



# **Service Specification**

**Education & Skills Funding Agency  
Provision for those aged 16-18**

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## 1. Introduction

- 1.1 Skills & Learning Adult Community Education is the merged local authority adult learning provider covering all of Bournemouth, Dorset & Poole.

It holds a contract for the delivery of Education & Skills Funding Agency (ESFA) funded provision for those aged 16-18 (and up to 24 years of age if a EHCP is in place) within Dorset.

A proportion of the funding received is allocated to third parties to enable the Service to increase its reach to priority learners.

## 2. Service

- 2.1 The Service is looking for bidders, with a proven track record of ESFA delivery to young people, who can:
- Recruit priority learners aged 16-18 (up to 24 with EHCP), who may otherwise be at risk of not being in Education, Employment or Training. This may include learners with Special Educational Needs and Disabilities.
  - Deliver a high-quality Study Programme that will increase the employability and wellbeing of the young people by improving their:
    - English, maths and ICT
    - Behaviours, as relevant to the workplace
  - This provision should be delivered in line with the ESFA Funding Regulations & Rules <https://www.gov.uk/guidance/16-to-19-education-funding-guidance#funding-guidance-for-institutions-2019-to-2020>
  - Understand the priorities and workings of the ESFA
  - Contribute to local area skills needs as identified by Skills and Learning ACE and the Dorset Local Enterprise Partnership.
  - Deliver the provision on the bidder's premises, within Dorset, with the delivery being undertaken by appropriately qualified members of staff.
  - Undertake the necessary registration, certification and liaison with the awarding bodies (desirable)

- Maintain effective monitoring of learner progress
- Maintain a quality of delivery that will be judged at least 'good' by OFSTED
- Achieve a high level of learner outcomes, both in terms of success rates and positive progressions from their programmes for learners

2.2 Skills & Learning will pay at fixed price of 80% of the learner funding received from the ESFA. Where bidder's require Skills & Learning ACE to undertake the necessary registration, certification and liaison with the awarding bodies the cost of this will be deducted from the fixed price.

### 3. Contracts

3.1 The Service is split into the following contracts:

- Contract 1 £75,000

#### **Delivery within Bournemouth, Christchurch & Poole Council and Dorset Council areas**

A programme of learning that will:

- Engage with learners to provide alternative styles of programme for young people referred in from social workers and other support agencies who would not thrive in a college or 6th form environment and/or at danger of becoming NEET
- Accurately assess learners' skills and readiness for their learning journey through individualised Initial Assessment of skills and well-being
- Deliver engaging study programmes and supported internships with excellent opportunities for work experience to disengaged and SEND young people including those with mental ill health, across Dorset
- Support learners to develop positive attitudes and behaviours for work
- Embed English, maths, ICT skills
- Embed British Values and promote equality & diversity within the delivery
- Provide regular careers education, information, advice and guidance
- Where required support learners with social isolation/mental health issues to make positive contributions to the economy, their own wellbeing and their communities
- To improve the communication skills of young people who have previously not been confident to engage with peers, adults, those in authority, service providers
- To provide opportunities to study for functional skills qualifications and/or GCSE English & Maths for those who have not achieved this in previous education
- To provide socialisation opportunities for young people who have previously been home schooled or were school refusers and are lacking in the skills and experience to engage with their peers and adults in a healthy and safe way
- Lead onto clear progression routes

- Contract 2 £75,000

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#### **4. Period of Agreement**

- 4.1 Further to section 1.5 of the Information to Tender Document, contracts will run for the period 1st August 2020 to 31st July 2021.

#### **5. Contract Responsibilities**

- 5.1 As specified in the terms and conditions of contract ("Agreement") "The Council wishes to engage the Provider to provide the Learning Services set out in Schedule 1 in accordance with the ESFA Learning and Funding Plan set out in Schedule 2".

- 5.2 Schedule 1 and 2 of the Agreement are attached in the Terms and Conditions to this tender.
- 5.3 Schedule 1 contains the areas of responsibilities against which you are required to perform.
- 5.4 Schedule 2 constitutes the ESFA Learning and Funding Plan for the year following award of a lot.

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