

By email only



Department
for Education

Department for Education
Skills Policy Analysis
Second Floor
St Paul's Place
125 Norfolk Street
Sheffield, S1 2JF

IFF Research
5th Floor
St. Magnus House
3 Lower Thames Street
London, EC32 6HD

2nd September 2019

Dear [REDACTED],

**RESEARCH PROJECT: FURTHER EDUCATION PROVIDERS WORKFORCE SURVEY
PROJECT
PROJECT REFERENCE: DFERPPU/2018076**

Please find attached a Variation of Agreement for this Research Contract.

I would be grateful if you could print off two copies and sign and date both copies for and on behalf of your organisation and return them to me by **Friday 6th September 2019** by email or at the address below:

[REDACTED]
**Skills Policy Analysis
Ground Floor
Sanctuary Buildings
London, SW1P 3BT**

One copy of the Variation will be returned to your organisation once it has been signed for and on behalf of the Department.

Yours sincerely

[REDACTED]

VARIATION TO THE CONTRACT WITH: IFF Research

CONTRACT NUMBER: DFERPPU/2018076

CONTRACT DATE: 22nd March 2019

VARIATION NUMBER: 2

REASON

Based on findings from the pilot, fieldwork for Adult and Community Learning providers will now begin in early September to avoid the summer, when many providers are closed and therefore unable to respond to the survey.

The average length of the telephone HR surveys was longer than expected in the pilot. To remove the longest interviews and reduce the average length of the telephone survey, respondents will not be asked the teaching staff questions, even if applicable.

Telephone chasing of providers with no or few responses to the online staff survey is required to help ensure the survey receives sufficient responses. Further communications with providers are required to maximise engagement.

Some dates for the mainstage fieldwork have changed to accommodate a later start.

SCHEDULE ONE

Mainstage fieldwork will be staggered. Independent Training Providers (ITPs) will be invited to take part in the survey in early August as many are open throughout the summer. As Sixth Form Colleges (SFCs) are closed over the summer, fieldwork will be launched in early September for those providers. The cognitive testing and piloting stage found that many Adult and Community Learning Providers (ACLs) are closed over the summer period, re-opening for the academic year in September. Mainstage fieldwork for ACLs and SFCs will therefore be launched at the same time, in early September. To provide a long enough fieldwork period, the survey will stay open until at least the end of October. There is no additional cost requirement.

In the piloting, the telephone HR survey took longer than expected. To reduce the average length in the main stage, respondents will not be asked the teaching staff questions, even if they have indicated they have teaching responsibilities. The senior leader questions will still be asked, if applicable. Respondents will not be encouraged to respond to the online survey, to avoid duplication of responses. The telephone survey is now expected to take an average of [REDACTED], which requires an additional cost of [REDACTED] (excluding VAT) for additional interviewer time.

As staff responses rates for ITPs and ACLs were lower than expected in the pilot, additional chasing may be required at main stage. IFF will monitor response rates and target providers with no or few responses to the online staff survey. An additional cost of [REDACTED] (excluding VAT) is required for [REDACTED] hours of telephone interviewer time to make contact with [REDACTED] providers. Interviewers will remind providers about the survey, and inquire as to whether there are any barriers to participation and whether they require any assistance.

Mid-fieldwork, the contractor will send the providers their response numbers/rate and a comparison with other organisations to encourage responses. A minimum of four reminders will be sent to providers throughout fieldwork.

Task	Output	Date Required
Mainstage Fieldwork	IFF will design an A4 poster about the survey, which will be emailed to providers to print out for staff noticeboards.	23 rd July – 3 rd September
	IFF will create a survey web page where individuals can go for more information, verify the authenticity of the research, and contact the contractor with any queries.	23 rd July – 5 th August
	IFF will create a datasheet detailing the required information, to send to providers before calling to collect staff return data. This call is expected to take around 30 minutes.	5 th August – 18 th October
	IFF will instruct the providers that took part in this initial data collection to distribute an email containing a link to the online survey to all in-scope teaching/training staff and leaders.	5 th August – 31 st October
	IFF and DfE will send at least 4 email reminders to encourage to engagement and increase response rate. Half of the providers, selected at random, will receive reminder emails from the Contractor, and half will receive reminder emails from the Department. The contractor will compare the responses between these two conditions, along with responses sent before any reminder emails were sent.	5 th August – 31 st October
	DfE will send a ministerial letter to heads of organisations about the overall project, subject to SoS approval.	5 th August – 31 st October
	IFF will use all reasonable endeavours to achieve completed questionnaires from a minimum of 4000 teaching/training staff and leaders, from c. 400 different providers (300 ITPs, 40 SFCs, 60 ACLs).	5 th August – 31 st October
Presentation of findings	Present findings to the Project Steering Group and the external Advisory Board.	December 2019
Survey datasets with	Provide a full, cleaned dataset for	January 2020

Task	Output	Date Required
documentation	the survey and staff return including syntax used to create derived variables, with full documentation including a data dictionary. The contractor will also produce high quality, user-friendly data tables. The contractor will consult with DfE at an early stage about the table specification and the types of user who will access them.	
Findings report	Produce a fully quality assured findings report and a report outline for publication, both in the Department's template. The report will be of a publishable quality and will offer insight into the policy questions the Department needs to address.	January 2020
Technical annex	The findings report will be accompanied by a fully quality assured technical annex to ensure that methods are transparent and replicable.	January 2020
Outputs for FE providers	Produce four one-page infographics (one overall, one each for ITPs, SFCs and ACLs) and three sub-sector summary reports. Presentation of findings at key annual membership events of the relevant sector bodies (timing to be confirmed but after the report publication, and subject to the sector bodies' agreement).	February 2020
Break clause – the Department will decide whether the follow-up survey should go ahead	Based on the mainstage response rates and findings, the Project Steering Group will decide whether the project is suitable to move on to the follow-up survey.	March 2020
Follow-up survey design, cognitive testing and pilot	Produce draft questions for the 5-minute follow-up survey and conduct cognitive testing before finalising. Pilot the interview to ensure the length is on track.	April – June 2020
Follow-up survey fieldwork	Send out a short online survey to all of the mainstage respondents who agreed to be re-contacted and screen for those who have moved/changed or left their jobs. Those that have moved will be routed to questions similar to the CSS churn survey. Respondents that are in the same role will be	July – October 2020

Task	Output	Date Required
	asked to re-complete questions regarding job satisfaction and intention to leave from the mainstage survey, to identify any change in attitudes. Use an online approach first, as the primary survey method, before reverting to telephone methodology. Use all reasonable endeavours to achieve completed questionnaires from c.950 individuals.	
Follow-up survey draft report and presentation of findings	The contractor will present findings to the Project Steering Group and the external Advisory Board.	December 2020
Survey datasets with documentation	The contractor will provide a full, cleaned dataset for the survey and staff return including syntax used to create derived variables, with full documentation including a data dictionary. The contractor will also produce high quality, user-friendly data tables. The contractor will consult with DfE at an early stage about the table specification and the types of user who will access them.	January 2021
Final report (of full study)	Produce a fully quality assured findings report for the full study and a report outline for publication, both in the Department's template. The report will be of a publishable quality and will be published on gov.uk.	January 2021
Technical annex	The findings report will be accompanied by a fully quality assured technical annex to ensure that methods are transparent and replicable, including a section dedicated to chasing tests that were conducted.	January 2021
Outputs for FE providers	Produce 3 sub-sector summary reports tailored to provider type.	February 2021

SCHEDULE TWO

Expenditure for the financial year 2019-20 shall not exceed [REDACTED] excluding VAT.
Total Project expenditure shall not exceed **£300,715** excluding VAT.
Additional payment will be made in accordance with the following amended invoice schedule:

Project Milestone	Payment Amount	Payment Date
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[illegible]

We agree that all other terms and conditions of the Contract remain unaltered and that no other liabilities, financial or otherwise, shall accrue to the Department because of the above amendment. We confirm acceptance of the Variation of the terms specified above.

As witness the hands of the parties

**Authorised to sign for and on behalf of
the Secretary of State for Education**

Signature



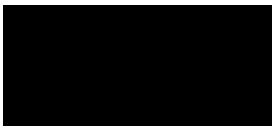
Date



Name in Capitals



Position and Address



**Authorised to sign for and on behalf of
the Contractor**

Signature



Date



Name in Capitals



Position and Address

