



**Appendix 1 - Specification
Tender for
Apprenticeship Training Providers
Reference DN275540**

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1. Introduction

- 1.1 Dorset Council is a unitary local authority in the South of England serving a population of 379,791 residents (based on Office for National Statistic (ONS) mid-year estimates 2019 from [Dorset statistics and census information - Dorset Council](#)). The Council's vision is 'Making Dorset a great place to live, work and visit.'
- 1.2 This specification relates to Apprenticeship Learning & Development provision in business areas across the local authority geographical area of the Council.

The purpose of this specification is to set out the requirements to deliver Apprenticeship standards that will be delivered following further competition from the Dynamic Purchasing System (DPS) titled 'Apprenticeship Training Providers DN275540'.

2. Scope of the Requirement

2.1. The Apprenticeship DPS is comprised of 15 overarching lots. The below table reflects the lots and the 2021 Apprenticeship standards which they equate to.

Apprenticeship DPS Lots	2021 Apprenticeship Standards
Lot 1 – Agriculture, Environmental and Animal Care	As 2021 Apprenticeship standard – Agriculture, Environment and Animal Care
Lot 2 – Business Administration and Support Services	As 2021 Apprenticeship standard – Business and Administration
Lot 3 – Catering and Hospitality	As 2021 Apprenticeship standard – Catering and Hospitality
Lot 4 – Childcare and Education	As 2021 Apprenticeship standard – Education and Childcare
Lot 5 – Digital and IT	As 2021 Apprenticeship standard – Digital
Lot 6 – Engineering and Construction	As 2021 Apprenticeship standard – Construction As 2021 Apprenticeship standard – Engineering and Manufacturing
Lot 7 – Transport and Logistics	As 2021 Apprenticeship standard – Transport and Logistics
Lot 8 – Management and Leadership	As 2021 Apprenticeship standard – Business and Administration
Lot 9 – Social Care – Adults	As 2021 Apprenticeship standard – Care Services
Lot 10 – Service Enterprises	As 2021 Apprenticeship standard – Hair and Beauty
Lot 11 – Creative and Design	As 2021 Apprenticeship standard – Creating and Design

Lot 12 – Health and Science	As 2021 Apprenticeship standard – Health and Science
Lot 13 – Legal, Finance and Accounting	As 2021 Apprenticeship standard – Legal, Finance and Accounting
Lot 14 – Sales, Marketing and Procurement	As 2021 Apprenticeship standard – Sales, Marketing and Procurement
Lot 15 – Protective Services	As 2021 Apprenticeship standard – Protective Services

- 2.2. This is not related to any other learning & development services apart from those that directly relate to the provision of Apprenticeships.
- 2.3. This DPS will not be used to procure any product, goods or services outside of that which is identified within the Government's guidance on the Apprenticeship funding rules. There are new funding rules released every year that relate to when the Apprenticeship started. The Provider shall comply with the most current Apprenticeship funding rules. (The current link as at 15 July 2021 [Apprenticeship funding rules - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/apprenticeship-funding-rules)).

3. Background

- 3.1 Apprenticeship reforms for England were set out by HM Government in 2015 following the Richard Review of 2012 resulting in publication of 'Apprenticeships in England, our vision'. The Government's vision resulted in the development of Apprenticeship Reforms enshrined in legislation during 2016 through the Enterprise Bill April 2016 and the 2016 Finance Bill. Government's ambition through the reforms is to increase the take up of apprenticeships, drive up quality, address skills shortages, and stimulate local economic growth supporting the social mobility agenda.
- 3.2 As a direct result of these Government reforms, a new style of apprenticeship standards is now in place to meet the changing needs of employers, learners and providers, this is supported by a revised funding model.

In addition to this there are three other main aspects arising from the reforms that will impact directly on the Council and other public sector organisations:

- The Apprenticeship Levy and creation of the Digital Apprenticeship Service.
 - The introduction of the Register of Approved Training Providers for apprenticeship delivery.
 - The Public Sector Apprenticeship Duty.
- 3.3 Apprenticeships are available to individuals of any age and irrespective of qualifications held, providing any existing qualification is not of a higher level in the same occupational area e.g. a graduate with a sports science degree could be funded for a level 2 Apprenticeship in countryside conservation linked to a career change. With the potential for apprenticeships at higher levels and across a wider occupational range, there is scope over time to address existing or anticipated skills gaps through this route.
- 3.4 Apprenticeships will therefore be available to existing employees where a requirement for upskilling is identified and there are available standards or frameworks at the appropriate level. The Apprenticeship Levy is calculated at 0.5% of the pay bill for all employers with a pay bill of over £3 million. The levy can only be used to fund approved apprenticeship training which can include both the upskilling of existing staff and training new entrants to the workforce.
- 3.5 The Council is required to pay an annual apprenticeship levy, estimated at £985K including maintained schools where the Council is the recognised legal employer. This amount will be increased by 10% payable from Central Government funding, providing the authority with access to levy funding for Apprenticeship training in excess of £1million.
- 3.6 The Public Sector also have an additional duty whereby 2.3% of the workforce is required to undertake an Apprenticeship each year. The Council currently has 147 apprentices on programme (including maintained schools), which exceeds this

benchmark. However, the Council aspires to increasing its apprenticeship provision to 5% of its workforce on apprenticeship programmes per annum. This equates to 225 employees (including maintained schools).

- 3.7 Public sector services are delivered across many vocational areas and professional disciplines. The Council intends to maximise the opportunity that the Apprenticeship reforms offer across all areas of its business including business administration and accounting, through to more specialist areas such as project management, law and engineering. Apprenticeships will be delivered at Level 2 through to Level 7 with a strong focus on maximising progression opportunities to support career development.
- 3.8 The Apprenticeship scheme in the Council sits with the Learning & Organisational Development team, which is part of the Human Resources and Organisation Development Service within Corporate Development Directorate. There are currently 3 members of staff (making up 1.8 full time equivalents) who support the Apprenticeship scheme across the whole organisation, including support for Schools. Their roles incorporate working with managers for Apprentice recruitment, working directly with Apprentices for pastoral support and working with providers for apprenticeship training, assessment and progress and quality monitoring.
- 3.9 There is an established Dorset Apprenticeship Forum that shares best practice, building capacity and aims to reduce duplication in response to the Government's Apprenticeship reforms. The Forum's membership is comprised of a number of public sector organisations in Dorset and members of the group are focussed on both apprentices and the wider economic development aspect of developing apprenticeship opportunities in the local community of Dorset.
- 3.10 All Apprentices who are employees of the Council and/or Dorset Council maintained schools will be subject to the terms, conditions, policies and procedures of their employing organisation.

4. The Requirements

- 4.1 Providers shall work closely with the Council to deliver the full range of learning and development services required for the delivery of Apprenticeships and/or End Point assessment for Apprenticeship completions.
- 4.2 Providers must have experience of designing and delivering Apprenticeship programmes for the public sector and be able to provide Apprenticeships across all staff groups and learning abilities.
- 4.3 Providers must be registered on the Register of Apprenticeship Training Providers (RoATP).
- 4.4 Where appropriate, Providers shall have and maintain an Ofsted rating of Good or above in order to attain any contracts following further competitions from the DPS.
- 4.6 Providers shall submit, to the Council whenever requested to do so, evidence of their business continuity plans, specifically in regard to the unavailability of key staff where this would directly impact on timely progress of the apprenticeship for individual learners.

5. Functional Requirement

- 5.1 The Provider shall show commitment and willingness to work in partnership with the Council to deliver a high quality Apprenticeship programme to meet the Council's workforce development needs, for both new recruits and existing staff as part of our recruitment and retention strategies.
- 5.2 The Provider shall submit to the Council accurate and timely information, advice and guidance on Apprenticeship standards/frameworks, including, availability, delivery methods and assessment requirements. This information shall be available for both the Council and individual learners.
- 5.3 The Provider shall assist the Council with promotion of particular apprenticeship routes to potential eligibility criteria and recruitment where required.

6. Performance Requirements

- 6.1 The Provider shall advise the Council of any issues which may impact on the progression and achievement of the Apprenticeship.
- 6.2 The Provider shall build a close working relationship with all apprentices whether they are delivering a single apprentice programme or multiple programmes.
- 6.3 The Provider shall organise, attend and submit reports for the quarterly review meetings between the relevant Council business area and the Provider in addition to any learning reviews with the apprentice.
The Provider shall engage with any additional meetings if deemed necessary and particularly within the early stages of delivery for new Apprenticeship standards.
- 6.4 The Provider shall complete and submit regular performance reports to the relevant Council business area.
- 6.5 The Provider shall work closely with the Council in designing, delivering and recording the 20% 'off the job' training to ensure that the training solution meets the requirements. This will enable the Council to evidence compliance within the context of the Apprenticeship reforms.
- 6.6 The Provider shall offer full apprenticeship services including arrangements for, and securing, End Point Assessments.

7. Other Requirements

- 7.1 The Provider shall produce reports; tracking progress, achievement and a record of hours spent 'off the job' training for individual learners, to be reported to the Council in advance of the quarterly review meetings.
- 7.2 The Provider is required to adhere to the latest guidance on security of information and Data Protection, and its successor General Data Protection Regulation, in all their recording and reporting as it relates to Apprentices.
- 7.3 The Provider shall familiarise themselves with the Council and ensure that any staff delivering the apprenticeship who do not have experience of working directly with public sector organisations are to attend an induction session of no more than two hours.

8. Constraints

- 8.1 The Provider shall deliver the programme within the timescales given in the call for further competition, as stipulated by the Council.

9. Implementation Requirements

- 9.1 The Provider shall carry out implementation of the individual requirements which are subject to discussion with the Council. This may include, but is not limited to, approaches to risk management and planning of the apprenticeship delivery programme etc.

10. Contract Management Requirements

- 10.1 The Provider shall allocate a named individual(s) who will be a point of contact to manage the relationship and any issues that may arise with service delivery.
- 10.2 The Provider shall supply management information including statutory returns to the Department for Education in a timely manner.
- 10.3 The Provider shall adhere to Provider Register Policy to maintain their registration. For completeness, see the current link to policy below as of 25 May 2021.

[Register of apprenticeship training providers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/organisations/department-for-education/transparency-and-accountability/registered-apprenticeship-training-providers)