**Schedule 2 (Specification)**

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| Brief    The Tax Policy Foundation Programme (TPFP) is a six-day programme jointly attended 70% by HMRC and 30% HM Treasury policy professionals. TPFP is an essential part of the core learning programme for policy professionals in HMRC and is considered mandatory learning. TPFP offers students an introduction to the structure of the UK tax system (including discussion of each of the major revenue streams), the economics of tax and tax compliance, the tax policy-making process and the politics and sociology of tax.    REDACTED  Periodic reviews of course content will be organised between HMRC and the Supplier on an adhoc basis should any specific alterations or additions to course content be required. HMRC expects the Supplier to implement any alterations within 3 months of the request being made.    Deliverables  The Supplier shall deliver the Tax Policy Foundation Programme over 6 working days.  The Supplier shall deliver the programme up to 10 times a year subject to available budget. Each course will contain a maximum of 24 participants from HMRC and HMT.    The Supplier shall deliver courses virtually or in one of HMRC or HMT’s regional centres.  The Supplier is required to invoice on a course-by-course basis.    The Supplier shall provide two further subcontracted trainers to deliver the course.    The Supplier shall ensure logistics for the course (including dates, attendees, location, and other arrangements) are agreed at least two months prior to the start date of the new iteration of the course in line with trainer availability and negotiated as soon as teaching schedules become available.    For each iteration of the course, the Suppliers core team will review the course materials and update them in light of developments in UK politics/policy or academic research.  The Supplier shall submit the updated materials to HMT/HMRC for review and approval at least six weeks prior to the first session of the new iteration, HMRC may identify additional points to be updated (preferably at least one month prior to the first session, to allow any changes to be processed).    Feedback from students will be gathered during the final session of every iteration of the course, with HMT/HMRC and Keele both reviewing this feedback and agreeing any necessary actions to be taken as a result.    The trainers shall share the course slides following each session for the participants to review.    Performance management    HMRC will issue evaluations to all participants following each course. These will then be reviewed by HMRC, and also shared with the course trainers. |