

Dearne Area Council Commissioning (appendix 2)

Specification of Requirements for: Training for Employment Project

1. Brief Summary of Service

To engage unemployed Dearne residents in positive activities, promoting social inclusion and providing opportunities to learn new skills and prepare for the work environment.

The project will be geared towards providing bespoke training packages designed around the needs of the individual and helping local people gain the necessary skills for employment. Local employment will be sought with expanding existing businesses and future inward investors to the Dearne Area as well as offering assistance to those who wish to travel further afield for work.

2. Background and Context

Dearne unemployment figures are the highest in the Barnsley borough and much higher than the national average.

Research undertaken by 22 local people who were recruited and trained by Turning Point (a national not for profit organisation) also highlighted unemployment and training/skills for work as a top issue for people living in the Dearne area.

Barriers to work include travel and transport costs, lack of affordable childcare, lack of confidence and low skills.

Although there are already a number of providers in and around the Dearne addressing training and skills issues, unemployment figures remain high.

A pilot project being run from the Dearne Electronic Community Village at Thurnscoe has had some success by offering bespoke training packages. It is intended that this Training for Employment project will be run on similar lines.

3. Strategic Aims and Priorities for BMBC and The Dearne Area Council

BMBC Priorities

Improving people's potential and achievement	Improved understanding of the work environment and the progression required to enter a career.
Growing the economy	More economically active residents in the Dearne Area. Create sustainable, resilient and self-reliant communities

Area Council Priorities

Improving the economy and the provision of skills and learning for work are two of the top priorities of the Dearne Area Council. Elected members have chosen to allocate funds from the 2013/2014 budget to help address these issues.

4. Specific Aims and Objectives of the Service / Project

- Increase people's understanding of the work environment
- Provide bespoke training packages that address individual needs
- Work closely with employers, Job Centre Plus, DWP and other relevant organisations to identify job opportunities for local people
- Work closely with expanding businesses, both local and further afield, and future inward investors to the area
- Provide relevant training packages that pick up the recruitment methods and skills required of current and future local businesses/employers
- Make access to 'training for employment' easy for people of all ages and from any ethnic origins.
- Make the interventions/activities innovative, positive, vibrant and high quality
- Increase awareness of digital technology
- Seek to remove barriers to work
- Be based locally in 2 suitable, easily accessible training facilities (Dearne South and Dearne North)
- Complement existing training and skills providers in the area
- Link with other Dearne Area Council procured services, to support the overarching aims of area governance shown above
- Build on the success of the Dearne Electronic Community Village

Social Value Objectives:-

- Increase the motivation, skills, confidence, self-esteem, attitudes and aspirations of unemployed people
- Enable unemployed people to take ownership of their lives, and make positive life choices
- Be sustainable and support the creation of sustainable communities by deploying effective training for employment programmes
- Harness the knowledge, capacity and experience that exists at local community level (the people, groups and businesses) in the design and delivery of these services, to create more resilient and self-reliant communities
- Use expanding businesses and inward investors to support growth in the local economy

5. The Service/Activities to be Delivered

This project aims to reduce unemployment in the Dearne area. It will encourage unemployed people to strive for a positive destination.

The Service Provider will be required to provide tutors to work with local unemployed

people to help them achieve their potential and find employment.

The Service Provider will also be required to identify and provide two places of learning, one in Dearne South and one Dearne North which are easily accessible to local people and provide suitable space for a skills and learning for work provision. Goldthorpe Library (11 underused computers available) and the Dearne Renaissance Centre, Bolton upon Dearne (which has a computer suite) may be suitable venues.

The Service Provider will also seek to remove wherever possible any barriers to work.

All costs associated with room/venue hire/tutors must be included in the tender bid. *Similarly any costs associated with individual candidate transport/travel to training/interviews must be included within the tender bid. The availability and suitability of IT equipment will also be the responsibility of the Service Provider.*

A primary focus will be to maximise digital technology with a view to gaining skills and providing steps towards employment. Building motivation, confidence and self-esteem in unemployed learners will also be a key aim, using a friendly learning environment and encouraging progression.

The Service Provider will be required to liaise with employers (both local and those further afield), Job Centre Plus, DWP and other organisations to identify job opportunities for local people.

Training packages must be bespoke to each individual, to ensure that local people are provided with the relevant skills they need to access work and improve their chances of being economically active.

Activities will range from basic unaccredited confidence building classes, providing useful practical skills, interview techniques and social skills, as well as accredited ICT training and help with Job Search Online, CV writing etc.

The project will particularly focus on the known required skills of existing and potential future local businesses i.e. Aldi.

In addition the project will investigate and link to 'Wheels to Work' and other transport options to assist local people travel to work destinations in and around the Dearne travel to work area.

The Service Provider will be required to successfully deliver the project from mobilisation to completion/project closedown. It will be required to work with the Area Council via the Area Chair and Area Manager to –

- Identify through working with local agencies Job Centre Plus etc. and other locally based skills and employment providers unemployed people who wish to take part in the scheme.

- Recruit local unemployed people to engage with the project and offer
- Liaise with local employers in the Dearne travel to work area regarding skills requirements for existing and planned jobs.
- Signpost individuals to other organisations who can provide additional advice and guidance – Job Centre Plus outreach etc.
- Provide a period of intense confidence building/basic skills/ICT training to recruited candidates.

6. Target Groups and Accessibility

Unemployed people from Dearne North and South Wards. Any training will be held locally, preferably in Bolton and Dearne and Goldthorpe.

7. Location and Area

The service should be accessible to people from the Dearne North and South wards of Barnsley. Preferable sites are Goldthorpe and Bolton upon Dearne.

8. How will this work help to improve the local area

The project will help improve the local economy by assisting people back into work and will address one of the main priorities from the Dearne Area Plan.

9. Performance Measures

9a. Outcomes

(What good, benefit, change are you expecting to achieve as a result of the service or activity being delivered?)

<i>(state outcome)</i>	<i>(Indicative Outcome Measure)</i>	<i>(Evaluation Methodology)</i>
Reduce Unemployment (a minimum of 20 people to gain employment through this project)	Number of People Recruited onto this project obtaining employment	Provider to determine
Increase the level of local recruitment by local businesses	Number of locally based employments for people recruited onto this project	Provider to determine
Local people with more confidence to access work (a minimum of 25 people gaining accredited qualifications through this	Number of unemployed people gaining accredited qualifications from this project	Provider to determine

project)	Number of unemployed people being recruited onto this project	
9b. Outputs (collectables) <i>(Easy to measure actions, units, events that tell us how much, how many or how often)</i>		
<i>(Output) Indicative List</i>	<i>(Target Number)</i>	<i>(Supporting Evidence)</i>
9c. Milestones		
<i>(Activity/Action)</i>	<i>(By When)</i>	
Place tender advert	Mid March 2014	
Tender Return	Mid April 2014	
Tender Evaluation	End April 2014	
Tender Report and Approval to Award	1 st Week May 2014	
Standstill period and feedback	2 nd Week May 2014	
Issue Letter of Intent / Contract	2 nd Week May 2014	
Provider to determine delivery schedule.	End May 2014	

10. Contract Value

It is estimated that the value of the contract is in the region of £75,000.

For evaluation tender evaluation purposes there will be a price / quality split, 30%/70% respectively.

11. Contract Terms and Conditions

Refer to the Form of Contract

Insurance :

The successful bidder shall maintain at its own cost and provide evidence of a comprehensive policy (or policies) of insurance to include Third Party /Public Liability, Employers Liability and Professional Indemnity Liability to cover the liability of the organisation and its employees, agents and sub-contractors in respect of any act or default for which it may become liable to indemnify the Council or their Members or officers. The nature of the insurance policy and cover to be provided shall be that the amount of cover for each and every individual claim shall not be less than the amounts shown in the Tender Questionnaire-

12. Monitoring and Recording Arrangements

The successful service provider post contract award will be required to continually demonstrate/evidence the effectiveness of the service in terms of delivering the required outcomes, outcome measures and activities. There is a key requirement of the service provider to:

- Collect, collate and report on a range of agreed measures on a quarterly basis as part of a quarterly reporting regime.
- Establish compatible systems to ensure effective management and performance management of the service. Information systems must comply with the requirement of the Data Protection Act
- Attend quarterly meetings with the Area Council's Contract Manager to discuss the quarterly report and request any additional information/provide clarification, if required
- Submit an end of year performance report
- A 'lessons learned' meeting will be convened 1 month before the contract end date and an end of project report submitted before the contract end date
- The Area Council Manager will review performance and may reasonably ask for additional information at any time.

13. Quality Standards

The provider of this service has a legal obligation to adhere to all equality legislation.

The service provider must produce their policy relating to race, gender, disability, religion or belief, sexual orientation and age. This policy should include the reporting mechanism for any adverse events which would constitute a deviation. Any and all adverse events should be reported to the Area Council Manager.

Robust policies and procedures are to be put in place to ensure safeguarding of all children and adults and, in particular, adequate measures/systems to ensure robust data protection and information governance.

The Service Provider will ensure that:

- All staff are equipped with appropriate training, staff development and

supervision

- All staff employed or engaged by the Service Provider are informed and are aware of the standard of performance that they are required to provide and are able to meet that standard.
- All staff employed or engaged by the Service Provider must be registered with the appropriate professional body where applicable
- The adherence of the Service Provider's staff to such standards of performance is routinely monitored and that remedial action is promptly taken where such standards are not met.
- All staff employed or engaged by the Service Provider have been subject to a DBS clearance, where required, and an acceptable outcome determined
- For the avoidance of doubt, nothing in this specification is intended to prevent the Service Provider from setting higher quality standards than those laid down in the Contract

Additionally:

- The Service Provider will have a robust system for monitoring complaints and suggestions; feedback from service users will inform service delivery
- The Service Provider will submit reports summarising any complaints, investigations and remedial actions

Please also refer to Form of Contract

14. Commissioning/Procurement Officer Details

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