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| torbaycouncil |
| **Volume Four (4) – Evaluation** |
| **Contract Reference**  **T01016CS** |
| **Contract Title**  **Safeguarding Children Foundation Training Course 2016-2018** |
| **Maximum Period of Contract**  **Two (2) years** |
| **Return Date** |
| **Tuesday 03 May 2016** |
| **Return Time**  **12:00 Noon** |
| **Return To**  [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) |
| **Applicant Name** |
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1. Award Scoring

## Award Mandatory Pass / Fail Requirements

The questions within this section shall be assessed on the basis of pass or fail and applies to those questions that are able to be answered either as a Yes or No.

The Authority’s minumum requirement is for the Applicant to respond Yes to each question and to support this response with comments where this requirement is stated within the question.

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| **Question Number** | **Questions** | **Response** |
| **1** | Please confirm that if awarded the Contract, your organisation will be able to provide approved Trainers for all listedSafeguarding Children Foundation Training Course dates throughout 2016/17, as detailed at section 1.1 in Volume Three (3) Specification. | **Yes / No** |
| **Comments:** | | |
| **2** | Please confirm that if at short notice due to emergency, (i.e. serious weather warnings), the theatre company are unable to attend, you will be willing and able to deliver a back-up course which covers the stated learning outcomes. | **Yes / No** |
| **Comments:** | | |
| **3** | Part of the trainer’s role for this course will be to be a ‘gate keeper’ in terms of access – you will be expected to refuse learners entry if they have not completed the prior e-learning or not booked a place (complaints would be referred directly to the Workforce Development Team). Please confirm that your organisation is fully compliant with these requirements. | **Yes / No** |
| **Comments:** | | |
| **4** | Please confirm that if concerns are raised within the session, which relate to the learner’s conduct, your organisation will ensure these are recorded in a timely and professional manner and referred to the Workforce Development Officer. | **Yes / No** |
| **Comments:** | | |
| **5** | Please confirm that your organisation will complete and return the register and trainer evaluation form within forty eight (48) hours. | **Yes / No** |
| **Comments:** | | |
| **6** | Please confirm that any equipment required for delivery will be provided by your organisation’s trainer, i.e. laptop, projector, etc. | **Yes / No** |
| **Comments:** | | |
| **7** | Please confirm that any training course handouts provided by your organisation’s trainer will have prior approval of the Training, Learning and Development Sub group?  Please also confirm that the cost for all hard copies of training course handouts provided, will be included within your costs (within Volume Four (4) A Pricing). | **Yes / No** |
| **Comments:** | | |
| **8** | You will be responsible for printing the e-mailed register, for use on the day (of training). Please confirm that your organisation is fully compliant with this requirement. | **Yes / No** |
| **Comments:** | | |
| **9** | Please confirm that your organisation’s trainers will confidently challenge prejudice, discrimination and stereotyping as it occurs within training sessions. This includes the stereo-typing of families and areas of Torbay. | **Yes / No** |
| **Comments:** | | |
| **10** | Training must reflect the processes within Torbay (Signs of Safety, The Child’s Journey), including names roles and responsibilities of agencies and the services within these. There must be a clear link to the priorities of the Torbay Safeguarding Children Board and emerging areas of development. Please confirm that all of your organisation’s trainers will be fully compliant with these requirements. | **Yes / No** |
| **Comments:** | | |
| **11** | Please confirm that all of your organisation’s trainers will demonstrate an understanding of how national policies and guidance reflects on safeguarding children in Torbay and the learning available from serious case reviews, research and best practice. | **Yes / No** |
| **Comments:** | | |
| **12** | Applicants will be expected to deliver training on the dates set out in section 1.1 of Volume Three (3) Specification and any further dates mutually agreed. If for whatever reason, the Applicant is unable to fulfil any training dates and the course has to be cancelled, the Applicant will be required to provide a minimum of six (6) week’s notice. If less than six (6) weeks’ notice is given by the successful Applicant’s organisation, then they will be liable for any costs incurred in multi-agency attendees’ time and expenses, or any other costs incurred, as can be reasonably evidenced.  Please confirm that your organisation is fully compliant with these requirements. | **Yes / No** |
| **Comments:** | | |

## Award Method Statements

Applicants are required to submit Method Statements. They should be drafted in such a manner so as to be able to form part of the Contract. They should be submitted containing sufficient detail to demonstrate that the stated outcomes as defined within Volume Three (3) Specification will be deliverable.

Applicant’s responses to the Method Statement below should not exceed one thousand five hundred (1500) words. Where Applicants exceed this word limit, the Authority shall disregard the surplus information and it shall not be evaluated. Applicant’s scores may be affected accordingly. Please note that Applicants are welcome to submit a shorter response and only the first one thousand (1000) words will be considered for evaluation purposes. Attachments will not be accepted.

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| **Method Statement Number** | **Method Statement** | **Weighting / % Score** |
| **1** | **Delivery of training course(s):**  Please submit a detailed Method Statement outlining your ability to deliver alongside a theatre group and using presenting discussions and activities across the day to support and assess learning.  Within your Method Statement response, you should cover:   * Linking learners back to the e-learning module; * The training enables learners to become drawn into the scenarios acted out in front of them and this can mean that personal values and attitudes are brought into an inter-agency arena this must be dealt with effectively to challenge the learner but also they remain engaged in the learning and work with colleagues in the room; * The learners are not expected to partake in the scenarios but all are expected to participate in the small group work. | 20% |
| **Response:** | | |

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| **Method Statement Number** | **Method Statement** | **Weighting / % Score** |
| **2** | **Use of the learning opportunity to bring into focus the links to Serious Case Reviews:**  Please submit a detailed method statement outlining how you will use the learning opportunity to bring into focus the links to Serious Case Reviews   * + Linking back to local serious case reviews and multi-agency case audits;   + Bringing learners attention to how they respond to presenting scenarios replicates what has been seen in SCRs and MACAs i.e. Focus on adults;   + Impact of a family’s cultural and religious back ground in supporting learners to assess risk to a child or a young person;   + Difficulties professionals can face in terms of information sharing, confidentiality and consent relating to children and young people;   + Learner’s emotional resilience within the training.   Please note; there will be up to 35 delegates on each course, and it is important that they work within multi-agency groups. | 20% |
| **Response:** | | |

## Award Technical Questions

Applicants are required to submit their response to the following Technical Question. They should be drafted in such a manner so as to be able to form part of the Contract. They should be submitted containing sufficient of detail to demonstrate that the stated outcomes as defined within Volume Three (3) Specification will be deliverable.

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| **Question Number** | **Questions** | **Weighting / % Score** |
| **1** | 1. How does your organisation intend to co-deliver training alongside a theatre group? | 5% |
| **Response:** | | |
| **2** | How will you ensure that there is agreement to work together across the (training) day? | 3% |
| **Response:** | | |
| **3** | The trainer will be responsible for bringing the day to a close; How does your organisation intend to use the final thirty (30) minutes of the session (please note evaluations are completed online)? | 3% |
| **Response:** | | |
| **4** | This role will require delivery of training to practitioners and professionals within all areas of the children and young people’s workforce in Torbay, who have a role in safeguarding children. Please describe how you will deliver within this Contract, with regards to communicating effectively with a multi-agency learning group? | 3% |
| **Response:** | | |
| **5** | If, at short notice due to emergency, i.e. serious weather warnings, the theatre company are unable to attend; your organisation will be required to deliver a back-up course which covers the stated learning outcomes. Please describe how you will deliver this and ensure this happens effectively? | 3% |
| **Response:** | | |
| **6** | Your organisation’s trainers will be expected to confidently challenge prejudice, discrimination and stereotyping as it occurs. This includes the stereo-typing of families and areas of Torbay. How will your trainers challenge these behaviours? | 3% |
| **Response:** | | |