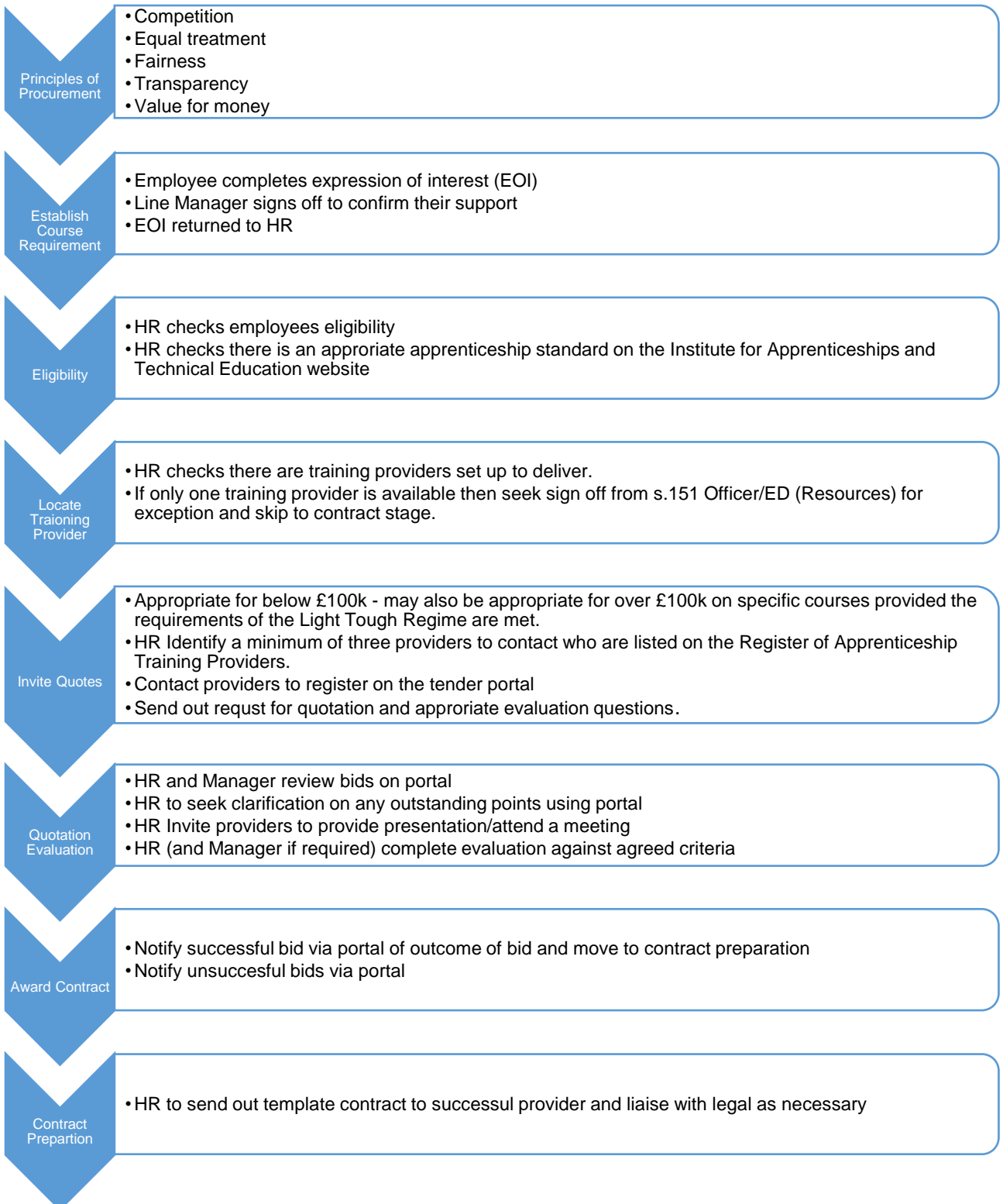


# Apprenticeship Training Provider Internal Procurement Process & Strategy



# Apprenticeship Training Provider Internal Procurement Process & Strategy

## Internal Procurement Strategy for Apprenticeship Training Providers

The procurement process adopted in relation to the procurement of apprenticeship training providers is a Light Touch Regime. The approach has been approved by Procurement Board to ensure principles of procurement are met i.e. competition, equal treatment, fairness, transparency and value for money and takes into consideration the following points which are unique to apprenticeships:

- The levy is collected every month based on 0.5% of our 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 use 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.

### ***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 Register of Apprenticeship Training Providers.

If there is only one provider of the standard we will approach them directly having sought sign off from the S.151 Officer in accordance with the Council's Constitution.

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.



# Apprenticeship Training Provider Internal Procurement Process & Strategy

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

- Training Provider Ofsted Registration- we require either a rating of Good or Outstanding unless the provider is a new provider;
- High % of apprenticeship retention data;
- High % of apprenticeship achievement data; and
- Travel time to Training Provider.

***A suitable set of assessment criteria will be used to evaluate quotations which might include but is not limited to the following:***

## **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 and how they will be delivered 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? (Minimum requirement is a rating of Good or Outstanding unless the provider is newly established and therefore yet to be rated).

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?



# Apprenticeship Training Provider Internal Procurement Process & Strategy

## 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 same questions to ensure fairness.

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.

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 term of 2 years and can be extended providing the total contract term 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 Internal 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.

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

## **Apprenticeship Provider Procurement Summary Assessment**

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

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

**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 Internal Procurement Process & Strategy

## *Individual Provider Detailed Assessment Sheet*

Evaluation Sheet:

Name of Supplier:

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

Evaluation Breakdown					
Criteria		Score	Comments	Weighting	Final Score
A	Delivery			50%	





# Apprenticeship Training Provider Internal Procurement Process & Strategy

B	Support			20%	
C	Quality Assurance & Improvement			10%	
D	Management Information & Reporting			10%	



# Apprenticeship Training Provider Internal Procurement Process & Strategy

E	Added value			5%	
F	Cost			5%	
Overall Score					
Addition Questions for supplier (If applicable)					

