**LB Hackney Levy-Funded Training: Tender Response Document**

The tender response questions are set out below. Please provide your answer to each question in the designated cells. Tenderers’ responses must be limited to a maximum of 10 pages of A4 and should be written using minimum Arial font size 11.

Additional documents are permitted only where specifically requested – please do not provide any promotional materials, these will be disregarded. Clearly indicate on each additional document the question number(s) to which any additional document(s) relate.

| **Procurement Requirements - (Pass / Fail)** |
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| Hackney Council pay the London Living Wage.  It is a requirement that our supply chain also makes a commitment to this. By completing and submitting this tender response, you are confirming that your organisation also pays the London Living wage (if you are in London) or the National Living Wage if you are outside of London to employees working directly on this Hackney contract.  Apprentices employed by your own organisation need to be paid at least £7.70 p/h. |
| Please confirm if you adhere to this requirement:  **Yes/ No - please delete as appropriate** |

| **Provider Organisation Name** |  |
| --- | --- |
| **Registered Address** |  |
| **What is the size of the organisation?** |  |
| **Lead Contact** |  |
| **Lead Contact Details** |  |
|  | |
| **What standards are you tendering for?** |  |
| **What is the individual cost for the standard being procured for?** | **(Please list each of the standards you are tendering for and the costs)** |
| **Please outline any additional costs that will not be covered by the Levy?** |  |
| **Are there any eligibility criteria for this apprenticeship qualification?** |  |
| **Is this a rolling programme or set start dates? Give details.** |  |
| **Please confirm your safeguarding lead contact and provide your safeguarding policy.** |  |
| **Will the delivery be direct or subcontracted? If subcontracted, please provide subcontractors details.** |  |

| 1. **Track Record & Achievement Rates (Total Weighting 25%):** |
| --- |
| 1.1 Please provide your achievement rates for the exact qualification(s) being procured for. Include the sample size i.e. number of apprentices.  If you are unable to provide achievement rates for this exact qualification, then please explain why, and provide:   * projected achievement rates for any apprentices studying this qualification with you currently * your achievement rates for related qualifications * your overall apprenticeship achievement rates   **(Weighting 15%)** |
| **Response:** *(maximum 300 words)* |
| 1.2 Please tell us about your experience of delivering this qualification to local authorities - in particular to London Borough of Hackney or similar authorities.  Please specify if you have had any complaints made in relation to your apprenticeship delivery in the last two years, and your current process for responding to complaints.  **(Weighting 10%)** |
| **Response:** *(maximum 300 words)* |
| **2. Delivery Model & Content (Total Weighting - 40%):** |
| 2.1 Please explain your delivery model for this qualification  (please include the following as part of your response, how and when will delivery take place? and confirm if there are set start dates for this qualification or if it is roll-on / off)  **(Weighting 10%)** |
| **Response:** *(maximum 300 words)* |
| 2.2 Please include a module breakdown, learner journey or delivery plan for this qualification. You may provide this as an attachment or detail this below.    **(Weighting 10%)** |
| **Response:** *(maximum 300 words)* |
| 2.3 How will you ensure that the training delivery is accessible and relevant to apprentices at the London Borough of Hackney?  **(Weighting 10%)** |
| **Response:** *(maximum 300 words)* |
| 2.4 The Brief document may include ‘further requirements’ for delivery (under ‘Particulars’: ‘Delivery Model & Cohort’), and may include draft job descriptions appended. Please detail how your training will support the specific requirements of the hiring team and the role(s).  *NB - if there are no further requirements, all providers will be awarded a score of 3.*  **(Weighting 10%)** |
| **Response:** *(maximum 300 words)* |
| **3. Communication & Support (Total Weighting 30%)** |
| 3.1 We would like to know how you will support managers and apprentices to understand and meet the 20% off-the-job requirement.  What resources and 1:1 support will you offer?  You may attach an example of what you would provide managers.  **(Weighting 7.5%)** |
| **Response:** *(maximum 300 words)* |
| 3.2 Newly recruited apprentices are employed on fixed-term contracts, so the timely completion of their apprenticeship qualification is essential. How will you ensure that this happens?  **(Weighting 10%)** |
| **Response:** *(maximum 300 words)* |
| 3.3 What is your review process? Tell us how and how frequently you will communicate with both the Hackney Apprenticeship Programme and/or HR OD (for upskilling qualifications) and line managers?  **(Weighting 7.5%)** |
| **Response:** *(maximum 300 words)* |
| 3.4 We are keen to support people with disabilities and additional learning needs to undertake an apprenticeship, in addition to supporting people who may need to work part-time.  How will you provide this support?  Please give information and examples.  **(Weighting 5%)** |
| **Response:** *(maximum 300 words)* |
| **3. 4. Green, Environment & Sustainability (Total Weighting 5%)** |
| 4.1 What measures have your organisation taken to reduce its environmental impact and promote a more sustainable approach to operations?  **(Weighting 2.5%)** |
| **Response:** *(maximum 300 words)* |
| 4.2 How has your curriculum been adapted to factor in a green focus, environmental impact, and sustainability?  **(Weighting 2.5%)** |
| **Response:** *(maximum 300 words)* |