

**Adult and Community Learning Tendering Guidance Notes 2017-20**

1. **Background**

Wokingham Borough Council receives annual funding from the Education & Skills Funding Agency through the Adult Education Budget to provide learning opportunities to adults aged 19+ across the borough. This funding is made up of two parts:

1. **Adult Education Budget non- accredited(formally Community Learning)**

The purpose of this funding is set out in the Department of Business, Innovation and Skills “New Challenges New Chances” document (2011) and can be used to engage adults 19+ to support them to improve their health and wellbeing, develop the skills and attributes which prepare them for employment, learn a new skill, return to formal education or learn how to better support their children’s learning and development.

Adult education Budget (former community learning) should

* Maximise access to community learning for adults
* Promote social renewal by bringing local communities together to experience the joy of learning and the pride which comes with achievement
* Maximise the impact of community learning on the social and economic wellbeing of individuals, families and communities.

1. **Adult Education Budget- accredited**

This can be used for the delivery of accredited courses where the qualifications are part of a regulated framework approved by the Education & Skills Funding Agency for learners aged 19+. This list can be found on the Hub Learning aims database [https://hub.fasst.org.uk](https://hub.fasst.org.uk/Learning%20Aims/Pages/default.aspx)

For the purpose of this tender, applications are invited to deliver entry level to level 1 qualifications in English or maths and entry level qualification in ESOL.

Funding will be based on prescribed ESFA programme weighted funding rates (excluding area uplifts) as outlined on the Hub Learning aims Database. The maximum amount of funding available through Adult Education Budget - Accredited is £35000

**The curriculum offer**

In order to offer a broad and attractive curriculum, and engage priority learner groups (See below), Wokingham Adult and Community Learning team will deliver a range of short non- accredited family learning, parenting, ESOL and introductory vocational courses ( i.e. teaching assistant, hospitality and care) from community venues across the borough and will aim to sub- contract approximately 43% of the of the Adult Education Budget to a range of statutory, voluntary and community organisations who can demonstrate robust links with the priority groups and an ability delivering classroom learning. As a result, we would like to receive applications for the following programmes

***Please ensure when completing your application form you make it clear which programme/target group you are bidding for***

|  | **Programme** | **Specification** |
| --- | --- | --- |
| 1 | **Accredited** English & Maths up to level 1 | All courses must be approved by ESFA and appear in the **legal entitlement** <https://www.gov.uk/government/publications/qualifications-getting-approval-for-funding>  Courses should be short (approximately 30 hours) and be delivered from various locations across the borough at times which will maximise attendance and achievement |
| 2 | **Accredited** ESOL | Entry level courses which should be delivered from locations that are easily accessible and at times which will maximise attendance and achievement |
| 3 | Non Accredited Courses primarily leading to **Employment** | Courses should be designed so that they lead to employment outcomes for learners and meet the varying needs of Wokingham residents and employers. Courses can vary in length and content but we would be particularly interested in maths and English refresher courses for those with level 2 qualifications but who are no longer operating at that level (can be specific to vocations), introductory vocational courses e.g. retail, customer service, construction, employability skills and entrepreneurial and business start-up skills |
| 4 | **Health and Wellbeing**  Non accredited courses leading primarily to improving the general health and wellbeing of disadvantaged and vulnerable residents | These courses can vary in length and content but should focus on one of the priority groups listed in **1.2**  Providers must clearly demonstrate the health and wellbeing improvements they are aiming to achieve through their project and how they intend to measure them (ideally through use of recognised social metric scales such as The Warwick-Edinburgh Mental Wellbeing scale, and similar) |
| 5 | **Family Learning** Non- Accredited | Short courses which help parents to support their child’s learning and development |

* 1. **Key Priorities groups for Adult and Community Learning are**
* Adults who are unemployed or under employed
* Vulnerable older people
* Care Leavers
* Adults with learning difficulties and disabilities
* Carers of vulnerable adults
* Parents / families who need help to support their children’s learning and development
* Adults with health and wellbeing issues.

1. **Eligibility**

To be eligible to contract with Wokingham Borough Council a provider must meet **all** of the following

* Providers must be registered with the UK Register of Learning Providers and have a UKPRN (UK Provider Reference Number)[[1]](#footnote-1).
* Providers must appear on the Register of Training Organisations **if** they are likely to receive an aggregate sub contract of **£100,000** or more from the ESFA.
* Learning provision must be classroom based and delivered in venues which have been risk assessed
* The management fee must be less than or equal 30% of the total project cost
* The project must comply with ESFA Rules of Funding 2017/18
* The provider must deliver quality assured learning through suitably trained tutors and teaching must comply with the requirements of Ofsted’s Common Inspection Framework [Further education and skills inspection handbook - GOV.UK](https://www.gov.uk/government/publications/further-education-and-skills-inspection-handbook)
* The provider must have a quality assurance process in place and comply with WBC QA processes. <http://wbcadultlearning.byethost24.com/doku.php?id=2016-17qm>
* The provider must commit to supporting the Observation of Teaching and Learning quality Process
* The provider must be able to take responsibility for data entry of their learners onto the Learner Track database and for clearing errors (under guidance from Wokingham Borough Council) so that data submissions to the ESFA are accurate and error free.[[2]](#footnote-2)

**We will not contract with**

* A provider whose leadership and management is currently judged to be inadequate by Ofsted.
* A provider whose financial health assessment has been judged inadequate by the Education & Skills Funding Agency.

1. **Performance monitoring and contract compliance**

All contractors will be subject to WBC quality assurance and contract compliance processes.

Wokingham Adult and Community Learning team will work with each successful provider to negotiate performance targets which will be monitored throughout the year. These will cover

* + Number of unique learners
  + Number of Enrolments
  + % Pass rate
  + % Achievement rate
  + % Retention rate
  + % Attendance rate

Failure to meet the agreed number of learners and enrolments may result in a reduction in funding and appropriate tolerance levels will be agreed with you which are commensurate with the contract price and number of learners targeted.

1. **Fee Policy**

The key principles of Wokingham Borough Council’s fee policy are

* That public funding is focused on people who are disadvantaged and least likely to participate in learning
* That fees are collected from people who can afford to pay and used to extend provision to those who cannot.

Fees are set at the discretion of the provider, but you must comply with AEB funding rules if offering accredited English, maths or ESOL courses. These are laid out in the table below

|  |  |  |  |
| --- | --- | --- | --- |
| **Provision** | **19-23 year olds** | **24+ Unemployed**\* | **24+ other** |
| English & maths up to and including level 2 | Fully Funded# | Fully Funded# | Fully Funded# |
| ESOL up to and including level 2 | Co- Funded | Fully Funded | Co-funded |
| Fully Funded if unemployed |
| #Must be delivered as one of the qualifications required for the legal entitlement  \*A learner is defined as unemployed if one or more of the following apply   * They receive Jobseeker’s Allowance (JSA), including those receiving National Insurance credits only. * They receive Employment and Support Allowance (ESA) and are in the work-related activity group (WRAG). * They receive Universal credit, earn either less than 16 times the National Minimum Wage a week or £330 a month and are determined by Jobcentre Plus (JCP) as being in one of the following groups   + They are released on temporary licence (RoTL) and studying outside a prison environment and not funded through the Offenders’ Learning and Skills Service (OLASS).      * + All Work-Related Requirements Group.   + Work Preparation Group.   + Work-Focused Interview Group. * Providers may also use their discretion to fund other learners if **all** of the following apply.   + The learner receives other state benefits and earns either less than 16 times the National Minimum Wage a week or £330 a month.   + The learner wants to be employed (or progress into more sustainable employment, if they earn less than 16 times the National Minimum Wage a week or £330 a month) and you are satisfied that the learning is directly relevant to their employment prospects and the local labour market needs | | | |

**Fee Concessions**

Wokingham Borough Council expects learners who are unemployed to be exempt from course fees. We adopt a similar definition of unemployed as the ESFA (See table above) but in addition, expect those in receipt of working tax credits and Personal Budgets to be exempt from fees or receive concessions.

1. **Support and Guidance**

Wokingham Adult and Community Learning Team provide the following support and guidance to contracted organisations:

* Quality assurance processes and manual
* Access to relevant consultations and support to plan your course offer
* Support to find suitable venues
* Support in identifying fundable learning aims.
* Access to professional development opportunities
* Access to a shared learning platform
* Access to a wide range of networks with the borough
* Signposting of potential learners and community organisations
* Regular updates on funding and learning developments.

1. **Safeguarding**

* All providers must have a named officer who is trained or working towards level 3 in adult safeguarding
* All staff involved in the learning programme must undertake or have received safeguarding training in the last two years
* All providers must have a PREVENT Policy and comply with WBC’ s PREVENT Policy and Procedures
* All tutors should have undertaken an appropriate PREVENT training course within the last 2 years. On line training is available at [www.et-foundation.co.uk](http://www.et-foundation.co.uk)
* All providers are required to provide a safe, healthy and supportive environment

1. **Equality, Diversity and Inclusion**

All Providers are required to demonstrate equality and diversity and inclusion in the planning, recruitment and delivery of their programmes.

1. **Information Advice and Guidance**

All providers are required to provide learners with access to information advice and guidance which enables them to make informed decisions about the next steps which are open to them.

1. **Payment**

* Funding will be provided subject to delivering the project in line with the bid and learner number and enrolments matching those stated in the bid.
* For accredited learning, funding will be based on prescribed ESFA programme weighted funding rates (excluding area uplifts) as outlined on the Hub Learning aims Database.
  1. **Successful tenders will receive payments as follows**
* 10% of the overall value of the learning programmes on return of the signed contract.
* 25% of the overall value of the learning programme at the end of each term following acceptable performance monitoring
* 15% of the overall value of the learning programme on receipt of
  + Completed data recorded accurately on Learner Track
  + Impact evaluation to include progression data
  + Confirmation from Awarding Organisations on achievement of learners for those on accredited learning.

**9.2. Withdrawal of Funding**

Funding will be refused or withdrawn under the following circumstances

* Any evidence of financial irregularity arises
* Failure to comply with ESFA funding rules requirements
* Failure to follow any performance improvement requests put in place by Wokingham Borough Council Adult and Community Learning Team.

Wokingham Borough Council may also withhold or reduce funding if they become concerned that the provider is not delivering sufficient courses in line with those identified in the bid

1. **The Application process**

Applicants must complete the documents contained in this application pack as follows:

* Adult Education Budget Application
* Appendix A: Programme Breakdown (Budget)

Please send your tender documents to:

Lorraine Barker

Adult Education Manager

Wokingham Borough Council

Shute End

Wokingham

RG40 1BN

The application form and Appendix A should be emailed to

[Lorraine.barker@wokingham.gov.uk](mailto:Lorraine.barker@wokingham.gov.uk)

The deadline for tender submission is **Midnight. Friday 28th April 2017**

Please note, any documents not fully completed, or received after this date, will not be eligible for consideration for funding.

1. **Evaluation of** **bids**

Any contract awarded as a result of this procurement will be awarded on the basis of the most economically advantageous tender, or tenders, to the Council as set out below:

|  |  |
| --- | --- |
| **Element of the Evaluation** | **Percentage Weighting** |
| A. Section 2 of the application form | 60% |
| B. Price | 40% |
| **TOTAL** | **100%** |

**11.1. Section 2 Evaluation**

Providers are required to answer the questions in Section 2 of the application form demonstrating how specific elements of the programme, as defined in Section 1 of this pack will be delivered.

Section 2 of the application form carries a weighting of 60%. The table below details the individual weighting attached to each question. The total percentage score achieved in accordance with the below weightings will be prorated to a maximum score of 60% and applied to the overall evaluation.

| **Managing the Programme Maximum score (55%)** | | **Weighting** |
| --- | --- | --- |
| 1. **Please tell us which priority groups you will be working with.**   The priority groups identified by adult and community learning are:   * Adults who are unemployed or under employed * Vulnerable older people * care Leavers * Adults with learning difficulties and disabilities * Carers of vulnerable adults * Parents / families who need help to support their children’s learning and development * Adults with chronic health or wellbeing issues | | **3%** |
| 1. **Please describe your programme and its intended outcomes, include how you will ensure that it will engage the target group(s) and ensure they are motivated to attend regularly and succeed**   (Max 300 words) | | **10%** |
| 1. **Please describe how you have identified the need for your Project/ course**   **(**Max 300 words**)** | | **8%** |
| 1. **Please tell us how you will promote the programme and recruit learners.** If you intend to work with other organisations to reach your target groups, please list the name of each, and describe their role in the project   **(Max 400 words)** | | **12%** |
| 1. **Please describe how you will ensure you are delivering a quality service to learners and Wokingham Adult and Community Learning**. **In your answer please detail the level of experience and qualifications of tutors who will be delivering the programme**   Max 400 words | | **12%** |
| 1. **Please indicate what you think your overall performance will be against the following KPIs ( include an overall figure for all the courses you will deliver under the programme)** | | **5%** |
| Number of unique Learners: |  |  |
| Number of Enrolments  ( this can be higher than the number of unique learners a 1 individual may enrol on several of your courses) |  |  |
| Percentage of enrolments who compete their course and achieve their learning aims |  |  |
| 1. **Please describe how the programme will be managed and how you will support your staff.**   ( Max 400 Words) | | **5%** |

| **Ofsted Common Inspection Framework (Maximum Score 45%)** | **Weighting** |
| --- | --- |
| 1. **Please describe what experience you have of delivering to the Ofsted Common Inspection framework and state your latest Ofsted inspection grade if relevant**   Max 200 Words | **6%** |
| 1. **Please describe what methods you have in place for assessing and supporting the learning of individuals including how you propose to monitor individual learner progress.**   Max 300 Words | **12%** |
| 1. **Please describe how you will assess the success of your project?**   **For Health and Wellbeing projects please be very specific about the outcomes you intend to achieve and how you will know you have achieved them. Please give details of any social metric tools you will use to support this.**  Max 300 Words | **12%** |
| 1. **Please describe how you will promote British values to your learners (**max 300 words) | **5%** |
| 1. **Describe the progression pathways for the programme and describe how learners will be supported to access these Please give details of IAG support that will be offered**   Max 300 words | **10%** |

Provider’s response to each question in Section 2 of the application from will be scored using the following scoring matrix.

| **Score** | **Rating of Response** |
| --- | --- |
| 0 | No response provided and/or substantial omissions which make the response fundamentally unacceptable and gives the Council cause for major concern. |
| 1 | Very poor standard of response; fails to meet nearly all requirements, Insufficient information provided or response generally not supported by evidence. Gives the Council cause for a very high level of concern. |
| 2 | Poor response; fails to meet the majority of requirements, insufficient information provided and/or response is generally not supported by evidence. Gives the Council cause for a high level of concern. |
| 3 | Inadequate response; fails to meet some requirements and is generally unsatisfactory and/or has omissions and/or is not supported by evidence. Gives the Council cause for serious concern. |
| 4 | Basic response; borderline in meeting requirements and has some satisfactory elements but is generally unsatisfactory and/or has several omissions. Gives the Council cause for concern in several areas. |
| 5 | Adequate response; generally meets requirements and is supported by a reasonable level of evidence but has a number of omissions which give the Council cause for some concerns in few areas. |
| 6 | Competent standard of response; meets requirements and is supported by a satisfactory level of evidence although there are a few issues which give the Council cause for some minor concerns. |
| 7 | Good standard of response; meets requirements and is supported by evidence although there are a few very minor omissions and/or very minor issues which gives the Council cause for some very minor concerns. |
| 8 | Very Good standard of response; meets requirements and is supported by comprehensive evidence which gives the Council a very good level of confidence. |
| 9 | Excellent standard of response; exceeds the requirements in a number of areas and is supported by strong evidence which gives the Council a high level of confidence. |
| 10 | Exceptional standard of response; exceeds requirements in most areas and is supported by very strong evidence which gives the Council a very high level of confidence. |

Evaluation of Section 2 of the application form will be carried out by a panel made up of staff members from the council with relevant experience and expertise.

* 1. **Price Evaluation**

The price element of the tender carries a weighting of 40%. Providers must complete the Pricing Schedule: Appendix A: Programme Breakdown.

The element of price being evaluated is the **net cost per learner hour.** This calculation is highlighted in yellow on the Pricing Schedule.

The “Price” score will be calculated in line with the Chartered Institute of Public Finance and Accounting (CIPFA) scoring model, according to the formula:-

Lowest tender total price  
Score of other tender (%) = Price ratio x ---------------------------------- ----------------------  
 Other tender total price

The lowest priced tender will be awarded 100% of the available financial score, as detailed in **Section 5.** The other tender will then be prorated relative to this.

WBC will ask tenderers to explain the price or costs proposed in this tender where the values appear to be abnormally low in relation to services required. WBC may reject the tender where the evidence supplied does not satisfactorily account for the low level of price or costs proposed.

1. **Procurement Timetable**

|  |  |
| --- | --- |
| **Action** | **Date** |
| Advert and tender documents published | Monday 3rd April 2017 |
| Deadline for submissions | **Midnight Friday 28th April 2017** |
| Tender Evaluation | Thursday 4th May 2017 |
| Inform bidders of outcomes | Monday 8th May 2017 |

1. **Questions and Answers**

Any questions about this tender please email Lorraine Barker at the following email address: [Lorraine.barker@wokingham.gov.uk](mailto:Lorraine.barker@wokingham.gov.uk). We will endeavour to answer your questions within 3 working days. In the subject box please write ‘ADULT EDUCATION TENDER’

**Q: Where does the funding come from?**

***Funding is provided by Central Government via the Education & Skills Funding Agency***

**Q: How much funding is available?**

*Approximately £120,000 will be available to sub-contract. We reserve the right to award more than one contract for each programme to ensure that we have adequate coverage of the key target groups.*

**Q: Can learning programmes of over one year in length be applied for?**

*No.  Learning has to be completed by 31st July of each year where a contract is awarded to a supplier*

**Q: Who can apply for the fund?**

*Any organisation that is a legal entity and registered with the UK Register of Learning Provider is entitled to apply. If there is a potential conflict of interest you must declare this on the application form.*

**Q: Does my company need to appear on the Register of Training Organisations?**

*The Education & Skills Funding Agency requires any organisation which holds a total value of sub-contracts from them of £100,000 or more, to deliver education and training to appear on the Register. If the value of this contract will take you up to or above that limit, then you must appear on the register*

**Q: What would constitute a potential conflict of interest?**

*If a Wokingham Borough Councillor or senior officer sits on your board or governing body for example you should declare this in your application. This will not necessarily exclude you from receiving a contract but written permission will be needed from the ESFA.*

**Q: Is the fund targeted particularly at the voluntary sector?**

*No*

**Q: When can I apply?**

*Applications must be received by the date specified above*

**Q: How long before I am notified of the outcome of my application?**

*Please refer to the Procurement Timetable.*

**Q: Am I required to produce a learning programme plan?**

*Yes an overview plan for the delivery of courses is required in your application.*

**Q: What types of learning programmes are not funded?**

*Generally learning programmes are not funded where*

* *There is no evidence of group classroom learning, either clear or implicit.*
* *Learning is delivered at and employee’s workplace and relevant to either their job or their employers business( unless the learner has an entitlement to full funding)*
* *The primary purpose of the programme is to deliver work placements or work experience*
* *Learning programmes will not be funded where there is evidence of application for double funding.*

**Q: Do the learners have to be 'new to learning'?**

*No.   It is recognised that some learners will have to take a number of small steps before they can progress into the workplace, higher level courses or achieve their personal learning aim and so learning programmes that show progression routes for learners will be considered for funding along with those who have been disengaged and are therefore new to learning.*

**Q: How will the learning programme be monitored and evaluated?**

*You will receive regular monitoring and performance reports and will have formal Contract Monitoring visits depending on the support your organisation requires, to ensure that it meets the contract requirements.*

**Q: What happens if I don't reach my target number of learners?**

*We will work with you to help you attract learners, but your funding may be reduced if you fail to achieve the number you identified in your bid.*

**Q: How can I evidence learner progression?**

***Learner progress is evidenced through robust RARPA and all our paperwork is designed to facilitate this process. We will track learners during the year to confirm their next destination and share this information with you.***

1. To register go to [UK Register of Learning Providers](https://www.ukrlp.co.uk/) [↑](#footnote-ref-1)
2. This requirement may be waived for small community organisations that do not have capacity within their existing establishment. [↑](#footnote-ref-2)