

**SD07 BESPOKE PRE-EMPLOYMENT TRAINING OPPORTUNITIES**

**Invitation to Tender**

**Frequently Asked Questions**

| **Supplier** | **Question** | | **Response** |
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| **1** | 1 | Can you confirm how/when monies are paid i.e. if monies are available ahead of delivery of each training course, and/or on completion of each training course. | Payment will be made only on receipt of **all** the following pieces of completed evidence:   * joint training course design and delivery details (see Section 4 of the ITT) * each learner’s signed registration / eligibility to live and work in the UK. (See Appendix 4 of the ITT). * each learner signed as starting the course (See Appendix 5 of the ITT).   Unless otherwise stated in the contract, payments will be made in line with Business West’s standard purchase order terms and conditions, i.e. within 28 days from receipt of a valid invoice. |
| **2** | 1 | Where can the learners be from? | Learners must be 16 plus and live in the West of England LEP area. They can be employed or unemployed but must be eligible to live and work in the UK. |
| **3** | 1 | Can the learners be from existing courses? | Bids can be for **existing full time learners** to help them with extra support which is not currently in their ESFA funded or other funded programmes, added value, innovative, co-design solutions which match the need of employers in the Enterprise Zones or areas.  The people on the courses can be employed/unemployed/in training/not in training. |
| **4** | 1 | Can the funding be used to upskill existing employees? | No. The funding cannot be used to upskill learners within the company they are already employed. |
| **5** | 1 | How long do the courses need to be? | There is no set length on the course/training – funding awarded will reflect the length / type of course.  BUT the courses MUST START before the end of March 2019. |
| **6** | 1 | We note that the latest start date for the project is 29th March 2019. What is the latest date for completion of the project? | There is no latest date for completion.  The monies will be paid on learner starts and not completion.  Alongside this for each payment per learner we need the full set of evidence completed; signed registration forms, evidence of eligibility, signed sheet on start of course.  We also need the evidence of the co-design/co-delivery, programme notes, collateral etc. This could include signed meeting notes/emails and Skills West SD08 pledge forms where the employer has pledged support to the programme. |
|  | 2 | The drawdown of the Project funding is shown in Section 4 of the Tender Document as:  'Payment will be made on submission and approval of the above project deliverables. (No payments will be made on proposal submission).' However, there is no detail about the Project Deliverables that payment will be made against. In our experience with ESF there is usually a set of standard deliverables which have a set financial value. In general, for the two ESF programmes we are currently delivering for the ESFA, we claim every month by completing an Excel spreadsheet for the 'SD' deliverables and via the Individual Learner Record (ILR) for the learner related deliverables - whether learning delivery or learner progression). It would be helpful to know if there is a set of deliverables which apply to this tender | We will as usual be completing our monthly excel spreadsheet for the ESFA.  That will not be the sub-contractors responsibility.  As this service does not come under the ILR rules we have agreed with the ESFA a methodology for submitting each learner on our spreadsheet by an agreed reference number.  Your responsibility as a sub-contractor would be the provision of the evidence as stated above alongside the project proposal plan.  A member of the team would work with you around this up to and on the first day of the course too. Once this is all received and is deemed by us as sufficient evidence we would pay you for each of those learner starts on that course.  Alongside this for each payment per learner we need the full set of evidence completed; signed registration forms, evidence of eligibility, signed sheet on start of course.  We will also need the evidence of the co-design/co-delivery, programme notes, collateral etc. This could include signed meeting notes/emails and Skills West SD08 pledge forms where the employer has pledged support to the programme.  The biggest issue we have had to date with this is the evidence of co-design/co-delivery.  The ESFA have thrown out 3 courses we piloted with employers as there was not enough evidence around this for the managing authority.  We must have evidence of employers/stakeholders engagement in the course design and delivery to know that it is truly innovative and filling a gap that normal ESFA provision would not deliver. |
|  | 3 | Delivery of training on ESF programmes, whether Non-regulated (i.e. locally certificated) or Regulated (externally certificated, usually be an awarding Body) has to relate to a qualifications reference on the ESFA's 'Hub'. Is this the way in which deliverables will be accounted for and paid? | No – it’s as explained above our contract is not being delivered under education provision but education services. |
|  | 4 | To whom will we make claims? | Business West |
|  | 5 | Who will manage the programme?  ESFA, LEP, or Business West? | Business West. As explained above it is the Business West procurement policy we are following |
|  | 6 | I note that the learners do not need to be living in the Enterprise Zone or Areas.  Can they be located outside of the LEP area? | No – the residents need to be within the LEP area as this element of the programme is to support local residents into local jobs.  The employers also do not need to be located in those areas or zones. As you are aware many areas do not even have many employers in them yet – which we have pointed out to the ESFA and LEP.  So, if you can find some in the areas/zones that is great,  otherwise it is preferable that they have some connection/link or will be/are operating in those zones/areas.  Or that the jobs the training will support them into are related to the zones or areas with a strong link to the employer.  E.g.  A creative company doing interviews as part of a programme, or reviewing portfolios does not have to be located in a zone or area but the company can be linked to the potential roles that will exist in that zone/area. You will need to explain in your proposal how you are linking to the areas/zones. |
|  | 7 | There seems to be a mismatch between the two statements:   • The learners can be employed or unemployed but must be eligible to receive training in the UK and provide evidence to support this. (see Appendix 4a)  • The fund cannot be used to upskill existing employees in a company. | We asked the funders if the funding could be used to upskill existing employees into new roles in a company.  They said no.  Hence statement 2.  But, the monies can be used to support employed people in the region who potentially may want to upskill / or reskill into a new role in another company,  E.g. an employed person can go on a course in coding to upskill themselves and apply for a job elsewhere or, a freelance animator can go on a course in a different animation technique with a company/provider to upskills themselves to apply for a job elsewhere. |
|  | 8 | Please can you clarify in respect of the employed learners. If employed learners can only be trained to do something they are not doing with their current employer, how is this evidenced? | We do not have to evidence this. We only have to evidence their right to work/live/study in UK. Not who they work for.  The proposal and course outline should explain everything else in terms of the training on offer. |
|  | 9 | Are proposals which utilise their own match funding scored more favourably? | No not more favourably, but if it expands and delivers a better programme then that is considered. |
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