

Hackney Council Apprenticeship & CDQ Programme

LB Hackney - Levy-Funded Training Procurement Brief

Description of requirements

Hackney Council accesses funding for apprenticeships through our digital apprenticeship account, based on our apprenticeship levy contributions. It is not usual that we will procure providers who charge over the levy cap.

We are seeking a training provider(s) to deliver the following apprenticeship standards for either newly appointed apprentices and/or current staff as part of an upskilling career development programme.

Civil Engineering

Current service need: 1 apprentice in the Neighbourhoods and Housing, Streetscene team

Please note - we may ask you to deliver this qualification in other service areas across the Council, or in connected organisations - up to the maximum contract value/timeframe set out in this brief. This could include delivery for both new apprentice hires or those on upskilling programmes - across the Council, Council-funded schools, and businesses who receive apprenticeship levy transfers from the London Borough of Hackney.

Particulars

In the tender response document, you are asked to tell us about your:

1) Track Record & Achievement Rates

1.1

Achievement rates will be verified where possible through government data (<https://www.gov.uk/government/collections/sfa-national-success-rates-tables>)

You should detail complaints escalated to the ESFA or through your own complaints procedure.

1.2

Similar authorities to London Borough of Hackney include all London Councils.

2) Delivery model & Content

2.1

Your delivery model and methodology.

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We often have single apprentices as well as cohorts. You must be able to deliver to single apprentices. We are happy for them to be enrolled on mixed cohorts with other employers.

Please confirm as part of your delivery model if there are set start dates for this qualification or if it is roll-on / off.

2.2

A module breakdown, learner journey or delivery plan for this apprenticeship programme and any associated qualifications delivered.

You may provide this as an attachment or detail this below.

2.3

The training delivery should be accessible to our apprentices who will be based in the London Borough of Hackney. A blended learning approach including some online learning is suitable but face to face teaching/coaching is considered best practice.

You should demonstrate an understanding of how this qualification content can be adapted to suit the role within a local authority context and show a clear structure of teaching and assessment.

2.4 Further requirements:

See draft job description(s) below as appendices, Please tell us how your delivery will be tailored to meet the requirements of the post(s).

3) Communication & Support

3.1

You should be able to provide 20% off the job guidance and support to managers.

3.2

It is essential that you are able to manage the successful delivery and completion within the timeframes of the apprentice contracts.

3.3

You must provide regular 121 support sessions and workplace reviews with the line manager. This should include 6-8 weekly feedback sessions to line managers and at least quarterly reviews with the apprenticeship programme lead. This may become more frequent if issues occur.

3.4

Providers should have clear procedures about supporting learners with additional learning needs/disabilities and must be able to offer both full-time and part-time apprenticeships.

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4) Green, Environmental, and Sustainability

4.1

The London Borough of Hackney has made a commitment to reducing our emissions and impact on the environment, we would like to understand how the training delivered considers the environmental impact.

4.2

Has the curriculum been adapted to factor in a green focus, environmental impact, and sustainability.

Please also note:

- We will accept subcontracted delivery of the aforementioned qualification(s) if this is the basis of your tender. Any decision to subcontract the delivery, or to change the subcontractor after the contract has been awarded must be expressed in writing and is subject to our approval. Successful delivery of this training is integral to maintaining this contract. We reserve the right to refuse to work with any provider that has not been appropriately vetted.
- We reserve the right to pause or end the apprenticeship delivery if timely and quality training is not taking place, as agreed per:
 - Tender response document
 - Call-off document

2. Contract Start Date	05/10/2022
3. Contract End Date	Three years from start, with the option to extend contract duration and value subject to business needs and successful delivery of the initial learner.
4. Number of learners	One initially, with to deliver one each year for the next five years.
5. Standard details	Civil Engineering Technician
6. Maximum Contract Value	Up to £99,000 Please note that this is an 'Up to' contract value and the initial value is £14,000 for the delivery of one apprentice and any maximum value is subject to service demand, quality of service, and is not guaranteed.
7. Evaluation	This tender will be based on a 100% quality weighting. We will be scoring providers on the following areas (outlined in more detail on the response document). Please use the attached response document to provide your response.

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	Criteria		Weighting
	Living wage		Pass/Fail
	Track Record & Achievement Rates		25%
	Delivery Model & Content		40%
	Communication & Support		30%
	Green, Environmental, and Sustainability		5%
	<p>Providers will be graded on the above information. A breakdown of this can be found on the response document. The following scoring mechanism will be used to score the qualitative method statement response against each of the criteria set out in the below table. The evaluation panel will agree on a moderated score for each question.</p>		
	Score Band	Rationale	General Description
	0	No response or response contains insufficient information to make a judgement or is otherwise wholly unsatisfactory.	Wholly unsatisfactory
	1	Response contains significant omissions, weaknesses or concerns one or two major areas or is otherwise unsatisfactory.	Unsatisfactory
	2	Response contains some omissions, weaknesses or concerns one or two minor areas	Cause for concern
	3	Indicates an acceptable response in most areas.	Acceptable
	4	Indicates a response above the expected level of service in at least one or two areas	Very good
	5	Indicates a response with significant benefits above the expected level of service	Outstanding
	<p>In order to ensure that the successful bidder has met minimum quality standards, any bid that is awarded a score of 2 or less, will be deemed to have failed minimum quality standards and will be rejected.</p>		

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	We may decide to hold interviews following this initial tender.
8. Additional Information	procurement.admin@hackney.gov.uk LBH reserves the right to not award the contract to a Provider if any bids have been made under false pretences.

LONDON BOROUGH OF HACKNEY

Job Description

POST TITLE:	Apprentice Engineering Technician
QUALIFICATION:	Construction Contracting Operations
LEVEL:	3
SECTION:	Neighbourhoods and Housing, Streetscene
GRADE:	Sc2
LOCATION:	Within London Borough of Hackney
RESPONSIBLE TO:	Line Manager
RESPONSIBLE FOR:	None
NOTES:	

PURPOSE OF THE APPRENTICESHIP

- To learn and develop practical experience, drawing on knowledge acquired through vocational study and on the job training.
- To train the apprentice to be able to perform highly, both independently and as part of the team.
- To support the apprentice to develop a full understanding of the work of the team, a good knowledge of the wider organisation and a strong understanding of local government generally.

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- To provide the necessary technical skills, via training and study towards a recognised qualification, delivered by a partner training organisation. You will be spending approximately 20% of the working week devoted to this.
- If the apprentice performs well over the programme, and they are interested, they will be supported to apply for future roles in the council, subject to availability.
If there are no appropriate vacancies within the council, the apprentice will be given guidance and support to identify and apply for positions in external organisations.
- On completion of your apprenticeship programme, you should be able to demonstrate the knowledge, skills and attitudes listed below.

ABOUT THE ROLE

The Apprentice Engineering Technician will have the opportunity to train as an Engineering Technician by following a structured training programme covering a broad range of Civil Engineering activities. This role is an exciting opportunity to learn about and work across three specific Highway Technical Services areas including: Carriageway & Footway Maintenance and Highway drainage to provide assistance and technical support for the development and delivery of the various maintenance schemes and associated tasks. To assist in applying technical expertise, skills and knowledge in the realm of highways maintenance to complete designated tasks, which will support the Boroughs Streetscene Service. You will be expected to attend and successfully complete a 2-year Civil Engineering level 3 apprenticeship course. Throughout your apprenticeship you will spend one day in college with the remainder of the week spent in your place of work under the direction of your employer.

At the end of the scheme the trainee will have achieved or be close to achieving Technical Membership of the Institute of Civil Engineers.

What do we expect from you?

Many of the skills you will need to be successful in this role will be developed as part of your training. However, alongside our values there are a few key behaviours that are desirable for this role, and as part of any selection assessment process you may be expected to show us how you demonstrate these behaviours:

- Willingness to learn
- Self-motivated and organised
- Punctual and trustworthy

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- Committed and hardworking
- Able to work in a collaborative and enthusiastic manner.

MAIN DUTIES AND RESPONSIBILITIES:

- Supporting various project teams by providing relevant information to managers and supporting the administration of projects.
- Assisting with project documentation, including budgets, monitoring expenditure and the production of reports.
- To progress and assist in managing highway engineering matters, within an area based or function based team, in accordance with the agreed programme
- Undertaking site measurements and estimations.
- Undertake calculations and the production of CAD drawings.
- To ensure the safe passage of the general public on the public highway.
- To be accountable to the Senior Engineer for achieving agreed Service outcomes, timely and effective engineering solutions and personal appraisal targets which uphold the Council's Core Values and meet the challenges of Best Value and Comprehensive Performance Assessment.
- Assist with planned maintenance schemes and highways inspections.
- Responding to and dealing with both internal and external queries
- To support the service area to plan for and meet various deadlines associated to its various activities.
- To undertake various office and site based activities
- This list of duties is not exhaustive and the apprentice is expected to comply with reasonable management requests commensurate with role and the training programme.
- To be an active member of and contribute to the development of the Highways & Engineering Team.

COUNCIL SPECIFIC ACCOUNTABILITIES

Learning, Creativity and Judgement

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- To develop his/her skills base to enable him/her to undertake a wider range of duties and tasks, and where necessary, carry out appropriate training and/or academic qualifications.

Strategic Thinking and Planning

- To contribute to the development and delivery of the Service and its statutory functions.
- To be responsible for ensuring, in consultation with colleagues, that advice given and recommendations made have full and proper regard for the Council's policies, standards and relevant Government legislation and guidance.
- To assist in adding value to the service delivered, in developing and implementing Best Value and providing customer-focussed standards in a regulatory environment.

Managing Services and Delivery

- In conjunction with the Senior Engineer put into practical operation the key objectives of the Council and the Service in relation to highway engineering issues and related matters
- To ensure that duties are carried out in accordance with the Council's policies and Code of Conduct, with full regard to the Council's Equal Opportunities Policy.
- To assist in ensuring that the administrative and technical procedures required to deal with tasks under the relevant Acts and Regulations, are carried out and work outcomes are of sufficiently high standard to comply with any systems in place to demonstrate quality.
- To ensure, in conjunction with colleagues, that necessary and effective consultation and liaison is carried out, to facilitate the effective involvement of local interest and statutory bodies and other Council services with regard to highway infrastructure projects.

Managing Projects and Resources

- To use IT equipment to input data and analyse and extract information in connection with specific duties
- To contribute to specific projects within the team as directed, working to agreed deadlines and identifiable outcomes.
- To undertake any other duties, appropriate to the post, as may be directed.

SERVICE SPECIFIC ACCOUNTABILITIES

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- To help in ensuring that the work of the Team is customer focussed, achieving appropriate changes and improvements within the context of CPA and Best Value reviews.
- To be accountable to the Senior Engineer for achieving agreed service outcomes and personal appraisal targets.
- To contribute to the planning, programming, designing and implementing items from the team's work programme and ensuring that they are completed in line with the Council's policies and objectives.
- To contribute to ensuring that the quality of services provided by the team, and associated contractors, is of the highest quality within the available resources
- To monitor all Utilities working, and all other activities, on the public highway for compliance with the New Roads and Street Works Act 1991 (NRSWA), the Highways Act 1980, and any other relevant legislation, regulations etc and to take subsequent, appropriate action, including enforcement.
- To contribute to the preparation of procedure and guidance notes and the development of quality assurance systems and manuals of good practice.

NB: All employees are expected to adhere to the Council's Diversity & Equality and Health and Safety Policies.

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Person Specification

ELIGIBILITY:

Age:

There is no upper age limit for our apprenticeships, but we encourage applications from 16-24 / 18-24 year olds, particularly for our Level 2 and 3 apprenticeships.

Local link: Hackney resident AND/OR Educated in Hackney AND/OR have ever received support from Hackney leaving care services.

Education: To achieve this Apprenticeship qualification, you will need to already hold at least a Level 2 or GCSE A* - C / 4-9 in Maths and English

Listed below are the key requirements needed to join this Apprenticeship Scheme. These will form part of the selection process. In addition to the requirements listed below, all jobs at Hackney Council demand a satisfactory and reliable level of attendance, good time-keeping, good work performance and a good standard of conduct and behaviour.

ABOUT YOU:

Skills and Attributes:

- To have a commitment to succeeding both at college and in the work place
- To have a high level of attention to detail
- To have a methodical/practical approach to solving problems
- To have the ability to understand technical reports, drawings/maps
- To have strong communication skills across a range of audiences
- To have an aptitude for self-motivation and the ability to work with minimum supervision
- Able to take direction, follow instructions learn and retain new skills quickly
- To have excellent organisational skills and the ability to meet deadlines
- The ability to pass the initial assessment to participate on the apprenticeship programme

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Knowledge

- Basic understanding of the role of a local Authority.

Attitudes

- The desire to work in a fast-paced, high-pressure environment.
- Flexible team player. Ability to work well in a group. Aware of the strengths of others and works to meet the needs of the group as a whole
- A desire to improve the local community.
- Passionate: Believes in the work of the Council and wants to make a difference to the borough and its people.
- Adaptable and Flexible: Embraces change, and adapts successfully to changing situations & environments. Can learn from things that don't go well and adapt.
- Honesty and Integrity.
- Hardworking, motivated and resilient.
- Commitment to a culture of learning, development and empowerment across the organisation. Willingness to try new things.
- Wholehearted commitment to the principle of achieving equality of opportunity and celebrating diversity.

NB: All employees are expected to adhere to the Council's Diversity & Equality and Health and Safety Policies.