

Sub-contracting Invitation to Tender (ITT) specification

2015-16

SECTION 1

1.1 Strategy & key objectives

East Surrey College is a prime contractor with the Skills Funding Agency (SFA) for the Adult Skills Budget (ASB) and the Education Funding Agency (EFA) and delivers training to young people and adults in Surrey, South East England and surrounding areas. The College is looking to work with a partner to deliver education and training to young people in local Skills Centres.

NEET programmes for 16-19

The College is inviting expressions of interest from organisations who wish to enter into a sub-contracting arrangement to deliver accredited provision to 25-30 young people aged 16-19.

We are looking to work with a partner with a proven track record of engaging and working with NEET young people in the Horley and Caterham areas, delivering qualification provision to high standards in collaboration with the College to secure excellent outcomes for these young people into work with training (Traineeships, Apprenticeships) or further study.

The programme is to support young people who may have had negative prior experiences of education to gain some qualifications in a learning environment more suited to their needs and styles of learning. The programme will allow the young people to work in small bite-sized units, outside of a traditional FE context, and work towards a recognised qualification potentially an Award, Certificate or Diploma (Entry 3 or Level 1). The core subjects will be embedded and part of the curriculum delivery.

1.2 Timescales

- An initial Expression of Interest should be returned to Kam Dehal at kdehal@esc.ac.uk by **(the 11th October 2015)**
- Outcomes of the expressions of interest will be communicated by email week beginning **(12th October 2015)** with the due diligence process beginning shortly after.

Subject to satisfactory due diligence, the contract will commence the week beginning the **19th October 2015** and will end on **(on July 31st 2016)**.

Section 2

2.1 Selecting a sub-contractor

The 10 key principles of selecting a new sub-contracting partner are whether they:

1. Fit with the strategic objectives of East Surrey College
2. Bring positive community benefits / widening participation (attracting learners who would not normally go to a FE college)
3. Add value to the work the College does
4. Complement the product portfolio
5. Are aligned to key sectors that the College or Government has prioritised
6. Have potential for grade 1 provision
7. Have a track record of high success rates
8. Are willing to engage in a mutually supportive relationship built on trust and respect
9. Have reputation and standing in the sector / market
10. Comply with EU sub-contracting regulations

2.2 Due Diligence

East Surrey College will need to be reassured that sub-contractors satisfy a control test, the key elements of which are:

- The lead provider is able to ensure that learners are enrolled on appropriate programmes in the name of the lead provider not the sub-contractor(s)
- There is a written learning agreement, entered into at the time of enrolment which is prepared and agreed with each learner and that reflects the outcome of the learner's initial guidance and assessment
- A learning programme and its means of delivery have been clearly specified by the lead provider
- There are arrangements for assessing the progress of individual learners
- Procedures exist for lead providers to regularly monitor the quality of delivery of programmes provided in their name.

To ensure compliance with these elements the initial **Expression of Interest** document and the subsequent **Due Diligence Checklist** are key sources of information for new partners. Included in these documents is the need to record the courses required to complete the contract up to the maximum amount.

The process for selecting a new sub contractor is as follows:

