



Service Specification

CONTENTS

SECTION	Title	Page No.
1.0	Introduction	3
2.0	Scope, Aims and Objectives	3
3.0	Initial Scope	4
4.0	Potential Future Scope	4
5.0	Budget	5
6.0	Elements of the assessment process outside of the scope of this contract	5
7.0	Safeguarding	5
8.0	Legal and Policy Framework	5
9.0	General Data Protection Regulation (GDPR) (EU) 2016/679	6
10.0	Evaluation	6
APPENDICES		
Appendix 1	Learning Outcomes	8
Appendix 2	Pricing Schedule	8

Service Specification for Fostering Form F Assessors

1.0	Introduction
1.1	Peterborough City Council (PCC) and Cambridgeshire County Council (CCC) have received funding from the CCG to coordinate the training requirements of Providers supporting the Transforming Care cohort of service users, to ensure the local workforce, is skilled to meet the complex needs of this group of service users.
1.2	PCC and CCC requires training providers to develop and deliver bespoke training to support workers employed by social care providers across Peterborough and Cambridgeshire as well as adult social care staff employed by both authorities.
1.3	It is intended to provide 5 online training courses which need to cover : <ul style="list-style-type: none"> • Forensic awareness • Positive Behavioural Support – Positive approaches to challenging behaviour • Pathological Demand Avoidance awareness • Learning disability, autism and mental health • Communication
1.4	Training is scheduled from the end of January 2021 to the beginning of April 2021.
2.0	Scope, Aims and Objectives
2.1	To promote social care workers, access to learning opportunities which will enable them gain, or build on knowledge, skills and confidence, so they are able provide person-centred support to people with a learning disability and or autism which promotes positive outcomes and reduce the risk of 'placement breakdown'.
2.2	Training provider to develop and deliver online training to staff of independent support providers as well as Adult Social Care Staff in Peterborough City Council and Cambridgeshire County Council
2.3	The Training Provider will ensure that experienced, confident and skilled trainers will deliver online training.
2.4	5 training courses are to be delivered in 12 sessions (maximum of 4 hours per session) to a maximum of 15 delegates
3.0	Initial Scope
3.1	To develop and deliver online training to a maximum of 15 delegates from independent support provider, Peterborough City Council and Cambridgeshire County Council covering the following areas: <ul style="list-style-type: none"> • Forensic awareness

Service Specification for Fostering Form F Assessors

	<ul style="list-style-type: none"> • Positive Behavioural Support – Positive approaches to challenging behaviour • Pathological Demand Avoidance awareness • Mental health and learning disability/autism • Communication and Autism <p>Each course will consist of 12 individual sessions.</p>
4.0	Potential Future Scope
4.1	This is a one-off training project
5.0	Budget
5.1	<p>Total of £45,000 money provided by the CCG to enable the joint commissioning of training.</p> <p>This equates to £9,000 per course title to deliver 12 sessions to a maximum of 15 delegates per session.</p>
5.2	Admin cost to the training provider will be included in cost
6.0	Roles & Responsibilities
6.1	<p>Peterborough City Council will co-ordinate with the training provider the delivery of online training.</p> <p>Peterborough City Council will provide the email addresses of delegates to enable the training provider to contact delegates directly with joining instructions. The training provider will share online joining instructions with Peterborough City Council.</p> <p>The training provider will provide copies of feedback obtained from delegates to Peterborough City Council.</p>
6.2	Peterborough City Council will manage the booking process.
7.0	Safeguarding
7.1	The training provider will be familiar with safeguarding procedures and policies as outlined in law, and by Cambridgeshire and Peterborough's Safeguarding Children or Adults Partnership Board and will ensure any disclosure is reported to the relevant Local authority.
8.0	Legal and Policy Framework

Service Specification for Fostering Form F Assessors

8.1	<p>The Service Provider must comply with all current and future legislation including but not limited to:</p> <ul style="list-style-type: none"> - Equality Act 2013 - General Data Protection Regulation (EU) 2016/679 - Data Protection Act 2018
9.0	General Data Protection Regulation (GDPR) (EU) 2016/679
9.1	<p>The Commissioning Authority wishes to ensure and have confirmation that within your business or in its supply chain, that the processing of all personal data and processes in relation to this contract are compliant with the requirements of the General Data Protection Regulations (GDPR (EU) 2016/679) and Data Protection Act 2018.</p>
10.0	Evaluation
10.1	<p>Providers are required to submit a proposal detailing how they will meet the requirements of this contract, and the price at which this will be delivered in its entirety.</p> <p>Training provider can bid to provide all courses or any number of courses.</p>
10.2	<p>The most economically advantageous tender will be awarded this contract. An anticipated start date is January 2021 . Award of contract will be on the basis that the winning bidder has excellent knowledge of the subject matter.</p>
10.3	<p>Training Providers should submit a bid which includes the following elements –</p> <ul style="list-style-type: none"> - Evidence that the training provider has excellent knowledge of the proposed course they intend to develop and deliver and has adequately qualified and experienced trainers available to meet the requirements of this specification. - Evidence that the training provider can undertake the delivery of this contract within the specified timescales. - Evidence that the training provider has access to an online training platform. - Evidence of relevant policies and adherence to legislative requirements outlined in this specification. - Implementation plan identifying how training will be delivered within the timescales detailed within this Specification. - Completion of the pricing schedule <ul style="list-style-type: none"> • Submissions should not exceed 4 sides of A4 (font Calibri, size 11). Answers that exceed this limit will be cropped (excess words over the word count will not be assessed or evaluated). The only exception to this is where words have been specifically stated not to be included within the page limit; for example, if the Authority requests a document in support of a response and specifically advises that this document is excluded from the page limit.

Service Specification for Fostering Form F Assessors

10.4	<p>The Quality element of the submission will be scored based on the providers response to the requirements outlined in Section 10.3.</p> <p>Minimum Quality: Bidders MUST be aware that, regardless of their price, to be considered for award of this contract they must achieve a qualitative evaluation score of no less than 60 % (Total Score Available being 100%).</p> <p>The price element of the Bid will be scored following evaluation of the quality elements and only those achieving the minimum quality threshold score of 60% or higher will have their price submission evaluated. The Bidder's price will be ranked, with the lowest price ranked highest, for all Bidders who have scored the minimum quality threshold of 60% or higher. For the avoidance of doubt the winning bid will be the bid that has met or exceeded the quality threshold of 60% and submitted the lowest price of those suppliers that met/exceeded the threshold of 60%.</p>
10.5	<p>Return of Bid Information</p> <p>The Authority is using a secure (hosted) electronic bidding system (i.e., the Procurement Portal (SourceDogg).</p> <p>Submissions must be received before 12noon on Friday 15th January 2021.</p>

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Service Specification for Fostering Form F Assessors

Appendix 1 Learning outcomes

Mental health and Learning Disability/ Autism

- To understand what good mental health is
- Develop an understanding of mental disorder,
- Develop an understanding of indicators of poor mental health with adults with Autistic spectrum conditions and learning disabilities.
- Develop an understanding of the range of mental health problems and treatments
- Promoting good mental health

Forensic awareness

- Develop an understanding of risk assessment, management and public protection processes in relation to harm to self and others.
- Develop an understanding of relevant legal frameworks, including Human Rights and Equality legislation, Mental Health and Mental Capacity Legislation, Including parts 2 and 3 of the MHA 1983
- Develop an understanding of learning disability and autistic spectrum disorders and offending behaviour.
- An introduction to the criminal justice system

Communication

- Develop an understanding and application of communication differences for autistic people with sensory sensitivities.
- Develop an understanding and application of the role of specific communication methods such as: Makaton, TECCH techniques, visual timelines, social stories, symbols, Applied Behaviour Analysis, Team TEACH.
- Develop a greater understanding of issues autistic people may have with communication and practical advice on ways to communicate with autistic people.
- How to involve and make best use of the knowledge and expertise of the individual and family member or carer.
- Potential differences in presentation (e.g. between males and females)

Positive Behavioural Support- Positive approaches to challenging behaviour

- Explore and understand the reasons for challenging behaviour
- Identify strategies to prevent and reduce challenging behaviour
- Practical communication strategies
- Partnership working

Pathological Demand Avoidance

- Develop and understanding of Pathological Demand Avoidance in adults
- Explore the impact of PDA on individuals
- Explore strategies which can assist to support individuals and manage the condition

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