



**METROMAYOR**  
LIVERPOOL CITY REGION



## **Provider Improvement Fund: Tender Opportunity**

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Training for LCR Learning Providers – Preparing for the  
Register of Apprenticeship Training Providers

UTN No 10

APPROVED TENDER



## Introduction

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### **The Provider Improvement Fund**

Working in conjunction with the Liverpool City Region Mayoral Combined Authority and funded by the European Social Fund (ESF) and Strategic Investment Fund (SIF) through the Liverpool City Region Skills and Apprenticeship Hub project, GMLPF is managing the Provider Improvement Fund.

The Provider Improvement Fund has been designed to provide a comprehensive programme of training and development support to locally based learning providers operating in the post-16 learning sector. It has been designed to bring about a number of key improvements including:

- Improving the quality and delivery of learning programmes locally
- Supporting the growth and development of learning providers and their learning programmes
- Supporting the post-16 sector to adapt to change and become more responsive through training and development that builds their capacity and capability
- Increasing the proportion of LCR learning providers with an Ofsted Grade 2 or above

The Provider Improvement Fund will operate from June 2021 to September 2022 and will support improvements in the quality of delivery of learning programmes across the Liverpool City Region.

### **Tender Opportunity – Background Information**

As part of the Provider Improvement Fund, Greater Merseyside Learning Providers' Federation wishes to procure the following training and CPD for LCR learning providers

#### **Training for LCR Learning Providers – Preparing for the Register of Apprenticeship Training Providers**

GMLPF wishes to build upon the delivery of 4 initial RoATP Workshops and appoint a suitably experienced supplier to deliver a series of a further 3 focused ½ day CPD sessions that will support local learning providers to understand and respond to the requirements of the RoATP refresh.

The ESFA announced in April 2021 that they would require all active Apprenticeship providers to reapply to the Register of Apprenticeship Training Providers. This is the third refresh of the register since the introduction of Apprenticeship Reform.



The refresh presents many providers with a business critical challenge. It forms part of the wider process of ensuring that UK plc and, locally the LCR, have access to quality assured learning providers.

A failure to understand the process, its quality assurance framework and successfully navigate the refresh may mean that they will not be able to continue delivering Apprenticeships. This has the potential to further undermine and destabilise local efforts to grow and promote the programme locally and maintain the quality of delivery.

In addition, the refresh is an opportunity to engage and support new providers to deliver Apprenticeships and such providers may require assistance to help .

Previous refreshes of the register and related activities have resulted in local learning providers struggling to navigate the refresh and this has impacted upon the area's capacity to deliver Apprenticeship programmes locally.

GMLPF has already supported some initial workshops in this area and wishes to run a further 3 more over the period mid-October to mid-November to accommodate the needs of:

- Halton based providers (where we would look to run a specific local workshop in the Halton area) – Provisional date 20<sup>th</sup> October for delivery (we would ask suppliers to be aware that this date is highly likely to be the first workshop to be delivered and that they should be able to deliver on this day)
- Learning providers who are looking to join the register for the first time – date to be decided
- Further workshop for providers who are being asked to submit RoATP refreshes in October, November and December – date to be decided

GMLPF has identified the need for a series of short, intensive capacity building CPD sessions that both improve a provider's understanding of the refresh process, the associated quality assurance arrangements and improves their chances of successfully applying to join or remaining on the register.

This training will help maintain or even increase the number of LCR based learning providers on RoATP and will underpin a local desire to grow the number of Apprenticeships locally, which over the last 4 years have fallen by some 40%.



## Opportunity to Tender – Specific Requirements

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GMLPF is looking to invite suitably experienced and qualified organisations to tender for the specific opportunity described below:

**Form of Programme** – Training for LCR Learning Providers – Preparing for the Register of Apprenticeship Training Providers

### Requirements

GMLPF is looking for an organisation to deliver a series of short yet focused and challenging training programmes that meets the following specification

- Volume: The delivery of 3 half day training programmes to small groups of learning providers, up to 8 per workshop, who are currently on the Register of Apprenticeship Training Providers or looking to join the Register
- Focus: The delivery of a training programme that is practical in nature, takes providers through the process of refreshing their entry on the RoATP and increases their capacity and capability to successfully navigate the process.
- User defined: GMLPF will work with the chosen supplier to finalise the content of the CPD programme but is looking for potential contractors to be innovative in their design and delivery of the programme and to incorporate a strong interactive dimension.
- Delivery: We anticipate that the supplier will deliver the series of half day courses on a face to face basis
- Content – detail on a potential model and what themes it might focus on are included overleaf
- Emphasis – upon supporting providers to successfully join or re-register on the RoATP

### Takeaway:

It is anticipated that participants will be able to take away a resource pack with guidance, slides, notes and tips.



## Possible Content

GMLPF is looking to invite suitably experienced organisations to deliver a programme of support to LCR based learning providers that could involve the following elements:

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**Pre course:** GMLPF anticipates that there will be pre-course activity prior to the training (which can be factored into the course costing) where GMLPF work with the chosen supplier to:

- Finalise the structure and content of the training programme
- Agree a participant pack of support materials to take away

**RoATP Refresh Training Content:** Course content could include but is not restricted to the following and this provides a framework for learning objectives:

Introduction to the RoATP Refresh – What is RoATP? Why the refresh? Who must complete it? What is the importance of the refresh?

The RoATP Refresh Process – a practical walk through of the process of completing the refresh, looking at the key milestones and timelines and looking at the guidance and paperwork produced by the ESFA.

Highlighting the differences – a comparison of this and previous refresh documentation – with an emphasis of what is different this time? The training will help ensure that providers understand the key differences and requirements in this ROATP refresh

Focusing on the Key Requirements – the training will focus on the key or central elements of the ROATP register process – exploring the key sections / elements of the process and stimulating thoughts about how providers might respond, helping them understand the importance of quality assurance and focusing on areas where providers will need to place greatest emphasis

Key Considerations – supporting participants to reflect on the process and understand the key “must dos” and pitfalls related to the register of apprenticeship training providers and related quality assurance framework

The delivery of an interactive session with participants – with a focus on getting providers to reflect on how best they can respond to the refresh of the register, understand the range of quality assurance processes that they need to have in place and understand on a step by step basis

**Post course:** The training should result in driving change and help maintain or grow the number of providers on the register.

A post course questionnaire will need to be completed



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## Costing

It is anticipated that the budget for this contract will be a maximum of £1,500 or £1,250 plus £250 VAT. This budget will include reasonable expenses and disbursements.

Room hire and associated catering costs for face to face learning will be met by GMLPF.

Organisations looking to tender should be aware that the programme is supported by ESF and SIF and will be required to capture and provide participant information ie timesheets, evaluation forms as part of the delivery of the programme delivery. Completed participant records – Learner Enrolment Forms, Learning Plans, Attendance Records and Evaluation forms along with certificates of participation will need to be submitted alongside a claim before payment will be authorised.

## Sub-Contracting

This project is ESF and SIF funded so suppliers are required to note that no further sub-contracting is permitted.

Suppliers are able to use Associates in the delivery of this project provided an associate contract or agreement is in place between the supplier and their associate(s). Suppliers are asked to reference this in their tender submission ie staff who will be used to deliver the training and will be asked to provide copies of associate contracts.

## Submission of Tender

Suitable organisations are asked to tender for this opportunity. GMLPF would ask you to fully read this guidance document, the accompanying document on selection of tenders (assessment criteria) and use the tender response form to submit their proposal.

Suppliers should return their completed tender response:

To: [lan@gmlpf.net](mailto:lan@gmlpf.net)

By: 5.00pm Wednesday 13<sup>th</sup> October 2021

With: **UTN 10 - Training for LCR Learning Providers – Preparing for the Register of Apprenticeship Training Providers** in the subject heading



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