



Provider Improvement Fund (PIF)

TENDER OPPORTUNITY

**UTN 24**

**Quality Assurance & Improvement Bootcamps: Building Better  
Provider Understanding of EIF & Raising Standards in the Delivery  
of Learning across the LCR**



## 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 24 - Quality Assurance & Improvement Bootcamps: Building Better Provider Understanding of EIF & Raising Standards in the Delivery of Learning across the LCR**

### Overview

GMLPF wishes to procure 2 challenging, stimulating and creative “bootcamp” style programme for a small number of individual learning providers (it is likely that this programme will be targeted upon individual providers rather than it being more generic in nature and supporting small groups of staff from multiple, smaller providers) , mainly Apprenticeship providers, who are based and operating in the Liverpool City Region and who are at similar stages in the quality assurance cycle.

Our intention is that the “bootcamp” style programmes are designed to:

- Be inclusive and involve a wider cross section of personnel than might usually have been the case in the past – enabling a whole or cross organisation approach to quality and,
- Be creative – both in content and delivery stimulating and supporting real reflection on an organisation’s strengths, weaknesses and areas for improvement
- Build a better understanding of the EIF across the whole organisation ie involve more trainers, curriculum leads etc who might previously have been less involved in an inspection or quality assurance work and
- Be challenging and help highlight areas where quality improvement is required and
- Provide an in-depth insight into the Education Inspection Framework (highlighting the fundamental changes from the last framework with a specific focus on the deep dive and reflect any updates published by Ofsted in 2021)
- Assist participants from across participating organisations to challenge perceptions and support greater self-reflection, understand the shift in focus and approach to inspection and drive forward and improve internal quality assurance arrangements.

The bootcamps will ensure that the training on offer adds value to staff and organisational understanding of the EIF and generates long term impact and change as well as driving quality improvements.

### Background

The commissioning of further quality assurance bootcamps builds upon the successful delivery of an initial tranche of quality assurance bootcamps that have been considered to have offered real value in helping local learning providers better understand the focus and emphasis of the EIF and help them triangulate where they are against the EIF and what quality improvements are subsequently required.



### 3. Tender specifics

GMLPF is inviting suitably experienced and qualified organisations to tender for the delivery of 2 Quality Assurance Bootcamps.

#### Requirements

We wish to procure the delivery of 2 Quality Assurance and Improvement Bootcamps (dates to be confirmed but likely to be delivered in July, August and September). This tender is likely to support a small group of individual providers.

The final and more granular nature of the bootcamps will be driven by demand and input from participating providers in advance of delivery

In detail:

#### *Volume*

We wish to procure the delivery of 2 Quality Assurance and Improvement Bootcamps. Both Bootcamps are expected to be of 2 days duration. The precise delivery arrangements will be informed by the needs of the learning provider(s) however each Bootcamp might be delivered on consecutive days or on a designated day with a week's break in between. It is anticipated that each Bootcamp will involve between 8 to 12 participants.

#### *Timing*

The successful tender organisation will work with GMLPF and the learning providers in question to agree a date for delivery – it is anticipated that the Bootcamps will be delivered in July, August and September.

#### *Focus*

We are looking for a training programme that is highly creative yet practical in nature, improves provider understanding of the EIF, the focus and emphasis of inspection and helps them reflect upon and identify where quality improvements can and must be made. The Bootcamps will foster an improved and whole organisation understanding of the EIF and what providers need to action to improve their quality assurance arrangements.

#### *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 the learning providers in question. 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 face-to-face basis.

Should the Covid situation change and additional restrictions be introduced, we would expect delivery to switch to remote using Teams or Zoom.

#### *Emphasis*



The emphasis is upon supporting organisations to understand the focus of the EIF and to reflect upon how their learning programmes and systems and procedures can be improved and to raise quality standards.

*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

APPROVED TENDER



## 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

## 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 Bootcamp programme should ideally cover the following, non-exhaustive list of topics, contextualised for providers of learning as far as possible:

- Theory and background – the importance of robust quality assurance in a learning environment
- The EIF – Improving understanding of the inspection model; how it differs fundamentally from the previous framework and a walk through of the different types and stages of inspection ie Monitoring Visit and Full Inspection
- The changing role of the nominee and a move to a whole team approach & the changing nature of Inspection and greater involvement of delivery staff
- The deep dive – familiarising staff with the process, what it involves and different lines of inquiry and what staff and leaders should expect and how they will all be involved
- Evidencing the quality of your learning programmes – are you sufficiently evidencing and triangulating the quality of your learning programmes?
- Self Assessment Report & QIP – what is their role now in inspection and how useful are they?
- Governance – what is good and effective governance? What is meant by challenge and scrutiny?
- Localisation & Customisation– what is meant by that? How do you customise and evidence your curriculum relates to local priorities, employer and learner needs
- Curriculum and programme design – focusing on logical sequencing of curriculum, knowledge and skills building. Is your offer appropriate?
- Assessment and measuring progress – the importance of robust assessment and ongoing reviews. How do you know the learning is working and that all learners are making good progress?
- Observations of T&L against the new framework and how staff will be involved
- Inclusion – how do you engage and support all learners?
- Safeguarding & Welfare – the key role these two areas now play in the inspection framework and an overview of the new areas that Ofsted will increasingly focus on ie sexual harassment



- The importance of IAG and supporting progression – how well are you doing this?
- Covid and its impact – are you able to evidence the changes you made during the pandemic and indicate how those changes supported learners and the quality of provision?

Ultimately, the Bootcamp should help participants reflect on where their organisation stands against the new EIF. To ensure that the Bootcamp model is interactive and engaging we would anticipate that the programme involves group activity, interaction within / between participating providers and even involve role play with the team of trainers delivering the programme. The final content will be shaped by discussions with GMLPF and participating learning providers.

The training should:

- Last approximately two days for each Bootcamp
- Build participants' knowledge of the EIF and the focus and emphasis of inspection
- Support learning providers to understand where and how they might improve and drive forward improvements

The training must:

- Build personal knowledge
- Drive organisational change and build capacity to respond
- Build organisational capacity and capability enabling them to make quality improvements

It is our intention to shortly commission nominee training for lead and reserve nominees in response to demand from learning providers locally so we would not expect too much emphasis to be placed on this particular issue.

### 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 or maximum budget for this training is £7,200 or ,£6,000 plus VAT for VAT registered organisations. This will fund the delivery of two Bootcamps. We would anticipate that organisations tendering for these programmes would have a team of 2 trainers over the duration and would in their technical responses seek to highlight how their proposal offers and will deliver value for money.

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.

Room hire and associated light 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](mailto:ian@gmlpf.net)

By: 5.00pm Thursday 30<sup>th</sup> June 2022

With: **PIF Tender UTN 24 - Quality Assurance & Improvement Bootcamps: Building Better Provider Understanding of EIF & Raising Standards in the Delivery of Learning across the LCR**