

Statement of Work

Provider Engagement: L2/L3 Transition Programme

Date: 23/12/2020

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Schedule 3 - Statement of Work (SOW)

Issued in accordance with Contract [7271] and including Pricing Arrangements, Deliverables and Key Personnel.

3.1 SOW Summary

| | |
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| Date of SOW: | 23/12/2020 |
| SOW Reference: | |
| SOW Value: | |
| Buyer: | Education and Skills Funding Agency – TEQRD |
| Supplier: | Methods |
| Date Required: | January 2021 |
| Location Required: | <p>The services under this SOW will be delivered remotely for the duration of the project.</p> <p>Where feedback and presentations are required, these will be delivered remotely via Microsoft Teams.</p> |
| Work Package Title: | Provider Engagement: L2/L3 Transition Programme |
| Phase(s) of Development: | Single stage project |
| Start Date & End Date of SOW | 18 th January – April 2021 |
| Estimated Duration of SOW: | 35 days |
| Background: | We want to understand current practice and sector attitudes towards transition programmes. In particular |

- Whether a transition year is the best way to support students to progress from level 2 to A levels, and level 3 academic qualifications that sit alongside A levels, if they are not ready to progress immediately,
- What a transition programme should look like in terms of content and structure,
- What kinds of students should be eligible for a transition programme,
- What impact a transition programme might have on progression to level 3 classroom-based qualifications.

We are seeking a supplier to conduct one to one interviews with 40 providers, including schools, sixth form colleges and FE colleges. You will be required to arrange and conduct the interviews, collate and analyse responses and produce a final report highlighting any key themes that emerge. **You will be provided with a list of providers to contact, with contact details, and scripted questions to ask them.**

You must have experience of undertaking qualitative research, including interviews with stakeholders, as well as the ability to

- identify, analyse, and interpret trends or patterns in qualitative data sets, including extracting themes where there are multiple, conflicting responses,
- write reports, present findings, communicate progress and provide further clarification where necessary.

Ideally you will also have experience of engaging with schools, sixth form colleges and/or FE colleges, identifying common themes in their responses and presenting these findings to third parties.

An understanding of secondary education in both a school, sixth form and FE college context, particularly around the transition to post-16 education, whilst not essential, would also be helpful.

Background

The Government is committed to creating a world-class technical education system and we are making progress on delivering the recommendations made by the Independent Panel on Technical Education, chaired by Lord Sainsbury.

In March 2019, we launched a first stage consultation as part of our review of post-16 qualifications at level 3 and below approved for teaching by providers in England. The review aims to streamline the number of qualifications available and to ensure, as T Levels develop, that we only fund high quality qualifications that serve a clear and distinct purpose.

In October 2020 we launched a second stage consultation which sets out proposals for the qualifications we believe are needed at level 3 alongside T Levels and A levels for 16 to 19 year olds and adults, and how to ensure they meet the consistently high levels of quality that are needed to support all students to fulfil their potential and provide the skills and knowledge employers and higher education institutions need. Alongside this, on 10th November, we launched a call for evidence on study at level 2 and below. Our ambition for level 2 and

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| | <p>below study is high. We want to give students and employers the confidence that every qualification or programme at level 2 and below is high quality.</p> <p>The proposed reform of qualifications at level 3 is expected to lead to a reduction in the number of qualifications available to 16-19 year olds. It aims to strengthen the quality of the level 3 qualifications on offer and this will result in more stretching qualifications. As a result, some young people who would be able to progress directly to level 3 at the moment may not be able to do so in the future. We are considering whether additional support needs to be put in place to help these students to progress.</p> <p>We have already introduced a T Level Transition Programme to support more students to access, and be successful on, T Levels by providing a tailored preparation programme for those who need additional support before enrolling on a T Level. We are now exploring the potential for a new form of transition programme for students who want to progress onto level 3 programmes other than T levels.</p> <p>To inform the development of our policy around this, we need to understand current practice and sector attitudes towards transition programmes. The Level 2 and Below Call for Evidence asks some general questions about supporting progression to level 3, however additional detail is needed to inform policy development.</p> <p>The main gap in our knowledge is around progression routes to level 3 academic programmes (namely A levels and the other groups of academic qualifications we propose to fund in future, as set out in the consultation on level 3 qualifications) for students who are not quite ready to start level 3 immediately following their GCSEs. Consequently, we want to speak directly to a range of providers to supplement the information gathered as part of the Call for Evidence.</p> |
| Description of Requirements: | <p>We would like the support of an external company to:</p> <ul style="list-style-type: none"> • Conduct interviews with at least 40 educational providers, including an even spread of school sixth forms, sixth form colleges and FE colleges • Produce an interim progress report which highlights any common themes from the interviews carried out to date • Deliver a presentation of the findings once the analysis is completed, but before the report is finalised. • Produce a draft report, for comment by our team, identifying the key themes and findings for each question and any trends by provider type • Produce a full final report, for internal use, which will inform policy development. |
| Work Package Approach: | |

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| | |
| Cost Centre: | TEQRD programme budget |
| Security Vetting Checks required | <p>The level of clearance required for this SOW is:</p> <ul style="list-style-type: none">· BPSS·· |

- 3.1.1 The Parties will execute a SOW for each release. Note that any ad-hoc Service requirements are to be treated as individual releases in their own right (in addition to the releases at the delivery stage); and the Parties should execute a separate SOW in respect of each.
- 3.1.2 The rights, obligations and details agreed by the Parties and set out in this SOW apply only in relation to the Services that are to be delivered under this SOW and will not apply to any other SOWs executed, or to be executed, under this Call-Off Contract unless otherwise agreed by the Parties.

3.2 Deliverables, Acceptance Criteria & Milestones

3.2.1 To be added into the table below in agreement between the Buyer and Supplier on a work package by work package basis.

| Work Package Deliverables | | | |
|---------------------------|---|---|---|
| Ref | Deliverable | Acceptance Criteria | Milestone Date |
| D01 | Arrange interviews with 40 providers as per the list provided | 1 hour “virtual” interviews confirmed with 40 providers (schools, sixth form colleges and FE colleges) to take place during February. | 31 st January 2021 |
| D02 | Interim progress report | PowerPoint presentation delivered via Teams to update project team on progress and any common themes emerging from interviews to date. | w/c15 th Feb 2021 (t.b.c.) |
| D03 | Complete all interviews and record responses | Responses logged for each question. | 28 th Feb 2021 |
| D04 | Analysis / Evaluation of responses | Quantitative and qualitative analysis to identify the key themes and findings for each question, identifying where a trend varies by provider type. | 5 th March 2021 |
| D05 | Presentation of findings | PowerPoint presentation to senior management team outlining the detailed findings from the research. Must include all themes which will feature in final report. Must clearly articulate the key themes and responses for each question, identifying where a trend varies by provider type. Q&A. | w/c 8 th March 2021 |
| D06 | Submission of draft report for comment | Written report to be prepared summarising key findings and providing detailed evaluation of responses to each question. | 22 nd March 2021 |

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| | | Draft to be submitted for comment/approval by ESFA prior to final report being submitted. | |
| D07 | Submit final report | Final written report submitted. | 5 th April 2021 |
| End of Deliverables | | | |
| Charging Method(s) for this work Package: | | Redacted | |
| | | Payment on receipt of final report. | |
| Travel Expectations and Expenses: | | Redacted | |
| Overtime and on-call | | Redacted | |

3.3 Supplier Response

| Service Charges Breakdown | | | |
|---------------------------|-------------------|----------|---------------------|
| Role | Day Rate (ex VAT) | Max Days | Total Cost (ex VAT) |
| Redacted | Redacted | Redacted | £18,515 |
| | | | |
| | | | |
| End of Response | | | |
| | | | |

3.4 Key Personnel

3.4.1 The Parties agree that the Key Personnel in respect of this Project are detailed in the table below.

3.4.2 Table of Key Personnel:

| Name | Role | Details |
|----------|---|--|
| Redacted | Senior User Researcher, Methods | |
| Redacted | Head of User Research, Methods | |
| Redacted | Executive Director – Digital, Methods | |
| Redacted | Policy lead, DfE | Primary contact – apart from period of absence w/c 18/01 and w/c 25/01 |
| Redacted | Team Leader, DfE | Primary contact during Jacquie's absence – w/c 18/01 and w/c 25/01 |
| Redacted | Joint Head of the Qualifications Review Unit, DfE | |
| Redacted | Commercial Lead, DfE | |

3.5 Call-Off Contract Charges

3.5.1 For each individual Statement of Work (SOW), the applicable Call-Off Contract Charges (in accordance with the charging method in the Order Form) will be calculated using all of the following:

- the agreed relevant rates for Supplier staff or facilities, which are inclusive of any applicable expenses and exclusive of VAT and which were submitted to the Buyer during the Further Competition that resulted in the award of this Call-Off Contract.
- the number of days, or pro rata for every part of a day, that Supplier staff or facilities will be actively providing the Services during the term of the SOW.
- a contingency margin of up to 20% applied to the sum calculated on the basis of the above two points, to accommodate any changes to the SOW Deliverables during the term of the SOW (not applicable to Lot 3). The Supplier must obtain prior written approval from the Buyer before applying any contingency margin.

- 3.5.2 The Supplier will provide a detailed breakdown of rates based on time and materials Charges, inclusive of expenses and exclusive of VAT, with sufficient detail to enable the Buyer to verify the accuracy of the time and material Call-Off Contract Charges incurred.

The detailed breakdown for the provision of Services during the term of the SOW will include (but will not be limited to):

- a role description per Supplier Staff;
- a facilities description;
- the agreed relevant rate per day;
- any expenses charged per day, which are in line with the Buyer's expenses policy (if applicable);
- The number of days, or pro rata for every part day, they will be actively providing the Services during the term of the SOW; and
- The total cost per role / facility.

The Supplier will also provide a summary which is to include:

- Total value of this SOW;
- Overall Call-Off Contract value;
- Remainder of the value under overall Call-Off Contract Charge where:
Remainder of value under overall call-Off Contract Charge – overall Call-Off Contract value – sum of total value of all SOWs invoiced; and
- Whether there is any risk of exceeding overall Call-Off Contract value (and thereby requiring a Contract Change Note (CCN) to continue delivery of Services).

- 3.5.3 If a capped or fixed price has been agreed for a SOW:

- The Supplier will continue at its own cost and expense to provide the Services even where the agreed price has been exceeded; and
- The Buyer will have no obligation or liability to pay for the cost of any Services delivered relating to this order after the agreed price has been exceeded.

- 3.5.4 Multiple SOWs can operate concurrently.

- 3.5.5 The Supplier will keep accurate records of the time spent by the Supplier Staff in providing the Services and will provide records to the Buyer for inspection on request (not applicable to Lot 3 Services).

3.6 Assumptions & Dependencies

3.6.1 Risks or contingencies will be included in the Charges. The Parties agree that the following assumptions & dependencies will apply in relation to the Charges:

| | |
|---------------------|-----|
| Assumptions: | N/A |
| Dependencies | N/A |

3.7 Performance Standards & Quality Assurance

| Performance Standard/Requirements | Description |
|--|--------------------|
| N/A | |

3.8 Reporting and Communications

- 3.8.1 The Buyer and Supplier shall meet bi-monthly to discuss the operational performance of the contract & progress towards the outcomes set out in the SOW. The meeting shall be attended by **redacted** of the Supplier and **redacted**. Any Commercial discussions shall include the DfE Commercial Lead, who will be specified in section 3.4
- 3.8.2 The content of the meeting will include, but not be limited to the below:
- Progress against each objective, highlighting any missed deliverables.
 - Any performance issues which need to be addressed.
 - Review of the exit plan & handover arrangements to ensure they remain fit for purpose.
- 3.8.3 One day prior to the meeting, the Supplier shall provide a report detailing an update on the aforementioned areas.
- 3.8.4 The Buyer shall outline any significant changes which may affect the achievement of deliverables.

3.9 Variation

- 3.9.1 As stated in the call-off contract, the client has the right to amend the rate of development or delivery of service contained within SOW when required. Should this occur; the Supplier and Client will mutually agree a variation within five calendar days.

3.10 Termination

- 3.10.1 As stated in the call-off contract, the client has the right to amend the rate of development or delivery of service contained within SOW when required. Should this occur; the Supplier and Client will mutually agree a variation
- 3.10.2 The Buyer reserves the right to terminate the SOW at any time, giving a notice period of five calendar days in which all development work will cease.
- 3.10.3 The notice period should be given in writing. The receiving party must acknowledge receipt of request within 24 hours.

3.11 Handover and Exit Management

- 3.11.1 During the initiation stage of this SOW, a handover and exit management strategy must be formulated by the Supplier and reviewed by the Buyer. This will include knowledge transfer and handover tasks required.
- 3.11.2 The Supplier will help the Buyer to migrate the Services to the DfE or a replacement supplier in line with the exit plan to ensure continuity of services.

3.12 Agreement of Statement of Works

3.12.1 By Signing this SOW, the Parties agree to be bound by the terms and conditions set out herein:

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| | Supplier: | Buyer: |
| Name: | | |
| Title: | | |
| Signature: | | |
| Date: | | |