



Ministry
of Justice

Essential Skills Apprenticeship

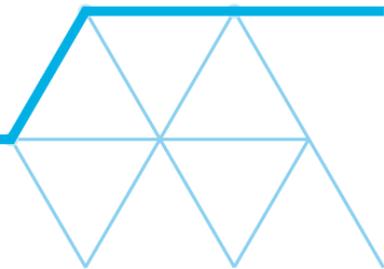
Quality questions, weighting 100%

Instructions

Please respond to all of the questions in full.

Responses to each question should be limited to no more than four A4 pages of font Arial 12.

The evaluation scoring methodology is shown in Section 6 of the ITT document.



Questions

1. Provision Delivery

Please provide a detailed outline of your understanding of the requirement as detailed in the specification document.

How do you propose to meet the needs of the business and satisfy Ofsted requirements whilst supporting learners?

This should include:

- Full details of course content covering all the subject areas mentioned in the specification/ITT
- Details of the training content, delivery methods and support structures, including accreditation bodies
- Details of the team that will be involved, outlining their seniority, number of days on the project, skills experience and nature of their involvement in the training programme

(50%)

2. Capacity

As detailed in the specification in Section 2 of the ITT instructions (Requirements), it is initially envisaged that numbers will be in the region of 150 learners per year. However, there is a possibility that this number will increase markedly during the course of the contract to as many as 1000 per year.

Please detail your capacity to deal with an increase on this scale and what contingency would be in place to deal with changes in demand and staffing levels.

Responses should include:

- How courses are delivered and how that would be adapted in the event of a substantial increase in learners
- Who will be delivering/managing the course/learner requirements.
- How the contract will be delivered in the event of staff changes during the project;

(20%)

3. **Student Support**

Learners come from a variety of backgrounds and disciplines and therefore they have a mixture of understanding and skills dependant on their professional experiences.

Please describe:

- How learners with differing levels of academic experience will be supported to achieve the qualification.
- What resources will be available to learners, such as, online resource, 1-1 personal support, classroom sessions etc?
- How will you ensure the course is accessible to learners with protected characteristics under the Equality Act 2010.
- How learners will be supported on an individual and group basis

And should also include an equality impact assessment and details around accessibility of assisted technology.

(15%)

4. **Online Assessment**

Prospective prison officers will need to take an online assessment where they are unable to evidence the relevant qualifications in Maths and English. Please provide details of your online assessment tools including accessibility for learners with protected characteristics under the Equality Act 2010.

Responses should include:

- Relevant accreditation
- Reporting, project management techniques, and key KPIs
- and in relation to those who don't meet the necessary standard, how progress is measured and evidenced.

(15%)

Bidders must comply with the MoJ standard T&C's provided with the ITT – Appendix 2. Please confirm you accept this.