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**Greater Manchester Combined Authority (GMCA)**

**Education, Work and Skills Flexible Procurement System (FPS)**

**Requirements Matrix Response Document**

**This document is to be completed inconjunction with the Requirements Matrix**

**Document 5.2 – Response Document - Interventions**

**Interventions**

|  |  |
| --- | --- |
| Applicant’s Name |  |

**6.2a – Supporting young people and adults to transition in to further learning or work**

**Completion note**:

Definition: Delivery of personalised, holistic support to enable people to **progress in to further learning or get a job and/or become self-employed** which may be designed to meet the needs of people with different needs and/or characteristics.

To meet the response requirements, you must include both **quantitative** **and qualitative data** to demonstrate **scale and impact**.

Question - Please provide **specific examples and evidence** of your delivery in this broad area that highlights the activities for **adults and / or young people** that you have ticked giving details of **scale and impact** of programmes.

Please tick all that apply. Please ensure the ticks below match the ticks in the Requirements Matrix Spreadsheet.

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| --- | --- | --- | --- |
| Activity | Description / Definition | √ | Provider Response (between 100-150 words per Activity) |
| Engagement | Short outreach or similar, for specific communities/population groups focused on one or more of welfare, education, skills and work.  Examples of such interventions are:   * raising awareness of education, skills and work provision/support and how to access this * raising awareness of the welfare benefit system and how to access this for those with little knowledge of this |  | **Please insert your word count here** |
| Formal and informal Information Advice and Guidance (IAG) | Activities that help **individuals of all ages** to gain information about **opportunities open to them about learning or work**. Including information, advice or guidance on different issues such as Labour Market Information, job opportunities/sectors and associated skills requirements, housing, in work benefits, debt, childcare, health, mental wellbeing, etc. |  | **Please insert your word count here** |
| Support to address practical barriers to education or employment | Digital inclusion; financial advice/debt management; housing issues; childcare, transport |  | **Please insert your word count here** |
| Work Experience | Supporting **individuals of all ages** to gain some experience of the world of work with the aim of helping them improve their career aspirations through carrying out tasks or duties, more or less as would an employee, but with an emphasis on the learning aspects of the experience. |  | **Please insert your word count here** |
| Pre-employment assessment and action planning | Support and activity that provides:   * comprehensive assessment to identify skills and experience including transferable skills * development of a personalised action plan * delivery of and/or referral/signposting to support for practical and wider barriers to employment and self-employment. |  | **Please insert your word count here** |
| Traineeships / pre-apprenticeship / pre work programmes | Development of and providing support for individuals into **pre-work** development programmes leading directly towards employment |  | **Please insert your word count here** |
| Mentoring | Support in improving confidence, addressing strengths and weaknesses. |  | **Please insert your word count here** |
| Skills and training delivery | Delivery of relevant skills / training to individuals to which enable them to **progress on** to further education / learning or into employment or self-employment. |  | **Please insert your word count here** |
| Employability skills | Support for individuals to understand and develop transferable skills that **make them employable and attractive to employers.** |  | **Please insert your word count here** |

**Interventions**

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| Applicants Name |  |

**6.2b Supporting individuals currently in work**

**Completion note:**

Definition: Delivery of personalised, holistic support which may be designed to meet the needs of people with different needs and/or characteristics, **to help them stay in, succeed and progress at work** (including those that are self employed).

To meet the response requirements, you must include both **quantitative and qualitative data** to demonstrate **scale and impact.**

Question - Please provide **specific examples** of your delivery in this broad area that highlights the activities you have ticked giving details of **scale and impact** of programmes.

Please tick all that apply. Please ensure the ticks below match the ticks in the Requirements Matrix Spreadsheet.

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Description / Definition | √ | Provider Response (between 100-150 words per Activity) |
| In work Engagement | Short outreach or similar, for specific individuals and groups of employees focused on providing support for those who are in work. |  | **Please insert your word count here** |
| Formal and informal Information Advice and Guidance (IAG) to those in work | Activities to help **individuals of all ages** gain information, identify and then respond to through **referral/signposting about opportunities** open to them about staying **and succeeding in work**, or in **work progression**. |  | **Please insert your word count here** |
| In Work Support action planning and assessment | Delivery of personalised, holistic support, which may be designed to meet the needs of people with different needs and/or characteristics, to help them stay in and succeed in work including in self-employment. Including:   * comprehensive assessment * development of a personalised in work support plan with follow up and review * support for people who are struggling to stay in work due to a health problem * help to find opportunities for training and courses to support in work progression including digital inclusion for employees |  | **Please insert your word count here** |
| Apprenticeships Support | Support to enable individuals to access apprenticeships for progression and development. |  | **Please insert your word count here** |
| Delivery of Apprenticeship Training Programmes | Applicants must demonstrate they are on the ROATP and provide their UKPRN |  | Please insert your evidence here |
| Skills and training delivery | Delivery of relevant skills / training to individuals to which enable them to progress in employment and meet their employer’s talent requirements. |  | **Please insert your word count here** |
| Developing entrepreneurs | Development activity that supports **self-employed** individuals to grow and develop benefiting their business growth |  | **Please insert your word count here** |
| In work Mentoring | Support in improving confidence, addressing strengths and weaknesses. |  | **Please insert your word count here** |

**Interventions**

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| Applicants Name |  |

**6.2c Supporting employers**

**Completion note:**

Definition: Advice and support for employers including SMEs, which covers one or more of the areas of workforce development, inclusive recruitment; people management; retention and progression to enable **Employers** to better support their staff including people on employment programmes. Delivery may be via a range of methods.

To meet the response requirements, you must inclue both **quantitative and qualitative** data to demonstrate **scale and impact.**

Question - Please provide **specific examples** of your delivery in this broad area that highlights the activities you have ticked giving details of **scale and impact** of programmes.

Please tick all that apply. Please ensure the ticks below match the ticks in the Requirements Matrix Spreadsheet.

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Description / Definition | √ | Provider Response (between 100-150 words per Activity) |
| Engagement with Employers and Employer networks | Engagement of individual employers and employer networks to develop their understanding of the education, work and skills landscape |  | **Please insert your word count here** |
| Advice and information for Employers | Advice and support for employers including SMEs, which covers one or more of the following areas:   * Advice and support on inclusive recruitment, people management, retention and progression * Advice and support on managing employees in relation to matters such as employer expectations, health and wellbeing and disabilities * Advice and support around opportunities available for staff development and progression |  | **Please insert your word count here** |
| Individual in-work support  (Supporting the Employer to Support an Employee) | Working with individual employers and their employees as part of an in-work service being provided to an individual e.g., to discuss training, progression, workplace adjustments |  | **Please insert your word count here** |
| Business Support | Wider business support activity providing input and actions around finances, growth, HR, etc. |  | **Please insert your word count here** |
| Employer Focused Workforce Development including training needs analysis | Targeted activity to support employers in better understanding their workforce, skills and talent needs to improve the productivity / efficiency of a business |  | **Please insert your word count here** |