulation 2016/679.
Group	means in relation to a company, that company, any subsidiary or holding company from time to time of that company, and any subsidiary from time to time of a holding company of that company. Holding company and subsidiary shall mean a "holding company" and "subsidiary" that latter term being defined in section 1159 of the Companies Act 2006.
Group of Economic Operators	means a group of economic operators acting jointly and severally to provide the Services.
Guarantee	means a deed of guarantee in favour of the Department.
Guarantor	means any person acceptable to the Department to give a Guarantee.
Independent Evaluation	means the process by which the Department will facilitate an unbiased assessment of the initiative, whether that be focussed on the process of delivering ECF and NPQs or the impact of the policy, or both.
Independent Evaluator	means any person or organisation that has been authorised by the Department to conduct Independent Evaluation of ECF and the NPQs.
Invitation to Tender (ITT)	means this invitation to bid document together with its Attachments, published by the Department in relation to this Procurement.
Landing Page	means the section of the Providers website publicly accessible, that provides schools and Participants with thorough information on ECF and their NPQ provisions and outlines how to register.
Lead Member	means the member of the Group of Economic Operators who is authorised in writing by each of the other members to that Group of Economic Operators to provide the Tender (including the responses to the Selection Questionnaire and the Award Questionnaire).
Lead Provider	means a Potential Provider that is relying on the capability and/or experience of one or more Sub-Contractor in its Tender to demonstrate the Potential Provider's ability to provide the Services.
Light Touch Regime	means the specific rules for certain service Contracts as defined by regulation 74 – 77 of the Public Contracts Regulations 2015.
Literacy	means the ability to read, write and speak fluently, and in a way that allows us to communicate effectively and understand the world.
Lots	means the four groups of Services which comprise this Framework as set out at paragraph 1.8 of Document 1.

Management Information or MI	means the information and data collated by the Provider to evidence performance against the various Milestones and performance measures defined in the Service Specification, Framework Agreement and/or Call Off Contract, and submitted to the Department in the requested format.
Marking Scheme	means the range of marks that may be given to a Potential Provider by the Department according to Document 3 - Selection Questionnaire, and Document 4 - Award Questionnaire, and relevant Evaluation Guidance.
Maximum Score Available	means the maximum potential score (weighting) that can be awarded for a response to a question as set out in paragraph 11.3 of Document 1.
Mentor	means a designated person who is a suitably-experienced teacher who has formal responsibility to work collaboratively within the School to help ensure the ECT receives the highest-quality ECF Induction Programme.
Milestone	means an activity, or series of activities or tasks or deliverables associated with the delivery of the Service that the Provider is required to meet, achieve, complete or deliver by a stated date.
Milestone Date	means the date by which the Provider shall achieve the related Milestone.
Milestone Payment	means a payment made to the Provider for meeting a Milestone.
Minimum Quality Threshold	means the minimum requirements required to progress to the Price Evaluation stage as described in paragraph 11.5.1 of Document 1.
National Roll Out	means from September 2021 all ECTs undertaking induction will complete a two year Induction underpinned by the ECF at the end of which they will be assessed against the Teachers' Standards.
New Head Teachers	means Head Teachers eligible for the Early Headship Coaching Offer for New Head Teachers.
Early Headship Coaching Offer	means the Early Headship Coaching Offer for New Head Teachers as described in section 6C paragraph 4 of the Service Requirements.
NPQs	means the reformed suite of National Professional Qualifications.
Order Book	means the document which is used for the purpose of calculating a Provider's Financial Growth Limiter (FGL) and for submitting additional information to support an upward increase to the FGL.
Output Payment	means the price the Department will pay per output achieved.
Participant	<p>means for ECF a person who undergoes training as part of the Full Induction Programme, and who may be either an ECT or a Mentor.</p> <p>means for NPQ a teacher, new head teacher, leader, head teacher or person who undergoes an NPQ and or the New Head Teacher</p>

	Support Offer. For the purposes of this document this also refers to those without QTS.
Participant Data	means personal data of the Participant such as TRN, name and email. This is collected to allow for data matching against other databases such as the School Workforce Census (for analysis and evaluation) as well as DQT (for verification and evaluation).
Part-time ECT	means any ECT working less than full time. There are no limitations on the working rate/pattern of an ECT undertaking induction. Providers need to ensure their training works for all ECTs regardless of working rate/pattern.
PCR 2015	means the Public Contracts Regulations 2015.
Potential Provider	means organisations participating in this Procurement.
Price Per Participant	means the price paid for each Participant that undertakes an NPQ or NRO service.
Price Score	means the score awarded to a Potential Provider at the conclusion of the Price Evaluation process calculated in accordance with paragraph 11.8 of Document 1.
Pricing Schedule	means the form accessed via Jaggaer in which Potential Providers are required to submit their pricing information as part of a Tender.
Procurement	means the process used to establish a Contract that facilitates the supply of the Services to the Department as described in the Contract Notice.
Provider	means an organisation that has submitted a Tender which is accepted by the Department and awarded a place on the Framework.
Provider's Digital Platform	means the information and communications technology systems and software used by the Provider in supplying the Services, including the Provider's hosted website or webpages (relevant to the services), mobile app, the commercial off the shelf software, the Provider's equipment, configuration and management utilities, calibration and testing tools and related cabling.
Pupil Premium	means additional funding for schools to improve the attainment of disadvantaged children.
Quality Assurance Function	means the External Body appointed by the Department to monitor quality assurance delivery in accordance with section 1 paragraph 12 of the Specification.
Quality Evaluation	means the qualitative evaluation of a Tender undertaken during the Award Stage.
Quality Score	means the score awarded to a Potential Provider at the conclusion of the Quality Evaluation process calculated in accordance with paragraph 11.6.4 of Document 1.
Quotation	means the Provider's offer to undertake a Call Off Contract.
Quotation Procedure	means the procedure set out in Schedule 4 of Document 6 – Framework Agreement.



Regulations	means the Public Contracts Regulations 2015 <a href="http://www.legislation.gov.uk/uksi/2015/102/contents/made">http://www.legislation.gov.uk/uksi/2015/102/contents/made</a> and the Public Contracts (Scotland) Regulations 2012, as amended from time to time; <a href="http://www.legislation.gov.uk/ssi/2012/88/pdfs/ssi_20120088_en.pdf">http://www.legislation.gov.uk/ssi/2012/88/pdfs/ssi_20120088_en.pdf</a>
Remote	means Local Authority Districts with the fewest schools per hectare and identified in the top 20% most sparse.
SATs	means Standard Attainment Tests.
School or Schools	means those schools or organisations that can access the Services of this Framework through either Part A or Part B.
Selection Questionnaire	means the selection questionnaire set out in the eTendering Portal.
Selection Stage	has the meaning in paragraph 8.1.2 of Document 1.
October Cohort	means the group of Participants recruited by Providers and their Delivery Partners to commence study of the programmes in October.
Services and Service Requirements	means the services that may be provided by Potential Providers, as set out in Document 2 – Section 6A: NPQ Service Requirements, and Section 6C: NPQ Specific Service Requirements.
Service Fee	means for NPQ a monthly fee paid per NPQ with effect from the Cohort Commencement as detailed in section 6C paragraph 10 of the Service Requirements.
Service Proposal	means the Providers call off submission including all the relevant documents as set out in Schedule 11 of the Framework Agreement.
Set Up Call Off	means the Call Off Contract under which the Provider is required to deliver the services summarised in Sections 2 - 4 in the Summary Service Requirements.
Set Up Implementation Plan	means the plan that submitted in the Provider's Tender that they will be required to deliver if they are awarded a Set Up Call Off Contract.
Small Medium Enterprise or SME	means an economic organisation falling within the category of micro, small and medium sized enterprises defined by the Commission Recommendation of 6 May 2003; See also <a href="http://ec.europa.eu/growth/smes">http://ec.europa.eu/growth/smes</a>
SSQ Qualification Envelope	means the area within in Jaggaer where a Potential Provider can submit their completed SSQ Response and other associated documentation required as part of responding to the SSQ.
Standstill Period	has the meaning as set out in paragraph 12.5 of Document 1.

Sub-Contractor	means a third party which: a) provides the Services (or any part of them); b) provides facilities or Services necessary for the provision of the Services (or any part of them); and/or c) is responsible for the management, direction or control of the Services (or any part of them); pursuant to any Contract or agreement (or proposed Contract or agreement), other than the Contract.
Summative Assessment	'Summative' assessment is a term usually used to describe assessment carried out at the end of a period of learning. It looks back and indicates what the students have learnt, usually measured formally against clearly defined standards.
Teachers' Standards	means the minimum requirements for teachers' practice and conduct as detailed at <a href="https://www.gov.uk/government/publications/teachers-standards">https://www.gov.uk/government/publications/teachers-standards</a> ;
Technical Envelope	means the area within Jaggaer where the Potential Provider can submit their Quality Submission.
Tender	means the Potential Provider's formal offer in response to the Invitation to Tender.
Tender Clarifications Deadline	means the time and date set out in paragraph 4.1 of Document 1 for the latest submission of clarification questions.
Tender Submission Deadline	means the time and date set out in paragraph 4.1 of Document 1 for the latest uploading of Tenders.
Tendered Price	means the Provider's price calculated in accordance with section 11 of Document 1 that will be used to determine their Price Score.
TRN	means Teacher Reference Number.
User Digital Platform	means a digital platform that the Department may require Provider to develop, host and maintain in place of the Central Digital Platform that is described in section 6A paragraph 8.5 of the Service Requirements.
VAT	means Value Added Tax in accordance with the provisions of the Value Added Tax Act 1994.
Year 1 Call Off	means the Call Off Contract awarded in the first year of delivery (22-23).

## **Annex C: LIST OF SCHOOLS THAT CAN ACCESS THE NPQ DELIVERY FRAMEWORK**

### **Part A – Department Funded NPQs**

#### **NPQ Scholarships: Eligible Institution Types**

Teachers and leaders employed in state-funded schools, as well as those employed in state-funded 16 to 19 organisations in England, can access Department-funded NPQ training scholarships.

<b>Table 24: Establishments eligible for Department-funded NPQ scholarships</b>
Academy 16 to 19 sponsor led
Academy 16-19 converter
Academy alternative provision converter
Academy alternative provision sponsor led
Academy converter
Academy special converter
Academy special sponsor led
Academy sponsor led
Agricultural & Horticultural College
Art, Design and Performing Arts College
City technology college
Community school
Community special school
Foundation school
Foundation special school
Free schools
Free schools 16 to 19
Free schools alternative provision
Free schools special
General Further Education College
Local authority*
Local authority nursery school
Non-maintained special school
Other Independent Special School**
Pupil Referral Unit
Secure units
Service Children's education
Sixth Form College (General)
Sixth Form College (Voluntary Aided)
Sixth Form College (Voluntary Controlled)
Special post 16 institution
Studio schools
University technical college

Voluntary aided school
Voluntary controlled school
Young Offenders' Institutions***

\* Within this

category, only LA-employed supply teachers and employees of Virtual Schools (LA-run organisations that support the education of children in care) are eligible for DfE-funded scholarships. Participants from these institutions will follow a separate registration journey from the registration service and should contact the helpdesk if they identify that they should be eligible for funding.

\*\* Includes hospital schools not included in other categories listed. Participants from these institutions will follow a separate registration journey from the registration service and should contact the helpdesk if they identify that they should be eligible for funding.

\*\*\*Participants from these institutions will follow a separate registration journey from the registration service and should contact the helpdesk if they identify that they should be eligible for funding.

### NPQ for Early Years Leadership

Participants working in any of the organisations listed in Table 24 will be eligible for DfE-funded scholarships for the NPQ for Early Years Leadership, (providing they are suitable candidates for the course), as well as other NPQs. Early Years practitioners and leaders working in the following settings in England will be eligible for DfE-scholarship funding for the NPQ in Early Years Leadership **only**:

Establishments eligible for Department-funded NPQ scholarship for the NPQ for Early Years Leadership <b>only</b>
Childcare providers registered on the Ofsted Early Years Register, providing childcare on non-domestic premises*
Childcare providers registered on the Ofsted Early Years Register, providing childcare on domestic premises**
Childminders, registered on the Ofsted Early Years Register***
Childminders, registered with an Ofsted-registered Childminder Agency, caring for early years children****

\*People or organisations providing care for individual children in premises that are not someone's home. These are usually nurseries, pre-schools, holiday clubs and other group-based settings.

\*\*Providers where 4 or more people look after children together in a home that is not the child's.

\*\*\*People who look after one or more children who they are not related to for payment or reward. The care takes place in a home that is not the child's own.

\*\*\*\*Childminder agencies were introduced in September 2014 as an alternative registration option for childminders. As of October 2021, there were 7 Childminder Agencies registered with Ofsted.

<b>Table 25: Establishments not eligible for DfE-funded scholarships</b>
British schools overseas

Higher education institutions
Independent schools/ learning providers
Non programme funded provider
Establishments in Wales, Scotland, or Northern Ireland
Offshore schools
Other independent school
Other international schools
Other FE provider
Specialist Designated College

### **Targeted Delivery Payments**

Uplift payments to providers (known as Targeted Delivery Funding) are being introduced from Autumn 2022 to enable teachers and leaders from small settings to engage with NPQs. An uplift payment of £100 will be paid to providers per participant from a school or 16-19 organisation with 1-600 pupils.

The organisation types listed in Table 24 (eligible for DfE-funded NPQ scholarships) are also eligible for Targeted Delivery Funding, with the exceptions of: Local Authorities (LA-employed supply teachers and Virtual Schools), Young Offenders' Institutions, Hospital Schools that are not included in any other scholarship-eligible category, and non-school based Early Years settings (group-based providers and childminders).



## ANNEX A - ANNUAL COHORT COMPETITION – 2022/23 COHORT BRIEF LOT 2

**Each Call Off Contract awarded as a result of this Annual Cohort Competition will cover the delivery of the annual cohorts starting in the 2022/23 academic year; October 2022 and February 2023.**

**The delivery of the annual cohorts starting in the 2023/24 academic year; October 2023 and February 2024 cohorts will be subject to the Department exercising its right to request an extension under clause 2.2 of the Call Off Contract.**

### 1. Annual Cohort Competition Instructions

#### Background

- 1.1 The Department is seeking to deliver up to a total of 125,000 NPQ places, across two academic years (2022/23 and 23/24) and across Lots 2 and 3 and the IoT Framework. To reach this we need to deliver the following volumes across the 2022-24 cohorts via Lot 2:

Table 1: Annual totals per specialist and leadership NPQs as a range		
Qualification type	Starting in 22/23 Academic Year	Starting in 23/24 Academic Year
Specialist NPQs (NPQLBC, NPQLTD, NPQLT)	25,000 – 35,000	25,000 – 35,000
Leadership NPQs (NPQSL, NPQH, NPQEL)	14,000 – 22,000	14,000 – 22,000

#### Budget and Recruitment Volumes

- 1.2 The Department for Education ('the Department') has a budget of up to £51m to fund National Professional Qualifications (NPQs) for the 2022-23 cohorts in Lot 2. The Department reserves the right to allocate further funding as may be available to fund the 2022-23 Delivery Call Off without initiating a further Call Off.
- 1.3 When awarding the 2022 Annual Cohort Competition Call Off Contract, the Department will initially award the minimum recruitment target of 1300 Specialist NPQ Participants and 700 Leadership NPQ Participants, as set out in Table 2, to each successful Contractor for the 2022/23 academic year cohorts. Where a Contractor has proposed delivering in excess of the minimums, and both budget and demand allow awarding volumes in excess of the minimum recruitment targets, the Department will award additional recruitment volumes for the 2022/23 academic year based on the following process:
- 1.3.1 Where the total preferred recruitment volumes requested does not exceed the cohort budget and/or demand, then all Contractors will receive the full recruitment volume as outlined in their Tender.
- 1.3.2 Where the combined preferred recruitment volumes requested exceeds the cohort budget and/or demand, then proposals for additional volumes will be ranked using the framework competition final scores and awarded until either the demand or budget limit is met.
- 1.4 Where a Contractor does not wish to participate in the Annual Cohort Competition, submits a Quotation that is rejected or has a minimum recruitment volume lower than the Indicative Minimum Recruitment



Volumes as set out in Table 2, the Department can choose to re-allocate that funding by increasing the Recruitment Targets included in the relevant Call Off Contract(s) of the other Contractors (as above) who are participating in the Annual Cohort Competition. Any increase will only apply to this Call Off Contract.

#### Minimum Recruitment Volumes

- 1.5 The minimum recruitment volumes to be delivered by a Contractor shall total:

<b>Table 2: Minimum Recruitment Volumes</b>		
<b>Qualification</b>	<b>2022/23 Academic Year Cohorts</b>	<b>2023/24 Academic Year Cohorts (subject to extension)</b>
Specialist NPQs (NPQLBC, NPQLTD, NPQLT)	1300	1300
Leadership (NPQSL, NPQH, NPQEL)	700	700

or such lower volumes that a Contractor may request to deliver to take account of any limitation on their delivery capacity or from the operation of the Financial Growth Limiter (FGL). Contractors are required to split the minimum indicative delivery volumes between the six NPQs relevant to Lot 2 based on expected demand. All Contractors receiving a Call Off will be expected to deliver all six NPQs relevant to this Lot.

Contractors must also provide details of the minimum viable level for the Early Headship Coaching Offer<sup>7</sup>. This is in addition to the minimum recruitment volumes in Table 2.

#### Preferred Target Volumes

- 1.6 Contractors are requested to detail their preferred maximum recruitment volumes that they are able to deliver under the 2022-23 Annual Cohort Competition. These volumes will be greater than or equal to the minimum recruitment volumes in para 1.3. Where the preferred target volumes are greater than the minimum volumes then the preferred target volume Price Per Participant must be lower than at minimum volumes. Contractors are required to split the minimum indicative delivery volumes between the six NPQs relevant to Lot 2 based on expected demand. Contractors are also required to detail how many Early Headship Coaching Offer places would be their preferred volume.
- 1.7 Call Off Contracts will include the option to increase recruitment targets by up to a maximum of 50% of the contract value. Any recruitment in excess of the 15% up to a maximum of 50% of the original Recruitment Target is at the Department's absolute discretion and is reliant on available budget, FGL and the Contractor's capacity to deliver.

#### Recruitment Targets

- 1.8 Recruitment targets will be subject to each Contractor's capacity to deliver and their FGL, which stipulates the maximum annual value of contracts they can deliver for Department Funded places. Contractors should therefore use the guidance in paragraphs 1.3 to 1.7 of this Cohort Brief, to inform the response on Document A – Recruitment Strategy.
- 1.9 In addition to the suite of NPQs, the Contractor shall develop an Early Headship Coaching Offer for Headteachers taking the NPQH in their first five years of headship. The Contractor must outline in Document A – Recruitment Strategy the preferred recruitment volumes for this offer.
- 1.10 Contractors will be required to submit a recruitment trajectory in the form of completing Document C with projected recruitment progress at three milestones during the recruitment window for 2022/23.

<sup>7</sup> Previously known as Additional Support Offer (ASO)



Contractors will be required to complete this again for 2023/24 by March 2023 if the Department exercises its right to request an extension under clause 2.2 of the Call Off Contract

#### Financial Growth Limiter

- 1.11 If Contractors wish to deliver volumes that would result in them exceeding their current FGL, they may approach the Department to request an upward increase to their FGL either prior to the deadline for submission of their Service Proposal or as part of their submission in Document B – Call Off Delivery Plan (under the Turnover and Order Book sections). If a Contractor opts to request an increase prior to submission of their Service Proposal, they should submit their request and any supporting information, such as more recent audited accounts, management accounts, cash flow statements and any guarantees that can be provided, to the Department's e-Tendering portal (Jaggaer) for review. If submitting prior to the submission of their Service Proposal, Contractor's should submit Document E – FGL (optional) within their email, which is a replica of the Turnover and Order Book sections in Document B – Call Off Delivery Plan. This would negate the need to fill in these sections again as part of their Service Proposal.
- 1.12 The FGL will only apply to Department Funded places and will not apply to School Funded places or the Set Up Call Off contracts.

#### Service Fee

- 1.13 Contractors are required to submit a total recruitment target for the 2022/23 cohorts but with projected progress at each of the following Recruitment Milestones for the purposes of reviewing performance and revising Service Fee payments (where required). Review points for 2022/23 academic year cohorts are as follows:

- 30<sup>th</sup> September 2022
- 25<sup>th</sup> November 2022
- 10<sup>th</sup> March 2023

If the Department exercises its right to request an extension under clause 2.2 of the Call Off Contract for 2023/24 academic cohorts, additional review points will be communicated to Contractors.

- 1.14 Where a Contractor recruits in excess of their recruitment target but within the 15% tolerance then the Department will revise the Service Fee payments at the end of the recruitment window to reflect the increased recruitment target and back-pay any outstanding balance from previous Service Fee payments.
- 1.15 Schedule 2 part 1 of the Call Off Contract sets out the Contractor is paid, including how payment is made in circumstances where the Contractor recruits' participants in excess of their Recruitment Targets.
- 1.16 If a Contractor fails to recruit 75% of their recruitment target (the Service Fee Baseline) by the 10<sup>th</sup> March 2023 milestone, then the Department reserves the right to review the Service Fee and for the individual NPQs that have not achieved 75% recruitment, reduce future Service Fee payments to a value equivalent to the actual number of participants recruited.
- 1.16.1 There will not be any recovery of the difference in Service Fee payments already made at a higher value following the actioning of the above steps.
- 1.16.2 Any reduction in Service Fee will apply from the next invoice following the Service Fee review.
- 1.16.3 Performance against recruitment targets is measured using start declarations submitted via the DfE digital service.

#### Scholarship Funding Criteria

- 1.17 The Department will provide fully funded scholarships for all NPQs and the NPQH Early Headship Coaching Offer in 2022/23 and in the event that the Department exercises its right to request an extension under clause 2.2 of the Call Off Contract for 2023/24, to allow all teachers and leaders employed in state funded schools (local authority maintained schools, nurseries and academies) and state funded organisations that offer 16-19 places in England.

A list of eligible institutions is available at: Attachment 1

#### Targeted Delivery Funding

- 1.18 Uplift payments to Contractors (known as Targeted Delivery Funding) are being introduced from Autumn 2022 to support engagement with NPQs among teachers and leaders from small settings.
- 1.19 An uplift payment of £100 will be paid to Contractors per participant from a school or 16-19 organisation with 1-600 pupils.
- 1.20 The Department also expects to announce an offer of support that would directly facilitate some schools to engage with NPQs. More details on this support to schools will be available in early summer.
- 1.21 Please note that the information included in this brief is being shared in strict confidence. Contractors and their Delivery Partners should not publicly confirm the plans for uplift payments for NPQs until it has been formally announced by the Department.
- 1.22 The funding is designed to facilitate long-term change in the system, helping to create a culture in which even schools that have historically been the hardest to reach are engaging with Contractors are asked to indicate in Document A how their investment can help to meet the policy objectives of the funding below:
1. Increase participation in hard-to-reach settings (small schools and small 16-19 organisations)
  2. Create long-term culture change so that settings which are currently hard-to-reach continue to engage with NPQs in the future
  3. Identify and address barriers to participation faced by teachers and leaders in hard-to-reach settings
  4. Create sustainable, resilient delivery chains

#### Eligible Schools

- 1.23 Contractors can use the Get Information About Schools database (GIAS) [here](#) to download information about which schools have between 1 and 600 pupils and are therefore eligible for Targeted Delivery Funding.

#### Eligible Organisations that Offer 16-19 Education

- 1.24 GIAS does not include all organisations that are eligible for scholarship funding and for Targeted Delivery Funding, including some providers of education for 16-19 year olds. The Department has therefore provided a list of these organisations that have 1-600 pupils and which are therefore additionally eligible for Targeted Delivery payments. The list is available in Attachment 2.
- 1.25 Payments will be based on start declarations submitted by Contractors. Start data and user research will be used to test the impact of the funding. The funding will be revised or stopped should evidence suggest that it is not supporting uptake in the manner intended and will be stopped should there be a risk that overspend could occur.
- 1.26 The guidance for Contractors on NPQ Targeted Delivery Funding gives more detailed information about the policy objectives and delivery. This is available in Attachment 3.

#### Service Proposal

1.27 Contractors are required to submit the following documents in the form of a Service Proposal for the Annual Cohort Competition:

- Document A – Recruitment Strategy
- Document B – Call Off Delivery Plan<sup>8</sup>
- Document C – Recruitment Trajectory<sup>9</sup>
- Document D – Pricing Schedule
- Document E – FGL (optional)

Contractors should note the guidance within individual documents to include plans for 2022/23 and 2023/24 where relevant.

1.28 The Service Proposal must contain and comply with the Year 1 Service Proposal Requirements set out in Schedule 3 of the Framework Agreement and detailed within the guidance section of each document which forms the Annual Cohort Competition Service Proposal.

**Award Criteria**

1.29 The Service Proposal documents submitted by the Contractor will form its Quotation for the Annual Cohort Competition for the 2022/23 Cohorts, and the Contractor’s Quotation will be assessed against the following criteria:

Table 3: Award Criteria		
Criteria		Weighting
Quality	<p><u>Document A Recruitment Strategy</u></p> <p>The Contractor’s recruitment strategy must meet the criteria set out in the Specification and demonstrate:</p> <ul style="list-style-type: none"><li>• a clear targeting plan, including breakdowns of targeted Participants for 2 years and rationale;</li><li>• the proposed recruitment and deployment strategy for the NPQH Early Headship Coaching Offer for New Head Teachers;</li><li>• proposed recruitment strategy for the NPQs for 2 years; and</li><li>• that the proposed recruitment strategy aligns to the Department’s funding policy, and the approach submitted as part of the Contractor’s Framework Tender;</li><li>• details for approach to using Targeted support fund and how this aligns with the Departments Policy Objectives.</li></ul>	Pass / Fail

<sup>8</sup> Delivery Plans may be submitted in alternative formats where a Contractor uses project management software but should also provide an easily access ble version e.g. pdf or Microsoft office compatible. For the avoidance of doubt any alternative formats must provide all the information requested in Document B.

<sup>9</sup> This will be completed for 2022/23 initially and for the second year of this call off will need to be completed prior to the formal review in March 2023.



	<p><b><u>Document B Delivery proposals</u></b></p> <p>The Contractor delivery proposals shall cover all the requirements set out in the Specification, how these will be met for the full duration of the Call Off contract and:</p> <ul style="list-style-type: none"> <li>• include details of any Delivery Partners and demonstrate they have the capability, coverage and resources to deliver the Service Requirements;</li> <li>• include a risk register which demonstrates the Contractor has adequately identified, assessed and mitigated any risks;</li> <li>• detail the proposed quality management and assurance arrangements which ensure that the Service Requirements and KPIs will be achieved;</li> <li>• demonstrate an appropriate approach to Summative Assessments for NPQs, who will administer them and how they will be managed; and</li> <li>• include a policy (or revised policy if previously submitted under an early Quotation) that outlines how Participants who are part time, defer or transfer schools during their NPQ or taking part in the NPQH Early Headship Coaching Offer for New Head Teachers, will be handled.</li> </ul>	
	<p><b><u>Document C - Recruitment Trajectory</u></b></p> <p>This document is to support the review meetings and provide detail of recruitment against targets. Contractors are not expected to complete the 2021 recruitment figures, The Department will do this on return of the document.</p> <ul style="list-style-type: none"> <li>• a recruitment trajectory in the form of evidence-based recruitment targets against each of the milestones;</li> <li>• completed for the first year of the call off initially with an updated version for year 2 due prior to the March 2023 review.</li> </ul>	
Price	<p><b><u>Document D - Prices</u></b></p> <p>The Contractor's prices and a detailed Cost Breakdown Structure will be required to be submitted in the Pricing Schedule supplied by the Department.</p> <ul style="list-style-type: none"> <li>• The Contractor should identify where savings can be offered in the event the Department exercises its discretion and extends the Call Off Contract to include for delivery of the October 2023 and February 2024 cohorts.</li> <li>• The Contractor's prices to deliver the Order shall be no more than the Framework Agreement Prices set out in Schedule 7 (Pricing).</li> <li>• The Contractor's pricing will need to be within +/- 20% of the median priced successful tender.</li> <li>• Where a Contractor's pricing is more than 20% lower than the median, the Department reserves the right to seek clarification on the underlying price assumptions and may, at its absolute discretion, accept the pricing where it is satisfied of its viability.</li> </ul>	Pass / Fail

1.30 The Department will use the below marking scheme when evaluating the Service Proposals:

**Table 4: Marking Scheme for Evaluation**

<b>Pass</b>	The document has been completed in full, meeting all the criteria to a satisfactory standard and any risks or concerns identified are minor and can be resolved during the mobilisation period.
<b>Fail</b>	The document has either not been completed in full, contains omissions that are considered to result in the criteria not being met to a satisfactory standard, and/or presents risks or concerns, that the Department concludes cannot be resolved during the mobilisation period without significant intervention.

1.31 Should a Contractor fail any of the above award criteria, the Department will provide written feedback in relation to the reasons why the Quotation was unsuccessful and, where in the Department's opinion, the reasons for failure are minor and resolvable without significant variation to the submission, allow the Contractor an opportunity to revise and resubmit their Quotation within a reasonable timescale. The award criteria will then be applied to any resubmitted Quotation before a final award decision is made.

1.32 For more details on the Annual Cohort Competition procedure please refer to Schedule 4 of the Framework Agreement.

#### Timescales

<b>Table 5: Timeline</b>	
<b>Activity</b>	<b>Date</b>
<b>Annual Cohort Competition</b>	
Call Off competition	19 April 2022
Annual Cohort Competition briefing session	14:00 20 April 2022
Contractor engagement session	10:00-10:30 3 May 2022
Deadline for submission of clarification questions	Midday on 5 May 2022
Deadline for submission of Service Proposals	Midday on 12 May 2022
Clarification window	09:00 Monday 23 May 2022 to Midday Friday 27 May 2022
Call Off Award notifications	earliest 6 June 2022
Signing of Call Off Contracts	earliest 6 June 2022
Additional Call Offs for emerging demand (if required)	June 2022
<b>Set Up and Mobilisation</b>	
Contractor Implementation Plan agreed	14 April 2022
Sample content shared for quality review and approved by the Department*	12 September 2022
Host a User Digital Platform and complete integration with the Department's Digital platform	30 June 2022
Further reassurance of the quality of content to the satisfaction of the Department*	19 December 2022
All final curriculum content for NPQs and all Summative Assessment materials submitted to the Department	13 March 2023
*sample NPQ curriculum training content must be shared with the Department for quality assurance, initially on 24 June 2022 and further sample materials, if required by the Department, to be shared on 24 October 2022. Contractors must ensure that all materials have been proofread to a professional standard beforehand. It is expected that delivery of cohort 1 will start from October 2022.	



Year 1 Cohort Timescales	
Cohort 1 induction and training commences	October 2022
Cohort 2 induction and training commences	February 2023
If the Department exercises its right to request an extension under clause 2.2 of the Call Off Contract for 2023/24 academic cohorts, key dates would be anticipated to be as set out below and related activity and deadlines will be shared with Contractors in conjunction with any request to extend.	
Subject to extension under clause 2.2 of the Call Off Contract - Year 2 Cohort Timescales	
Cohort 1 induction and training commences	October 2023
Cohort 2 induction and training commences	February 2024

#### Clarifications and Contractor Engagement

- 1.33 Contractors may submit clarification questions via the messaging facility in the Jaggaer eTendering portal. The Department will aim to respond to all questions within 2-3 working days and will publish a weekly clarifications log. All clarifications must be submitted by the deadline in Table 5.
- 1.34 The Department's Commercial Team will host a briefing session on 20 April 2022 at 2pm via Microsoft Teams. The purpose of the call will be to present the Annual Cohort Competition process and documents.
- 1.35 The Department will be hosting a Contractor engagement session 10:00-10:30 on Tuesday 3 May 2022.
- 1.36 A post-submission clarification window will be open from 09:00hrs on Monday 23 May 2022 until Midday on Friday 27 May 2022. This will allow Contractors to raise questions and clarify any aspects of their submission to coincide with the proposed date for the announcement of NPQ funding which is due to be published around the 23 May 2022.

## **2. Cohort Requirement**

#### Service Specification Variations/Clarifications

- 2.1 There are no variations to the Framework Agreement Service Requirement.

#### Management Information

- 2.2 The Management Information (MI) requirements remain as set out in the Service Specification and Call Off Contract. The Department will agree individual MI plans with each Contractor during the mobilisation period.

#### Quality Assurance

- 2.3 Ofsted will commence their role as the Departments Quality Assurance agent during 2022 and Contractors will be subject to the NPQ Inspection Framework as per Schedule 8 of the Call-off Contract for the 2022 cohort and beyond.

#### Digital Requirement

- 2.4 Contractors will need to provide assurances that their digital platforms are ready to start delivering the services from October 2022. The mobilisation period includes two digital checkpoints, the first of which will require Contractors to update on the progress of their integration with the Department's platform development and set out the relevant future timescales/milestones by the end of June 2022.

#### DfE Key Personnel

- 2.5 The following DfE staff will be the lead contacts for this cohort:

Table 6: DfE Contacts		
Name	Role	Email address

Victoria Twynholm	Programme Lead	
Katie Thompson	Contract Management Lead	
Annette Harrison	Commercial Lead	
Caroline Jones	Communications Lead	
Kate Thompson	Digital Lead	

### 3. Performance Management

#### Key Performance Indicators (KPI)

3.1 The Department will apply the following KPIs to the 2022/23 academic year cohorts:

Rating	Criteria	Performance Management
Good	The supplier is meeting or exceeding the KPI target	N/A
Approaching Target	The supplier is close to meeting the KPI target	N/A
Requires Improvement	The performance of the supplier is below that of the KPI target	Improvement Plan with a suspended Service Credit
Inadequate	The performance of the supplier is significantly below that of the KPI target	Service Failure – Improvement Plan and Service Credit applied.

**Table 7: Key Performance Indicators**

KPI	Measure	
<b>1 – Recruitment</b> Recruit the target number of Participants with a completed Start Declaration (by output 1 review point specified in Schedule 2: Part 1, para 13.2, Table 6 for Specialist NPQs and Table 7 for Leadership NPQs) on the Department's digital registration service, for each of the Cohort commencement dates.	<b>Recruitment % against target:</b>	
	<b>Good</b>	96% +
	<b>Approaching Target</b>	90% - 95%
	<b>Requires Improvement</b>	75% - 89%
	<b>Inadequate</b>	Below 75%
<b>2 – Quality Assessment</b> Accuracy level of Summative Assessments undertaken by Participants completing NPQs, within the Call Off Contract Cohort Windows.	<b>Accuracy level at Summative Assessment:</b>	
	<b>Good</b>	95% +
	<b>Approaching Target</b>	93% - 94%
	<b>Requires Improvement</b>	90% - 92%
	<b>Inadequate</b>	Below 90%
<b>3 – Retention</b> Number of the Participants that have a completed start declaration on the Department's Registration Service	<b>Retention rate:</b>	
	<b>Good</b>	85% +
	<b>Approaching Target</b>	80% - 84%



remain engaged until the end of the cohort(s) for the Call Off Contract.	<b>Requires Improvement</b>	70% - 80%
	<b>Inadequate</b>	Below 70%
<b>4 – Satisfaction</b> Proportion of the total Participants that have a completed start declaration on the Department's Registration Service that rate the training as good or above at the end of the cohort(s) for the Call Off Contract.	<b>Rate of participants rating the experience as 'Good' or better:</b>	
	<b>Good</b>	80% +
	<b>Approaching Target</b>	75% - 79%
	<b>Requires Improvement</b>	70% - 74%
	<b>Inadequate</b>	Below 70%

*In addition to the KPIs listed in the table above, the Contractor must be committed to delivering Social Value during the Contract Period as detailed in the Framework Agreement, 17. Social Value.*

- 3.2 Under government transparency policy, framework Contractor's performance against the KPIs will be published on gov.uk. See [here](#) for more details.

#### Service Credits

- 3.3 The Department retains the right to apply Service Credits as defined in the Call Off Contract.

#### **4. Review Points and Extension of the Call Off contract**

- 4.1 The Department reserves the right to request an extension to the Call Off Contracts which are awarded as a result of this Annual Cohort Competition under clause 2.2 to accommodate delivery of the 2023/24 academic year cohorts.
- 4.2 The Department will make requests for any extension in writing, and any decision to request an extension will be at the Department's discretion but take account of a review of the Contractors' performance which includes, but not limited to, the following:
- 4.2.1 the Contractor's performance in line with the review points set out in paragraph 1.13 above;
  - 4.2.2 the Contractor's updates to their Delivery Proposals.
- 4.3 To help inform the review referred to at 4.2 above, Contractors will be required to update the following documents which form part of their Delivery Proposals:
- 4.3.1 'Document C – Recruitment Trajectories for 2023/24 academic cohorts';
  - 4.3.2 'Document B – Call Off Delivery Plan';
  - 4.3.3 the Pricing Schedule.

#### **5. Attachments**

- 5.1 The following attachments are provided to assist Contractors with developing their recruitment strategy and should not be used to contact schools in line with paragraph 1.17. An updated list will be shared with Contractors for recruitment targeting at call off contract award stage:
- Attachment 1 – List of eligible institutions
  - Attachment 2 – 16-19 organisations eligible for targeted delivery funding not included on GIAS
  - Attachment 3 – Guidance for Contractors on Targeted Delivery Payments