



Provider Improvement Fund (PIF)

TENDER OPPORTUNITY

**UTN 15**

**Quality Assurance Training for Providers Supporting Learners with Learning Difficulties and Disabilities**



## 1. Introduction

### PIF Overview

**The Provider Improvement Fund (PIF)** offers a comprehensive programme of training and development to local learning providers who operate in the post-16 learning sector.

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

The **Provider Improvement Fund (PIF)** programme runs from June 2021 to September 2022.

### PIF Aims

The **PIF** programme aims to facilitate improvements in the local learning sector, including:

- Improving the quality and delivery of local learning programmes
- 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 by completing training and development that builds their capacity and capability
- Increasing the proportion of LCR learning providers with an Ofsted Grade 2 or above
- To capacity build the learning provider base
- To provide a strong legacy dimension to all the training delivered
- To improve the experiences of learners.



## 2. Tender Opportunity

### Title

### **UTN 15: Quality Assurance Training for Providers Supporting Learners with Learning Difficulties and Disabilities**

#### Overview

This tender is designed to be the first of a number of further tenders that will focus on building the capacity and capability of local learning providers to work with and support Learners with LDD and SEND.

This tender is designed to provide a platform for providers work with those learners with LDD and forms part of a long term commitment to support learning providers to develop their awareness of LLDD and SEND related issues and improve their support to such learners.

LCR based learning providers are committed to inclusivity, supporting learners who have LDD and narrowing the performance gap with peer cohorts locally. However, discussions with LCR based learning providers suggests that they feel they lack the appropriate knowledge to do this effectively in some cases.

GMLPF wishes therefore to appoint an experienced supplier to deliver a dedicated CPD training programme that provides them with the core foundation knowledge to engage, assess, plan and support learners with LDD and which helps providers understand the complexities of audit and evidencing the use of learner support funds. The CPD will therefore help them to better understand how to provide quality assured support to learners with learning difficulties and disabilities. The training will enable participants and participating organisations to understand the quality assurance drivers behind working with this cohort of learners, in particular:

- Improving their understanding of the range of conditions that learners may present with and help them identify their needs (Overview only as it is planned to commission a number of further training programmes looking at individual conditions such as ADHD, Autism etc)
- Understanding how to effectively assess and screen learners with LDD
- Supporting improved learner planning and ability to put in place tailored learning plans and support plans
- Helping them to implement any plans; understanding issues such as making reasonable changes and adaptations



- Providing an introduction to the audit and evidence requirements associated with claiming learner support funding across a number of programmes such as Study Programme, Apprenticeships and AEB (Overview only as it is envisaged that a dedicated audit and evidence training session for LLDD will be commissioned to follow this)
- Helping them understand how to review the progress of learners and validate the implementation of any additional learner support
- Preparing individuals for assessment
- Enabling learners to progress onto higher level programmes and understanding how IAG can best be offered and delivered to those with LDD

Recipients of this training will include learner support leads, trainers, claims personnel, managers, governors and other key staff in Liverpool City Region Learning Providers.

We anticipate that this learning programme will provide the foundation for a range of further training interventions that will be designed to improve providers' understanding of, and ability to work with learners presenting with, specific learning difficulties and disabilities, including: ADHD, Autism, Dyslexia and other neuro-diverse conditions.

## Background

This programme of training is a response to demand from local learning providers for training to enable them to support more effectively learners with learning difficulties and disabilities. This forms part of their commitment to support all learners to fulfil their potential, achieve and progress.

Learning providers locally work with a wide range of learners who have learning difficulties and disabilities and are pioneering some very exciting work around supported internships and supported traineeships. However, many learning providers have indicated that they would welcome a programme of structured CPD that enables them to develop their knowledge of a range of conditions and better understand how they can engage and support learners with learning difficulties and disabilities, put in place appropriate support and, critically, evidence that the support is working. In doing this, they will be able to offer more inclusive learning programmes.



## Tender Specifics

GMLPF is inviting suitably experienced and qualified organisations to tender for the delivery of **Quality Assurance Training for Providers Supporting Learners with Learning Difficulties and Disabilities**

## Requirements

We wish to procure the delivery of a learning programme that builds the capacity of learning providers to better support learners with learning difficulties and disabilities.

We do not wish to proscribe the precise nature of the training delivery and welcome innovative proposals but we would anticipate any training programme covering 5 or 6 key areas of training and being delivered intensively over a two day period or over a block of several half day sessions.

The training could be accredited, unaccredited or a combination of the two.

In detail:

### *Volume*

We wish to procure the delivery of up to two training programmes for groups of between 8 and 12 participants from local learning providers.

### *Focus*

We are looking for a training programme that builds a provider's capability and to understand the range of LLDD conditions, improve their ability to identify needs and subsequently plan, support, review and validate the support they offer

### *User-focus*

GMLPF will work with the chosen supplier to tailor the content of this CPD programme to meet the needs of local learning providers. We welcome innovation in the design and delivery of this training programme, including a strong interactive dimension.

### *Delivery*

We anticipate that the supplier will deliver all or elements of the training on a face-to-face basis with some remote learning where appropriate. This approach reflects the preferences of learning providers locally however, should the Covid situation change and additional restrictions be introduced, we would expect providers to be able to switch delivery to remote using platforms such as Teams or Zoom.

### *Emphasis*

The emphasis is upon the training of participants / learning providers to improve their ability to engage and identify the needs of learners with learning difficulties and disabilities, provide and validate that support and facilitate progression.



### Take away

The supplier should provide participants with a resource pack to take away from the course, incorporating guidance, slides, notes and tips that they can then use to deliver training themselves.

### Pre-course

Before the course takes place, we anticipate a period of collaboration between the chosen supplier and GMLPF (which can be factored into the course costing) where together, we will:

- Ensure the structure and content of the training programme is appropriate to the local learning provider market.
- Agree dates of training
- Circulate pre-course paperwork required for evidence requirements
- Decide on an appropriate participant pack of support materials to take away

GMLPF will actively promote the training sessions locally to generate demand and work with the selected supplier to recruit participants and we will also manage the booking/registration process. Providers will then be tasked with ensuring that all participant paperwork is complete

### Content

Details about a **potential** model and what themes it might focus on are detailed below. GMLPF is looking for suppliers to suggest creative content and curriculum and incorporate other relevant themes such as Equal Opportunities and Social Inclusion and Sustainable Development. These themes will be assessed as part of the tender appraisal process.

The training programme being procured should build personal knowledge and ideally cover the following, non-exhaustive list of topics, contextualised for providers of learning as far as possible. We welcome suggestions from potential suppliers on how this programme might be improved

- Help participants understand the wide range of conditions that a learner with LDD might present with
- Assist them to identify and assess an individual learner's needs and understand good practice in this area
- Enable them to develop and use appropriate learner support plans and identify the range of support that might be needed whilst on programme, covering the range of post-16 learning programmes



- Assist them to develop, implement and evidence learner support, including building an individual / provider's ability to claim and evidence appropriate financial support and minimize any associated audit risks
- Develop a better understanding of how to review a learner's progress and ongoing support needs
- Assist them to support progression and improve attainment rates
- Drive organisational change

### Post-course

Participants will need to complete a post-course questionnaire. GMLPF will provide the evaluation forms, but it is the responsibility of the provider to ensure participants complete them at the end of the training session.



## Costings

The maximum total budget for this training is **£7,200 (or £6,000 plus VAT for VAT registered organisations)**. We expect that tenders offering delivery of courses that lead to training accreditation will attract a premium and be more expensive than those that don't.

The budget has been calculated to cover two x 2 full-day workshops or the delivery of five half day workshops including the provision of training materials, assessment (if appropriate) and production of all funding evidence.

Room hire and basic refreshments costs for face-to-face learning will be met by GMLPF, but all other expenses should be covered by the above budget

Tendering organisations should be aware that the programme is supported by ESF and SIF. Therefore you will be required to capture and provide participant information ie learner enrolment forms, learning plans, timesheets, evaluation forms as part of the delivery of the programme. Examples of the paperwork to be completed are attached in appendix A. Payment will be made upon successful and complete delivery of this paperwork alongside a claim and invoice.

## Sub-Contracting

This project is ESF and SIF funded; therefore, ***no further sub-contracting is permitted.***

Suppliers can 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 details of staff who will be used to deliver the training. You will be asked to provide copies of associate contracts.

## Submission of Tender

Please read this guidance document carefully, in addition to the **PIF Tender Evaluation Methodology** document. You must use the **PIF Supplier Questionnaire and Tender Response** form to submit your proposal. You must also complete and submit the **PIF Tender References** form.

The **PIF Supplier Questionnaire and Tender Response** has two sections:

- **Section 1 - Supplier Details and Due Diligence**

Organisations interested in tendering for this opportunity should note that we can only contract with organisations that will be able to provide evidence of having the following:

- **Insurance cover** (see Question 2): Public liability, professional indemnity, and employer's liability are all required. However, if the tendering organisation does not employ staff (ie sole trader), then employers liability insurance is not required.
- **Financial evidence** (see Question 2): Acceptable forms of financial evidence are listed on the PIF Supplier Questionnaire and Tender Response form.





- **GDPR** (see Question 4.2): All organisations are required to be ICO registered.
  - **DBS** (see Question 4.4): All staff responsible for delivering training will need to have a current enhanced DBS (Disclosure & Barring Service – formerly CRB) certification.
  - **Health & Safety** (see Question 5): All organisations are required to have a basic health and safety policy/policy statement regardless of the size of organisation. This needs to be supplied as part of the tender pack along with a named individual with responsibility for health and safety within the organisation.
  - **Equality & Diversity/Safeguarding** (see Question 6): We would expect tendering organisations to respond to all parts of Question 6.2 with “YES”. Please also provide a copy of your Equality and Diversity policy/policy statement with reference to safeguarding/anti-bullying/harassment.
- **Section 2 – Supplier Technical Response**  
In this section, you must document how you would deliver the training required. Please take care to weave sustainable development and equal opportunities into your response as these are key themes for this project.

We would expect the supplier to provide a total cost for the delivery of all the training being procured but to provide a detailed breakdown of costs per course including details of number of trainers and day rates

Suppliers should return their completed tender response:

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

By: 12.00PM 17th January 2022

With: **UTN 15 Quality Assurance Training for Providers Supporting Learners with Learning Difficulties and Disabilities** in the e-mail subject heading