



# **APPENDIX 1 - SPECIFICATION**

## **FOR**

### **COMMUNITY LEARNING PROJECT AND PARTNERSHIP**

## **Strategic Procurement**

**DN657660**

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## 1. Introduction and Background

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

It holds the contract for the delivery of Education and Skills Funding Agency (ESFA) Adult Education Budget for non-formula funded Community Learning delivery.

A proportion of the funding received is allocated to third parties to enable the Service to increase its reach to priority learners. It is looking for bidders who can:

- Recruit priority learners
- Understand the priorities and workings of the ESFA
- Contribute to local area skills needs as identified by Skills and Learning and the Dorset Local Enterprise Partnership
- 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. Requirements

Skills & Learning Bournemouth, Dorset & Poole is seeking bidders for the following lots.

2.1. Lot 1 £15,000 (A maximum of two awards of £7500 each are available)

### **Social interaction between diverse communities (in deprived areas or low contact areas).**

A project to provide a programme of measurable learning to promote and develop inclusion and intercommunity relationships to better improve community cohesion.

2.2. Lot 2 £15,000 (A maximum of two awards of £7500 each are available)

### **Wellbeing project for vulnerable or disadvantaged learners over 19**

A project to provide a programme of measurable learning activities that will improve the wellbeing of vulnerable or disadvantaged learners. It is expected that a recognised measure will be used to record the learners' starting points and their outcomes as a result of the programme.

2.3. Lot 3 £15,000 (A maximum of two awards of £7500 each are available)

### **Domestic Abuse project Weymouth /Dorchester**

A project to provide a programme of measurable learning activities linked to the prevention or reduction of domestic abuse.

Qualified staff must be used to deliver activities to increase confidence, wellbeing and assertiveness for all genders experiencing or at risk of domestic abuse.

### **3. Performance Management**

3.1 Please refer to Education & Skills funded Agency AEB non-formula funded (Community Learning) Learning Plan and Funding 2023-2024 and the Agreement for the delivery of Education & Skills Funding Agency funded provision.

### **4. Payments**

4.1 Skills & Learning ACE will make payments for the provision of services according to the timetable set out in Schedule 2. In circumstances where the provider has not provided the services in accordance with the provisions of Schedule 2, Skills & Learning ACE reserves the right to make suitable and reasonable amendments to the schedule of payments at any time. If data returns are not submitted in accordance with the contract Skills & Learning ACE reserves the right to withhold the charges payable for the services for that period and to pay those charges at the next period at which data returns are properly completed and submitted in accordance with Schedule 2.

Final payments will not be made until all data for the year has been submitted to Skills & Learning ACE, and Skills & Learning ACE reserves the right to amend the payments in accordance with actual Provider performance for the year.

### **5. Contract Management**

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 Community Learning and Funding Plan set out in Schedule 2".

Schedule 1 and 2 of the Agreement are attached as appendices to this tender (The Agreement is also appended).

Schedule 1 contains the areas of responsibilities (and their constituent parts) against which you are required to perform. These areas will be quality assessed against the criteria laid out in Section 4 within this document. Schedule 1 also contains the responsibilities of Skills & Learning ACE under each of the respective headings.

Schedule 2 constitutes the ESFA Community Learning and Funding Plan for the year following award of a lot.

### **7. Training**

7.1 All staff delivering learning have achieved at least the Level 3 Award in Education and Training.

7.2 All staff delivering learning have a level 2 English and maths qualification.

### **8. Termination**

8.1 The supplier will be required to handover to the Council any data in an editable format (specified by the Council) and in a timely manner to support any reasonable request including but not limited to service review, re-procurement and data transfer to a new supplier.