



European Union
European Social Fund
Investing in jobs and skills



Leading learning and skills

LEARNING & SKILLS COUNCIL

ESF 2008-2010

Leadership and Management

Specification

April 2008

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Introduction to tender

1.1.1 Background

In the recent Comprehensive Spending Review settlement, the Government set out its Public Sector targets to support its vision of increased productivity, greater social mobility and improved overall economic performance. The Leitch ambition strongly supports Leadership and Management development as a means for achieving effective investment and deployment of skills in the workplace. By investing in Leadership and Management needs of SMEs, the LSC is able to provide direct benefits to businesses to increase productivity and ultimately economic performance.

Since April 2007 the LSC has delivered its Leadership and Management Programme through the Train to Gain Skills Brokerage Service. Further support for the regional targets can be realised through additional ESF funded activity to extend provision by targeting gaps in the national programme. Funding will be used primarily to support leadership and management skills needs of micro organisations of the private and third sectors identified in the Regional Economic Strategy as being of strategic importance to the region's economy. There will also be some limited provision to develop employees in traditionally low skilled work in large organisations including the public sector.

1.1.2 Purpose

The purpose of this ESF funded provision is to expand the Leadership and Management Programme within the Train to Gain Skills Brokerage by offering leadership and management training and qualifications at level 2 and level 3 for employees and businesses **not eligible** for funding though:

- Train to Gain Level 2
- Train to Gain Level 3 07/08 Trials
- Train to Gain Leadership and Management Offer
- Apprenticeships 19+
- Learner Accounts

1.1.3 ESF Funded Leadership and Management Programme

Table 1: ESF Funded Leadership and Management (L&M) Qualifications	
Level 2	'Second' full level 2 NVQ L&M qualifications
	Vocationally relevant leadership and management qualifications (VRQs) at level 2. Where the VRQs are in response to specific occupations and sectors, these should be recommended by the relevant Sector Skills Council
	Part Award (minimum of two units from an L&M L2 qualification)
Level 3	Sector specific L&M vocationally relevant qualifications (VRQs) at level 3. Where the VRQs are in response to specific occupations and sectors, these should be recommended by the relevant Sector Skills Council
	Part Award (minimum of two units from an L&M L3 qualification)

1.1.4 Target Organisations

The ESF funded leadership and management programme will primarily target employees of micro organisations with some limited provision for large organisations including the public sector. Funding will be weighted at 70/30 in favour of micro businesses,

Organisations	Definition	Sector	Sector description & restrictions
Micro's (70%)	Employing up to 10 employees (full time equivalents)	Private sector	Any industrial/occupational category
		Third Sector	Micro organisation of the Third Sector which encompasses voluntary and community sector organisations, charities, social enterprises, co-operatives and mutuals.
Large organisations (30%)	Employing more than 250 employees (full time equivalents)	Private sector	Any industrial/occupational category
		Public sector	Provision limited to level 2 for those public sector employees in traditional low skilled work and who need career development in their current role. Provision is restricted to those public sector employers where the LSC has established joint investment compacts especially in the health sector and Local Authorities. Funding must form part of a wider workforce development strategy such as IIP and/or the Skills Pledge.

1.1.5 Target Employees

Employed people of the target organisations who are in paid employment for a minimum of eight hours per week and who have a contract of employment and a National Insurance Number.

- Employees who work for a micro organisation in the private and Third sectors and have their national insurance directly paid from their wages
- Self employed people who work for themselves and generally pay their national insurance themselves
- Unpaid volunteers of Third Sector organisations but who are employees of other organisations. This group refers to **employed people who act as volunteers** in their leisure time or as part of their employer's corporate community or social responsibility strategy. This target group is especially relevant in relation to supporting the development of provision to maximise education, employment and engagement opportunities to deliver a lasting legacy from the London 2012 Olympic Games.

1.1.6 Priority Participants

Engagement of participants from the following groups should be prioritised:

- People with disabilities or health conditions
- Older workers aged 50 and over
- People from ethnic minorities
- Females
- Men and women who are employed in non traditional sectors – such as men in early years and childcare and women in engineering

1.1.7 Outputs and Results Targets

- Output targets relate to the engagement of priority participants as set out in section 1.1.6
- Results targets are specified as one or more of the following:
 - Full NVQ Leadership and Management qualifications at level 2
 - Vocationally relevant (VRQs) L & M qualifications at level 2 and 3
 - Units/part L & M awards at level 2 and 3

1.1.8 Evaluation

This provision is subject to inspection by OfSTED (Office for Standards in Education, Children's Services and Skills). Providers will be required to complete for LSC monitoring purposes:

- A quarterly equality and diversity report related to the recruitment, participation, completion, achievement and progression of participants of the priority groups
- A bi-annual qualitative report of learner/employer satisfaction

1.1.9 Employer Contributions and State Aid

ESF will provide a significant financial contribution to the cost of employee training. However, employers will be required to make a contribution to the cost of skills and workforce development in line with Train to Gain and FE funding. Employer contributions must be in the form of cash as set out below:

- Currently: 37.5%
- As from 1st August 08: 42.5%
- As from 1st August 09: 47.5%
- As from 1st August 10: 50%

The LSC will require providers to collect and submit details of companies whose employees participate in ESF funded provision, using the Company Data Collection Record provided by the LSC.

1.1.10 Learner Data

Providers will be required to collect and submit learner data using the Individual Learner Record (ILR). Summary data from the ILR will be collated to provide participation and completion reports to the European Social Fund Division.

1.1.11 Business Support Simplification Programme (BSSP)

The LSC will adopt the principles of the Business Support Simplification Programme recommended in the South East Regional ESF Framework. The European Social Fund Division will be producing guidance on this issue. In the meantime, the LSC will ensure

through the contract management process that ESF providers are linked into wider business support activity and that detail of their provision is passed to Skills South East and the region's Business Links for inclusion in their databases.

1.1.12 Added Value

ESF funded provision will extend the LSC's national Leadership and Management Programme offered through the Train the Gain Skills Brokerage by offering training and qualifications at level 2 and 3 to managers, supervisors and team leaders of organisations not eligible for support through mainstream funded routes. The primary focus will be in the engagement of micro businesses that are not within the scope of the national L & M programme.

1.1.13 Sustainable Development

Sustainable development is focused on providing a better quality of life for everyone now and for generations to come. This is achieved through considering and balancing the long-term effects of social, economic and environmental issues and impacts. (Securing the Future - UK Sustainable Development Strategy, 2005)

The European Commission wishes there to be a focus on the environmental aspects of sustainability for 2007-13. The LSC will develop strategies to spread good practice from previous ESF programmes and will examine appropriate methods to disseminate environmental practice with providers.

Providers will be required to integrate sustainable development issues as far as possible across all aspects of programme design and delivery and seek to minimise travel and maximise access to provision through innovative delivery methods and the use of ICT.

Leadership and Management	Reference: SE/
Aim	
<p>To deliver innovative learning and development opportunities to enable participants to achieve leadership and management qualifications and part awards at levels 2 and 3. Provision should primarily target employees of micro organisations while offering some provision for low skilled employees of large organisations including the public sector.</p>	
Service requirement	
<ol style="list-style-type: none"> 1. Deliver the full leadership and management programme at both levels 2 and 3 (Ref section 1.1.3): <ul style="list-style-type: none"> • Full level 2 NVQ qualifications • Sector specific vocationally relevant qualifications at levels 2 and 3 • Part awards of at least two units of an NVQ/vocationally relevant qualification 2. Work with Train to Gain Skills South East Brokers, Sector Skills Councils and regional representatives to develop targeted promotion and recruitment strategies and events to ensure the participation of the target group of employers and employees as described in sections 1.1.4/5/6 of the Introduction 3. Offer a range of innovative learning and development opportunities, customised to the particular needs of micro businesses, to engage directors, owners, managers and other supervisory staff, to enable them to achieve at least two units/part awards. 4. Offer an innovative programme including 'bite-sized' modules and flexible work-based methods of training delivery and assessment, such as 1:1 coaching, mentoring or e-learning, to enable participants to achieve full NVQ qualifications and other relevant vocational qualifications. 5. Provide Information, Advice and Guidance to all learners through a Matrix-accredited provider prior to the commencement of training as well as continued access on-programme, ensuring referral to brokerage South East for Train to Gain for further provision as required. 6. Provide a personal learning plan based upon an initial assessment of the employee and the employer's skills requirements including Skills for Life 7. Record the number and details of employers participating 8. Produce quarterly equality and diversity participation reports 9. Produce bi-annual qualitative report of learner/employer satisfaction. 	
Target groups & priority	
<p>Participation of employees from the target organisations described in 1.1.4 & 1.1.5 at the minimum engagement rates:</p> <ul style="list-style-type: none"> • People with disabilities or health conditions – 15% • Older workers aged 50 and over – 20% • People from ethnic minorities – 9% • Females – 50% • Men and women who are employed in non traditional sectors 	

Geography / area of delivery

Participation by the target employees and employer organisations who live, work or trade in the following sub-regions of the south east:

- Thames Valley (Berkshire, Buckinghamshire, Oxfordshire, Milton Keynes)
- Hampshire, Portsmouth, Southampton and the Isle of Wight
- Surrey
- Sussex
- Kent and Medway

Outputs

Tables 3 and 4 sets out the minimum outputs based on the average unit cost with the expectation that employers will make a cash contribution as indicated in section

Table 3: Leadership and Management for Micro Organisations

Qualifications	Outputs Level 2 (Volumes)	Outputs Level 3 (Volumes)
Full NVQ Qualification	350	
Vocationally relevant qualifications	350	350
Unit/part awards at a minimum of two units	1260	280

Table 4: Leadership and Management for Large Organisations including the Public Sector

Qualifications	Outputs Level 2 (Volumes)	Outputs Level 3 (Volumes)
Full NVQ Qualification	150	
Vocationally relevant qualifications	150	150
Unit/part awards at a minimum of two units	540	120

Results

Leadership and Management	Results at Level 2	Results at Level 3
Full NVQ Qualification	500	
Vocationally relevant qualifications	500	500
Unit/part awards at a minimum of two units	1800	400

Other outcomes

- Initial assessment of skills needs including Skills for Life
- Personal Learning Plans
- Information ,Advice and Guidance Sessions
- Number and details of employers signed up to the 'Skills Pledge'

- Quarterly equality and diversity participation reports
- Bi-annual qualitative report of learner/employer satisfaction
- End programme report on achievements, good practice and recommendations for sustained participation by individuals and their employers

Funding available

There is £3,810,000 of ESF available and the contribution funding rates for level 2 and 3 awards are set out below. Providers will be expected to collect employer contributions at the minimum rates indicated in section 1.1.9

Qualification Type	Micro Organisations		Large Organisations	
	Level 2 Unit price	Level 3 Unit Price	Level 2 Unit Price	Level 3 Unit Price
Full NVQ qualification	£1550		£1550	
Vocationally relevant qualification (VRQ)	£1450	£1950	£1450	£1950
Unit/part award of at least 2 units	£600 Price of 2 units	£800 Price of 2 units	£500 Price of 2 units	£700 Price of 2 units

Start and end dates

Earliest start date: From 1st July 2008

End date: 31st December 2010

Contracting details

The LSC expects to issue multiple contracts to ensure that provision is available across the south east.