



Provider Improvement Fund (PIF)

TENDER OPPORTUNITY

UTN 20 – Taking Digital Learning from Good to Great –Designing and Delivering Great Online Training and Education for Post 16 Provision

Approved Tender



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** manages 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 20

Taking Digital Learning from Good to Great –Designing and Delivering Great Online Training and Education for Post 16 Provision

Overview

The Covid 19 pandemic resulted in a paradigm shift in the way post-16 learning providers delivered, and continue to deliver, learning programmes.

Almost overnight, learning providers were forced to shift teaching and training from a face to face model to one that was purely digital or remote. Many providers were new to digital or remote learning, both the theory and practice of developing and delivering curriculum remotely, and also lacked the knowledge of how to use different edtech platforms.

Learning providers have embraced remote learning for a number of reasons and it is unlikely that there will be a complete learning to face to face learning. Digital or remote learning is likely to remain and will form part of an ongoing programme of blended learning enabling learning providers to work around the “tailwinds” of the pandemic and both the needs and preferences of learners and employers, where learning involves an employer ie Apprenticeships. Also, many employers and learners have adapted well to online learning and have expressed a desire for it to continue to play a role moving forward.

It is against this backdrop of continued blended learning, involving digital or remote learning, that GMLPF, through the Provider Improvement Fund, wishes to commission a programme of training that supports learning providers, their curriculum leads and trainers, to build on self-taught practice, access added value training and enhance their ability to design and deliver online learning. This will help ensure that remote or online learning can be delivered to the same high standards as face to face training.

It is anticipated, given the subject matter, that this training programme will be delivered online. The training will seek to ensure that remote or online learning is designed and delivered to a high standard:

- Giving participants an insight into how to engage and retain learners in an online setting and support them to be more creative
- Providing participants with a better understanding and knowledge of how to design effective online learning, and,
- Supporting participants to hone their delivery skills in order to improve the remote learning experience
- Enabling them to consider other issues; online safety of learners, using a blended communications approach and understanding how to track and record learner progress online



This training will complement other safeguarding and relevant training undertaken by local learning providers to support learners.

Background

GMLPF research undertaken with local learning providers during and after the Covid 19 pandemic has consistently shown that providers have embraced the digital delivery of learning but that this is one area where learning providers recognise that they need to raise standards.

It is particularly important, in the context of the EIF and Ofsted inspection, that providers seek to upskill their staff in this area in order to maintain and improve upon high standards of quality and improve the learner experience.

To that end, and with the support of the Provider Improvement Fund, GMLPF wishes to commission a programme of tailored learning that equips participants with the knowledge, skills and tips to “raise their game” and provide better quality learning.



3. Tender specifics

GMLPF is inviting suitably experienced and qualified organisations to tender for the delivery of a programme of learning that supports those who are new or existing practitioners of remote, digital or online learning.

We wish to commission a programme of training, this could be modular in nature, that is tailored to improving the practice and quality of online learning; supporting participants from post 16 learning providers to build their knowledge and skills and ability to design and deliver high quality learning

Requirements

We are open to creative and innovative solutions but anticipate that the training could be modular in format, delivered over a number of sessions and would be delivered online.

We anticipate that the sessions would be for groups of no more than 10 participants at a time and would focus on engaging and interacting with learners, designing online or remote learning programmes (designing effective online sessions) and then online delivery, introducing the participants to a range of platforms and giving them tips for improving quality.

In detail:

Volume

We wish to procure the delivery of 2 programmes of learning targeting some 20-24 learners in total.

Timing

The successful tender organisation will work with GMLPF to agree a date for the delivery of the training – each programme of training could be delivered intensively in a day or over a block of days if the training is more modular in format. We would welcome creative proposals from interested suppliers.

Focus

We are looking for a training programme that is highly practical in nature, develops, builds upon and refines existing knowledge and supports participants to reflect upon how they can improve the design and delivery of online learning and improving the learner experience

User-focus

GMLPF will work with the chosen supplier and learning provider to tailor the content of this CPD programme to meet the needs of participating learning providers. We welcome innovation in the design and delivery of this training programme, including a robust interactive dimension. Indeed, the session may involve role playing and make use of relevant examples and case studies

Delivery

We anticipate that the supplier will deliver the training on a remote basis given the subject matter.



Emphasis

The emphasis is upon the training of participants to build knowledge and skills and enhance their ability to engage with learners remotely and better design and deliver online learning.

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 in the learning workplace

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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 for delivery
- Circulate pre-course paperwork required for evidence requirements
- Decide on an appropriate participant pack of support materials to take away

GMLPF will broker the relationship between the supplier of this programme of learning and learning providers locally. We will also manage the booking/registration process but the supplier may also play a role in identifying learning providers who might be eligible for this programme

Content

Details about a **potential** model and what themes it might focus on are detailed below. It is not prescriptive and we welcome innovative and creative proposals.

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.

We would anticipate that the **Taking Digital Learning from Good to Great –Designing and Delivering Great Online Training and Education for Post 16 Provision** could cover some of the following:

- Looking at remote or online learning in the context of Ofsted's EIF
- Successfully engaging learners online; ensuring safe learning and learning that inspires learners and captures their attention and maximises involvement and retention
- Approaching online learning creatively
- Understanding the range of technical platforms that exist (exploring similarities and differences) and how to use them to maximum effect ie breakout rooms, chat functions, embedding other media etc
- Core design principles for effective, high quality remote / online learning that build knowledge and ability of learners to recall knowledge
- Developing the ability, techniques and tips to deliver high quality learning remotely / online
- Understanding how to monitor and record learner progress from online delivery
- Supporting effective communications with learners on remote or online programmes

Each programme for between 10 and 12 people should:

- Last approximately a day – GMLPF is open to innovative proposals as to how this could best be delivered



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- Be delivered online
- Focus on developing practical skills and knowledge

The training must:

- Build personal knowledge
- Drive organisational change and build capacity to respond
- Improve the safeguarding of, and support to, learners
- Build organisational capacity and capability, equipping learning providers to improve the quality of online education

We expect the training programme to make provision for discussion and consideration of the sectors of the community that learning providers support, e.g. apprentices, individuals with additional learning needs etc

Post-course

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



Costings

The total budget for this training is £7,200 Or (£6,000 plus VAT for VAT registered organisations).

The budget has been calculated to cover **the cost of development and delivery of training**, including the provision of training materials, and production of all funding evidence and the delivery of 2 programmes

Room hire and associated refreshments costs for face-to-face learning will be met by GMLPF or the learning provider if it is delivered on their premises, 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 i.e. 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 use associates to deliver this project provided an associate contract or agreement is in place between the supplier and their associate(s). Please reference this in your tender submission, i.e. details of staff who will 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 (i.e. sole trader), 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 must 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 organisation's size. Please supply this 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 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.

Suppliers should return their completed tender response:

To: ian@gmlpf.net

By: Friday 18th March

With: **PIF Tender UTN 20 – Taking Digital Learning from Good to Great –Designing and Delivering Great Online Training and Education for Post 16 Provision**