Invitation to Tender Specification

Review of the bank of assessment questions for Project Controls RQF Level 3 vocational qualification online knowledge tests
(Ref: PH 04-22)

Contents

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The Engineering Construction Industry Training Board (ECITB) is pleased to invite you to tender for the contract:

Review of the bank of assessment questions for Project Controls RQF Level 3 vocational qualification online knowledge tests (PH 04:22).

Full details are included in these documents, which describe:

- the services required
- the basis of tendering; and
- the processes to be followed in the submission of tender offers.

1. Background

The ECITB is a recognised Awarding Organisation (AO) for engineering construction qualifications, regulated by Ofqual and Scottish Qualifications Authority (SQA) Accreditations to develop and award vocational qualifications in England and Scotland.

Regulated qualifications – sometimes called accredited qualifications – are recognised, reviewed and monitored by regulatory bodies in order to ensure they meet specific criteria and quality standards.

The ECITB offers a number of regulated vocational competence and knowledge-based qualifications across England and Scotland, which certify learning and validate competence across craft and technical skills, as well as supervisory, management and professional disciplines.

Candidates prove their competence by demonstrating the knowledge, skills and behaviours required for a particular role. Candidates must be registered on a qualification with an ECITB Approved Centre before undertaking any assessment.

The types of assessment vary depending on the qualification; ECITB online knowledge tests are mandated in a number of qualifications and consist of a combination of multiple choice and short answer (free text) questions delivered in an invigilated environment.

As part of the ECITB's commitment to continual improvement, to ensure we continue to meet the specific criteria and quality standards for regulatory bodies and to continue to meet the needs of industry, we periodically review our qualifications and/or assessments.

This tender is for the review of the bank of assessment questions from which the ECITB online test system selects questions at random to create the online knowledge tests for *ECITB Level 3 Diploma in Project Controls Practice and Techniques (RQF)*.

ECITB Level 3 Diploma in Project Controls Practice and Techniques (RQF) consists of 12 mandatory units, which include learning outcomes and knowledge assessment criteria that

a candidate needs to satisfy to achieve the qualification. This is all outlined in the specification document for the *ECITB Level 3 Diploma in Project Controls Practice and Techniques (RQF),* which can be found here: QS-Project-Control-Techniques-RV-1-1.pdf (ecitb.org.uk).

2. Definitions

In this specification the following terms shall have the following meanings:

"Contractor" means the Provider successfully awarded the Contract

"Parties" means ECITB and the Contractor

"Knowledge assessment criteria" means what the candidate needs to know to achieve the learning outcome.

"Learning outcome" means statements that describe the knowledge candidates should have acquired by the end of a unit of assessment.

"Unit" means a section of a qualification that covers a topic

"Model answer" means the answer ECITB has provided for a "free text" question type for the examiner to review the learner's answer against.

"**Question**" means a sentence or phrase used to test the learner's knowledge and understanding. Question types included in the bank are as follows:
1. Short answer/Free text
2. Multiple-choice: a multiple-choice question which presents several potential answer options (key/correct answer(s) and distractors/incorrect answers), the preferred number of answer options is 4, but there is no fixed number and other numbers of answer options are acceptable if required by the question.
   a. Multiple answers with 1 correct answer
   b. Multiple answers with multiple correct answers
   c. Images in the question (file size will be specified upon contract award)
3. True/False
4. Yes/No.

"Question Banks" means groups of questions, which must be organised by unit, learning outcome and knowledge assessment criteria, from which the ECITB test system selects questions at random.

"RQF" means Regulated Qualifications Framework.

"Review" means to evaluate the current questions contained in the bank against the *ECITB Level 3 Diploma in Project Controls Practice and Techniques (RQF)* unit, learning outcome and knowledge assessment criteria, in line with Success Criteria.

3. Scope

From the knowledge test question bank supplied by ECITB (847 questions in total, in the format of an Excel spreadsheet), the Contractor will provide:

- an Evaluation report, including:
  - o the findings of their evaluation of the question bank
  - o recommendations for questions to remain, revise, remove or add
  - o rationale for the recommendations.

The question bank consists of 414 multi-choice questions and 433 short answer/free text questions, totalling 847 questions.

ECITB welcomes tenders to deliver full or part scope of The Services. Where a tenderer is unable to satisfy the full technical range of The Services (ie evaluate questions for all units), they are welcome to submit a bid for review of a partial number units, for which they should identify in their bid.

The units in the *ECITB Level 3 Diploma in Project Controls Practice and Techniques (RQF)* are:

- PC01 Project controls fundamentals and related safety, ethics, environmental sustainability and governance
- PC02 Effective communication and behaviour
- PC03 Risk and opportunity management
- PC04 Commercial awareness and procurement activities
- PC05 Scope interpretation, including project controls planning
- PC06 Work and cost breakdown and coding structures
- PC07 Scheduling practice and techniques
- PC08 Estimating practice and techniques
- PC09 Developing the initial budget and baseline
- PC10 Optimisation practice and techniques
- PC11 Track progress: data flows, IT systems and managing detailed controls data
- PC12 Analyse data and forecast out-turns.

4. The Services

1. The Contractor will provide a sample of question evaluation, applying the success criteria they plan to judge against and provide a recommendation and rationale based on their success criteria
2. The Contractor will review all assessment questions in each knowledge test question bank (847 questions in total), evaluating against the typical expectations and demands for questions at RQF Level 3, and:
   a. identify any questions they judge as not sufficiently meeting the requirements
   b. identify any assessment gaps/lack of coverage against learning outcomes and knowledge assessment criteria of the units in *ECITB Level 3 Diploma in Project Control practice and techniques (RQF)*

3. The Contractor will produce an evaluation report of their findings, and present them to the ECITB contact, based on their review at point 2, for ECITB to accept/reject per individual recommendation. ECITB will determine the acceptability of all supplied recommendations.

Success criteria – How will the ECITB determine the acceptability of the deliverables?

To measure the success of the contracted deliverables, the ECITB will evaluate the services and deliverables based on the following key performance indicators:

The rationale for the recommendation made in the evaluation report provides ECITB with confidence that it is consistent with the typical expectations for and typical demands of a question assessing a Project Controls learning outcome/knowledge assessment criteria at RQF Level 3; and/or identifies a gap in the existing coverage of the question bank to provide an improved balance in coverage of assessment across the units of the vocational qualification.

These typical expectations and demands for questions at RQF level 3 should include as a minimum but are not limited to the following:
- Is technically correct, accurate, in line with current industry practices, uses appropriate occupational context and is correct and relevant to the engineering construction industry
- Provides the right level of complexity and difficulty to rigorously test the
- knowledge and understanding of the content of the RQF level 3 vocational qualification unit (ie using an appropriate level descriptor, for example, Blooms Taxonomy verb; or, for example, presents viable distractors)
- Is written in such a way as not to disadvantage learners: Is clear, concise and accessible to the intended learner (ie plain English at the right level for an RQF level 3 learner)
- Uses correct English grammar, spelling and punctuation
- Uses correct (industry-recognised) terms, definitions and phrases, and avoids colloquial language
- Is unique – ie is not a duplicate of another question
- Does not directly or indirectly answer another question in the bank
- In general, multi-choice questions and possible answer options should be structured as detailed in a guide to be provided by the ECITB at the contract kick off meeting.

Tenders should include a price for the work listed under paragraph *4.0 The Services*. This price should be based on:

- **a day rate; and**
- **time estimate (for quantity of questions reviewed in a day).**

This price should be broken down into a series of appropriate milestones against which progress can be measured and payments made.

For example, to support successful delivery of the contracted work, the ECITB proposes the following gate model for delivery of the services, recognising key project milestones, with stop/go decisions at each gate:

1. ECITB awards contract to Provider with successful tender bid
2. Parties complete contract kick off meeting
3. ECITB accepts Provider's evaluation report for one unit
4. ECITB accepts Provider's evaluation report for 50 per cent of the units
5. Provider delivers and presents to ECITB the full completed question bank review and evaluation report, with recommendations and justification
6. ECITB accepts Provider's full completed question bank review and evaluation report.

The tenderer should allow for progress meetings with the ECITB Project Manager on a fortnightly basis (typically 0.5hr in duration), as well as any additional contact via telephone/email they feel may be required to keep the project on track.

6. Expenses

Any expenses incurred by the Consultant in the performance of the contract, such as hotel costs, pilot costs and air/rail travel, will only be reimbursed by ECITB if:
- they are reasonable
- they are agreed in advance with the Nominated Contact
- claims for such expenses are accompanied by valid receipts

Agreed exceptional expenses must be inclusive of VAT

It is the ECITB's policy to agree exceptional expenses on the following basis:
- Rail journeys - Standard Class
- Car mileage - Not to exceed 45p per mile, all inclusive
- Airfares - economy class
- Taxis/Hire Cars should only be used if other forms of public transport are not available. (Hire cars, if used, must not be retained unless retention is a cheaper option than any necessary use of taxis)
- Hotels - Up to 3 star

Agreed expenses will be reimbursed on an 'as incurred' basis and should not be included in any tender costings.