

Apprenticeship Training Provider Procurement Process & Strategy

Principles of Procurement

- Equal treatment/fairness
- Transparency
- Value for money

Establish Course Requirement

- Employee completes expression of interest (EOI)
- Line Manager signs off to confirm their support
- EOI returned to HR

Eligibility

- HR checks employees eligibility
- HR checks there is an appropriate apprenticeship standard

Locate Training Provider

- HR checks there are training providers set up to deliver.
- If only one training provider is available then seek sign off from Head of Finance & Property for exception and skip to contract stage.

Invite Tender Bids

- HR Identify a minimum of three providers to contact who are listed on the register of training providers.
- Contact providers to register on the tender portal
- Send out request for quotation and appropriate evaluation questions.

Tender Evaluation

- HR and Manager review tender bids on portal
- HR to seek clarification on any outstanding points using portal
- HR Invite providers to provide presentation/attend a meeting
- HR (and Manager if required) complete evaluation against agreed criteria

Award Tender

- Notify successful bid via portal of outcome of tender and move to contract preparation
- Notify unsuccessful bids via portal

Contract Preparation

- HR to send out template contract to successful provider and liaise with legal as necessary

DELIVERING APPRENTICESHIP OPPORTUNITIES FOR WEST BERKSHIRE

Getting paid while you learn might sound too good to be true, but as an apprentice you really do get the best of both worlds



Apprenticeship Training Provider Procurement Process & Strategy

Procurement Strategy for Apprenticeship Training Providers

The procurement process adopted in relation to the commissioning of apprenticeship training providers is a light touch regime. The approach has been approved by procurement board and the executive cycle to ensure equality of treatment, transparency and value for money and takes into consideration the following points which are unique to apprenticeships:

- The levy is collected every months based on 0.5% of the payroll costs and transferred into a digital account.
- Levy funds can only be spent on approved training and if not utilised within 24 months they will be reclaimed by central government.
- Only approved training providers who have gone through a rigorous selection process by the Education and Skills Funding Agency and must adhere to specific funding rules. In addition providers are overseen by Ofsted.
- Only approved standards can be delivered by a training provider and there are prescribed funding bands which are applied at the point of approval.

Principles underpinning the selection of training providers.

HR will ensure employees are eligible to start an apprenticeship. If they are HR will ensure there is an appropriate standard approved for delivery and where there are multiple options will liaise with the line manager and employee to establish the most appropriate qualification.

HR will search for approved training providers using the Apprenticeship Standards site.

If there is only one provider of the standard we will approach them directly having sought sign off from the Head of Finance and Property.

Where there are multiple providers, providers will be asked to register on the procurement portal and be invited to quote for a contract to provide an apprenticeship programme- this could include an existing training provider if the Council are satisfied with their delivery on existing programmes.

When selecting providers to invite to register on the portal consideration will be given to the following:

- Training Provider Ofsted Registration;
- High % of apprenticeship retention data;
- High % of apprenticeship achievement data; and
- Travel time to Training Provider.



Apprenticeship Training Provider Procurement Process & Strategy

A generic set of assessment criteria will be used to evaluate quotations as follows:

Cost

Please provide full details of all costs and expenses including re-sits and end point assessment. What will be the total cost per apprentice?

Please provide details of any additional costs that cannot be funded through the levy e.g. professional body membership

Delivery

What will the programme comprise i.e. How many teaching /coaching sessions, how will ongoing competence be assessed, what additional support will be available and so on?

How will the 20% off the job training requirement be met and how will this be recorded?

What accredited qualification (if any) will be delivered in parallel with the standard?

What are the arrangements for end point assessment and how / where will functional skills be delivered and assessed?

Quality Assurance

How will you quality assure and continuously improve the delivery of this contract?

When was your most recent Ofsted inspection and what grade was awarded?

What are your success rates for apprenticeships over the last two years (Please include retention, achievement and timely completion)

How will you deal with any issues that may arise and what is your appeals and escalation process?

Management Information and Reporting

How will you manage this contract and who will take responsibility for its success?

How do you propose to communicate with management, learners and WBC

What procedures do you have in place to mitigate any disruption to delivery and/or learners, if a member of staff leaves your organisation

Please describe the systems and processes you have in place to collect, monitor and report on learner progress throughout their learning journey

Managers will be asked if there are any other criteria they feel are relevant to include e.g. previous experience of delivering to local government, geographical location.

If follow up questions or information are required all providers will be asked the questions to ensure fairness.



Apprenticeship Training Provider Procurement Process & Strategy

HR will assess the quotations either with the line manager or as a first stage in the selection process.

All quotes will be evaluated against the same criteria and scored accordingly.

Where there is an existing provider they will be appointed providing they meet the minimum score and are not more than 5 points lower than the top evaluation.

Contract values will be estimated based on available data. Values are to be assessed using the full cost of the apprenticeship (including end point assessment) for the duration of the programme to ensure contracts are within West Berkshire Councils rules relating to contracts of between £10,000 and £100,000.

Contracts are initially for a minimum of 2 years and can be renewed without the tender providing the total duration does not exceed the duration of two full cohorts for those apprenticeships lasting 18 months or more or 4 years for apprenticeships lasting 12 months.



Apprenticeship Training Provider Procurement Process & Strategy

Assessment Criteria

Submissions will be assessed against the following criteria

Evaluation Breakdown		
Criteria		Weighting
A	Delivery	50%
B	Support	20%
C	Quality assurance & improvement	10%
D	Management information & reporting	10%
E	Added value	5%
F	Cost	5%
TOTAL		100%

In assessing the responses to the quality assessment questions a normalised scoring methodology will be applied, with each response being given a score from 0 - 5 in line with the criteria set out within the table below.

0	Unacceptable Response No response, response not relevant or question not answered.
1	Poor Response The response is partially compliant, but with serious deficiencies in meeting service requirements (any supporting evidence is minimal).
2	Fair Response The response is partially compliant (some evidence may be provided which supports compliant elements) with shortfalls in meeting service requirements.
3	Satisfactory Response The response is compliant with service requirements likely to be met, any concerns are of a minor nature.
4	Good Response The response is compliant and offers relevant evidence to support their claims, clearly indicating that service requirements would be met.
5	Excellent Response The response is compliant and offers relevant detailed evidence to support their claims, clearly demonstrating a comprehensive understanding of the service requirements.

Where a supplier fails to achieve a minimum score of 1 in relation to any question, the council reserves the right to set aside the quote and not assess it any further



Apprenticeship Training Provider Procurement Process & Strategy

Apprenticeship Provider Procurement Summary Assessment

This document will be used to summarise the assessment of quotations.

Apprenticeship:			
Panel:			
Date:			
GENERAL NOTES ACROSS ALL PROVIDERS:			
<i>Provider</i>	<i>Positives</i>	<i>Drawbacks</i>	<i>Score</i>
Comments:			
<i>Provider</i>	<i>Positives</i>	<i>Drawbacks</i>	<i>Score</i>
Comments:			
<i>Provider</i>	<i>Positives</i>	<i>Drawbacks</i>	<i>Score</i>
Comments:			
Panel Outcome:			
Actions:			



Apprenticeship Training Provider Procurement Process & Strategy

Individual Provider Detailed Assessment Sheet

Evaluation Sheet:

Name of Supplier:

0	Unacceptable Response: No response, response not relevant or question not answered.
1	Poor Response: The response is partially compliant, but with serious deficiencies in meeting service requirements (any supporting evidence is minimal).
2	Fair Response: The response is partially compliant (some evidence may be provided which supports compliant elements) with shortfalls in meeting service requirements.
3	Satisfactory Response: The response is compliant with service requirements likely to be met, any concerns are of a minor nature.
4	Good Response: The response is compliant and offers relevant evidence to support their claims, clearly indicating that service requirements would be met.
5	Excellent Response: The response is compliant and offers relevant detailed evidence to support their claims, clearly demonstrating a comprehensive understanding of the service requirements.



Apprenticeship Training Provider Procurement Process & Strategy

Evaluation Breakdown					
Criteria		Score	Comments	Weighting	Final Score
A	Delivery			50%	
B	Support			20%	



Apprenticeship Training Provider Procurement Process & Strategy

C	Quality Assurance & Improvement			10%	
D	Management Information & Reporting			10%	
E	Added value			5%	
F	Cost			5%	



Apprenticeship Training Provider Procurement Process & Strategy

Overall Score	
Addition Questions for supplier (If applicable)	

