



**European Union**  
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Investing in jobs and skills



Leading learning and skills

## **LEARNING & SKILLS COUNCIL**

**ESF 2007-2010**

**Tender – South East/Youth**

### **Project Specifications**

November 2007

**Revised December 2007**

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# Introduction to tender

## 1.1.1 Background

Engagement in learning and educational attainment is a major factor that determines whether children and young people achieve good outcomes in their adult lives. Non-participation in education, employment or training after compulsory education – being NEET – is a major predictor of later unemployment, low income, teenage motherhood, depression and poor physical health. Education is a key to breaking long-term cycles of deprivation.

It is the Government's aim that all young people progress through adolescence fully equipped to play an active role in society and gain the skills they need to enter the labour-market. Raising the participation of 16-18 year olds in learning is a crucial objective, which is reflected in the PSA target to reduce the proportion of young people not in education, employment or training by 2 percentage points by 2010.

The proportion of young people NEET has remained at around 9% to 10% over the last decade. The DfES agreed a new PSA in SR2004 to reduce the proportion of young people not in education, employment or training by two percentage points by 2010, from a baseline in 2004 of 10%. This target relates to young people of academic age 16-18 (ie three full year post compulsory education cohorts).

The NEET group is not fixed: in any month of the year, some young people will take up a place in education, employment or training whereas others will become NEET. Nevertheless, research shows that 62% of NEET young people (compared with 27% of the adult population) live in the following neighbourhood types:-

- Low aspirations
- Poor opportunities
- Rootless singles
- Cultural barriers
- Isolation and poverty

22% of NEET young people live in neighbourhoods with low aspirations and 21% in areas with poor opportunities.

Data from Connexions, which is consistent with these research findings, confirm that many NEET young people come from backgrounds characterised by social and economic disadvantage. It also reveals a number of common characteristics of individuals in the group:-

- The vast majority of NEET young people have very few or no qualifications
- About half of them experience at least one other significant barrier to progression; the most common barriers are learning difficulties and disabilities (LDD), parenthood or pregnancy, offending behaviour and homelessness
- The proportion of males to females is generally about 3:2
- Some ethnic minority groups are over-represented in the NEET population, although the largest numbers affected are white males

In the South East, local authority areas which have been identified as NEET hotspots, based on their relatively high NEET levels, include Reading, Portsmouth, Southampton and Brighton and Hove.

### **1.1.2 Purpose**

This priority will prepare young people for working life, in particular 14 to 19 year olds not in education, employment or training (NEET) or at risk of becoming NEET. In particular, support into packages of training and employment should be offered to young people which is in addition to and enhances existing provision, including that delivered through Connexions and local authorities and in line with the Government's 'Every Child Matters' agenda.

### **1.1.3 Added Value**

ESF will provide tailored transition programmes for the NEET group and those at risk of becoming NEET and will prepare vulnerable young people for working life, further learning and training. The ESF provision will complement and extend activity to support the NEET client group including FE, and Sixth Form provision and that offered by Apprenticeships, Entry to Employment, the School Engagement Programme and Young Apprenticeships. ESF funded provision will:

- Tackle and prevent worklessness and improve social inclusion and social mobility
- Increase employment, reduce unemployment and inactivity and help young people make a successful transition to the world of work
- Contribute to the skills strategy, by helping unemployed and inactive people gain the skills they need for employability

Young women in the NEET and At Risk category will be encouraged and supported to prepare for entry into employment in non-traditional occupations through specific tailored provision that includes a roll-on-roll-off vocational engagement programme, a summer transitions programme, and a supported employability programme with learning mentors and e-mentoring schemes.

### **1.1.4 Generic Features**

Provision should actively engage the following vulnerable young people, who make up a large percentage of those not in education, employment or training (NEET) or at risk of becoming NEET:

- teenage parents
- truants
- young people with behavioural difficulties
- young people with learning difficulties or disabilities
- looked after children/leavers from Care
- offenders / ex-offenders
- travellers
- young people educated other than at school

Programmes should complement and link to provision offered through Entry to Employment, Apprenticeships, New Deal for Young People, Parents to be Programme Increased Flexibility Programme and the KS4 School Engagement Programme. The programme is additional to and an enhancement of existing provision, including that delivered through Connexions, Local Authorities and the Learning and Skills Council. It is in line with the Government's 'Every Child Matters' agenda and will contribute to meeting the requirements of the September Guarantee. The programme is offered as three distinct elements to ensure targeted and tailored provision.

Provision should include training allowances if the attendance pattern on the project is likely to mean that the young person is ineligible for Education Maintenance Allowances or income benefits (refer to Section 1.1.5 ).

Tenders should align with the 19 top-tier local authority boundaries. Tenders may cover more than one LA area, but the LSC would expect applicants to specify the number of young people engaged in each LA area

### 1.1.5 Education Maintenance Allowance

LSC co-financed ESF provision is now considered valid for the purposes of the Education Maintenance Allowance (EMA), where this provision is in scope for OFSTED inspection and is of at least 12 guided learning hours per week and for a minimum of 10 weeks.

EMA is a weekly payment of up to £30 that is paid directly to eligible young people aged 16 to 19, following household income assessment (see below).

Household income in the tax year 2006-07	Weekly rates to be paid
Up to £20,817	£30
More than £20,817 but less than or equal to £25,521	£20
More than £25,521but less than or equal to £30,810	£10
More than £30,810	Not eligible for EMA (weekly or bonus payments)

Your tender should reflect how you propose to assist young people with their applications for EMA as part of this project.

Where applicants are not eligible for EMA, it is anticipated that payment of a training allowance will be paid to learners. Any training allowance payment would be from the overall budget for this programme and providers must build this in to their costs.

For full details of EMA and the eligibility criteria please visit the EMA website ([www.direct.gov.uk/ema](http://www.direct.gov.uk/ema))

### 1.1.6 Geographic areas

Geographic areas of delivery in relation to the NEET group and the at risk of becoming NEET group are stated within each specification.

### 1.1.7 Outputs and Results Targets

Specifications state the expected outputs and results related to the allocated funding. These do not include participants who leave their learning programme early without completing or achieving their stated learning aim.

### 1.1.8 Evaluation

This provision is subject to inspection by Ofsted, the Office for Standards in Education, Children's Services & Skills. For LSC monitoring purposes, providers will be required to complete:

- 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
- An end of programme report to identify what went well/did not go well, methods of best practice and recommendations to sustain young people's engagement.

### **1.1.9 Learner Data**

Providers will be required to collect and submit learner data using the ESF Short Record (SR). Data from the SR will be collated to provide participation and progression reports to the European Social Fund Division.

### **1.1.10 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.

<b>Tailored Training and Employment Support for Hard to Reach Groups</b>	<b>Reference: SE/Y/S01</b>
<p><b>Aim</b></p> <p>This programme will provide personal development and employability skills to young people, aged 14 to 19 who, because of their more complex or personal needs, have not achieved their full potential. They will be either in the NEET group or at risk of becoming part of this group. A high proportion of the young people who would benefit from this programme are likely to be recorded on the Connexions database as being at School Action, School Action Plus or have a statement of special educational need.</p> <p>The project includes two elements. Tenders are invited for one or both elements.</p>	
<p><b>Service requirement</b></p> <p>Provision should target the most vulnerable young people. For young people with learning difficulties or disabilities, there should be a particular focus on those with behavioural, emotional and social difficulties (BESD), which can mask other disabilities, particularly Autistic Spectrum disorder or Aspergers Syndrome.</p> <p>The LSC wishes to provide a framework that will enable and support young people, whatever the level of need, through a process of person centred planning, to identify and access employment related goals and develop the skills to sustain employment. Person centred planning is a process controlled by the person for whom the plan is being developed. They are at the centre of the planning for their life. It involves listening to and learning about what a person wants from their life, helping them to think about what they want now and in the future, and people working with them, including family, friends and services.</p> <p>For those aged 16-19 , the project should work with employers, supported employment, social enterprises and other partners to support the young people into work or further learning opportunities.</p> <p>Provision should include:</p>	
<b>Element 1</b>	<ul style="list-style-type: none"> <li>• Roll on roll off individualised programmes. This should include innovative approaches to personalised planning for young people with LDD/BESD</li> <li>• Flexible programmes tailored to specific target group needs which complement local vocational and family learning programmes. This could include: essential skills, employability skills, personal and vocational development, vocational profiling, job sampling, time bound progression pathways</li> <li>• Innovative engagement of local employers, supported employment organisations and social enterprises and job matching for beneficiaries. This should enhance provision delivered through Connexions</li> <li>• Additional support for employers who are prepared to offer work experience or employment to the most hard to reach</li> <li>• Employment of support workers to work with the target groups and, where it would be beneficial, job coaches/buddying schemes</li> <li>• Training of foster carers for looked after children in facilitating educational progression and achievement</li> </ul>

<p><b>Element 2</b></p>	<ul style="list-style-type: none"> <li>• Training support packages linked with mainstream programmes tailored to the target groups</li> <li>• An employment brokerage and mentoring scheme to place vulnerable NEET young people into employment (preferably with training). Provision should include appropriate transition support at the point of entry to employment and for a six month period thereafter, which should supplement services provided by Connexions. This should link to option 2 (employment option) of the South East Entry to Employment (e2e) programme and Apprenticeship opportunities through Apprenticeships Online</li> <li>• Additional support for employers who are prepared to offer work experience or employment to the most hard to reach</li> <li>• Activities to address gender stereotyping and support young men or women to enter non-traditional occupations</li> <li>• Partnership working with agencies including social care, health services, Connexions and Jobcentre Plus as well as local networks. These partnerships will put in place the non-educational support necessary to support vulnerable young people to access suitable programmes and progress to employment</li> </ul>
<p><b>Target groups &amp; priorities</b></p>	
<p>Young people aged 14 to 19 who are at risk of becoming NEET or who have left compulsory education and are not employment, full time or part-time education or training (NEET), including those in full time education.</p> <p>Provision must place particular emphasis on recruiting young people in each of the following priority groups:</p> <ul style="list-style-type: none"> <li>• Young people with learning difficulties and/or disabilities and/or health conditions, with a particular focus on those with behavioural, emotional and social difficulties (BESD)</li> <li>• teenage parents,</li> <li>• truants</li> <li>• looked after children and those leaving care</li> <li>• offenders / ex-offenders</li> <li>• travellers</li> </ul>	
<p><b>Geography / area of delivery</b></p>	
<p>Provision should be compatible with local authority boundaries within the following areas:</p> <ul style="list-style-type: none"> <li>• Hampshire and the Isle of Wight</li> <li>• Kent and Medway</li> <li>• Surrey</li> <li>• Sussex</li> <li>• Thames Valley.</li> </ul>	

## Outputs

Element	Output	No of Learners
Element 1 OP01	Number of young people NEET or at risk of becoming NEET recruited and engaged into the programme	1,100
	Of which 50% are participants with disabilities or health conditions	550
	Of which 5% are Looked After Children (LAC) NEET or identified as being at risk of becoming NEET, receiving appropriate information and advice on educational progression routes and signposting to further learning opportunities. Provision to include the skills development of foster carers	55
Element 2 OP02	Number of young people engaged onto a supported training and employment programme	784
	<b>Total number young people NEET or at risk of becoming NEET recruited and engaged into the programme in Elements 1 and 2</b>	<b>1884</b>

## Results

Element	Results	No of Learners
Element 1 RE01	Number of young people NEET or at risk of becoming NEET in education employment or training on leaving	810
Element 2 RE02	Number of young people NEET or at risk of becoming NEET in education employment or training on leaving	392
	<b>Total number of participants in education, employment or training on leaving (64% of those recruited and engaged in Elements 1 and 2 )</b>	<b>1202</b>

## Other outcomes

- 55 foster carers receiving training to increase their skills in supporting the LACs identified in OP01 above. These LACs thus able to identify and make decisions about their future learning and employment options.
- Evidence of the distance travelled by young people in terms of soft skills, e.g. improved attendance, motivation, behaviour, social and communication skills, to be measured using RARPA principles

<b>Funding available</b>						
<b>Area</b>	<b>Element 1</b>			<b>Element 2</b>		
	<b>No of Learners</b>	<b>Unit Cost</b>	<b>Funding available</b>	<b>No of Learners</b>	<b>Unit Cost</b>	<b>Funding available</b>
Hampshire and IOW	264	£4,250	£1,122,000	188	£2,000	£376,000
Kent and Medway	297	£4,250	£1,262,250	212	£2,000	£424,000
Surrey	88	£4,250	£374,000	63	£2,000	£126,000
Sussex	198	£4,250	£841,500	141	£2,000	£282,000
Thames Valley	253	£4,250	£1,075,250	180	£2,000	£360,000
<b>Total</b>	<b>1,100</b>		<b>£4,675,000</b>	<b>784</b>		<b>£1,568,000</b>
<p>A total of 1,884 participants to be engaged and participating in learning, of which it is assumed that 15% (284) will progress from Element 1 to 2.</p>						
<b>Start and end dates</b>						
<p>Earliest start date 1st May 2008 End date 31st December 2010</p>						
<b>Contracting details</b>						
<p>The LSC is expecting to issue a maximum of 14 contracts to ensure coverage across each area of the region.</p> <p>Tenders may cover one or both of the Elements, but all should include provision for more than two of the priority groups indicated.</p>						

<b>Engaging Vulnerable Young People</b>		<b>Reference: SE/Y/S02</b>
<b>Aim</b>		
<p>This programme will prepare vulnerable young people, aged 14 to 16 at risk of becoming NEET, for transition into working life to help them to access further learning and training. The programme is offered as two distinct elements to ensure targeted and tailored provision</p> <p>Tenders are invited for one or both elements</p>		
<b>Service requirement</b>		
<p><b>Element 1</b> Pre Engagement Programme</p>	<p>Targeted provision in NEET hot spot areas to support access to mainstream provision, assist with transition providing clear progression routes to education, employment or training.</p> <ul style="list-style-type: none"> <li>• Roll on, roll off programmes</li> <li>• Training programme for mentors</li> <li>• A network for learning mentors</li> <li>• Vocational tasters</li> <li>• Out of school activities</li> <li>• Links to e-mentoring schemes</li> <li>• Production of South East guidance and protocols for learning mentors</li> <li>• Activities to address gender stereotyping and support for young women to enter non-traditional occupations</li> <li>• Liaison with the schools where the young people are based</li> </ul>	
<p><b>Element 2</b> Summer Transitions Programme</p>	<p>Work related summer programmes in NEET hotspot areas to link with existing e2e and FE summer courses and transition team advisers, as well as any other summer activity programmes. Provision should include at least:</p> <ul style="list-style-type: none"> <li>• Summer learning programmes</li> <li>• A variety of delivery methods to engage the hard to help</li> <li>• A motivational programme that keeps young people engaged until the start of their post 16 option</li> <li>• Access to existing education and training opportunities in the area</li> <li>• Activities to address gender stereotyping and support for young women to enter non-traditional occupations</li> <li>• Raise awareness of the employment and training opportunities generated by the 2012 Olympics and Paralympics</li> <li>• Provide clear progression routes to education, employment or training</li> </ul>	
<b>Target groups &amp; priority</b>		
<p><u>Element 1</u></p> <p>Young people aged 14 – 16 who have been identified as being at risk of becoming NEET when they leave school, including those identified by the Connexions Service as needing support or intensive support and those who have not been offered a post 16 education or training place.</p>		

## Element 2

Young people in Key Stage 4, including the summer following their completion of compulsory education, who are in the NEET group or have been identified by the Connexions Service as being potentially NEET, including those needing intensive support and those who have not been offered a post 16 education and training place.

Both elements should give priority to the following vulnerable young people:

- teenage parents,
- truants,
- young people with behavioural difficulties,
- young people with learning difficulties or disabilities,
- looked after children/care leavers
- offenders / ex-offenders
- travellers
- young people educated other than at school

## **Geography / area of delivery**

Priority should be given to areas of the South East with a high proportion of young people not in education, employment or training (NEET) such as:

- Sussex - Brighton & Hove, Hastings,
- Kent & Medway - Swale, Shepway, Thanet
- Thames Valley - Bracknell, Reading, Milton Keynes
- Hants/IOW - Southampton, Portsmouth, Gosport, Test Valley

## **Outputs**

<b>Element</b>	<b>Output</b>	<b>No of Learners</b>
Element 1 OP01	Number of young people at risk of becoming NEET recruited and engaged onto the engagement programme	2,600
Element 2 OP02	Number of young people at risk of becoming NEET young people recruited and engaged onto a transition programme	750

## **Results**

<b>Element</b>	<b>Output</b>	<b>No of Learners</b>
Element 1 RE01	Number of young people NEET or at risk of becoming NEET in education employment or training on leaving	1,300
Element 2 RE02	Number of young people NEET in education employment or training on leaving	300

**Other outcomes**

- Collaboration with other area networks to produce South East wide guidance and protocols for learning mentors
- Evidence of the distance travelled by young people in terms of soft skills, e.g. improved attendance, motivation, behaviour, social and communication skills, to be measured using RARPA principles
- 650 young people to receive high quality mentoring while in compulsory education through a team of 130 learning mentors. Quality will be assured through the development of South East guidance and protocols and linked to e-mentoring schemes

**Funding available**

Area	Element 1			Element 2		
	No of Learners	Unit Cost	Funding available	No of Learners	Unit Cost	Funding available
Hampshire and IOW	624	£1,520	<del>£936,000</del> <b>£948,480</b>	180	£1,000	£180,000
Kent and Medway	702	£1,520	<del>£1,053,000</del> <b>£1,067,040</b>	202	£1,000	£202,000
Sussex	572	£1,520	<del>£858,000</del> <b>£867,920</b>	165	£1,000	£165,000
Thames Valley	702	£1,520	<del>£1,053,000</del> <b>£1,067,040</b>	203	£1,000	£203,000
<b>Total</b>	<b>2,600</b>		<del>£3,900,000</del> <b>£3,952,000</b>	<b>750</b>		<b>£750,000</b>

**Start and end dates**

Earliest start date 1st May 2008  
End date 31st December 2010

**Contracting details**

The LSC is expecting to issue a maximum of 14 contracts to ensure coverage across each area of the region. Contracts may cover one or both elements

<b>Work Ready Award-Construction</b>	<b>Reference: SE/Y/S03</b>
<p><b>Aim</b></p> <p>This project aims to improve the work readiness skills of 14-19 year olds who are interested in entering the construction industry, to improve their prospects of achievement and employment in the sector. It has a particular focus on those young people who are either in the NEET group or at risk of becoming NEET. The project plans to embed a current pilot project in Kent more widely within the South East region and lay a foundation for possibly introducing similar schemes in other sectors.</p>	
<p><b>Service requirement</b></p> <p>The LSC wishes to procure the development and roll out of a credible employer-sponsored 'Work Ready Award' or certificated reference based on key employability criteria that can be issued by a school, college or training provider for learners undertaking non-employed construction training programmes across the SE region. The contractor will be expected to:</p> <ul style="list-style-type: none"> <li>▪ appoint a regional project manager to provide a lead to partners on how to engage providers and employers across the region to roll out the Work Ready Award, eg. it could be sponsored by sub-regional employer champion networks interested in raising the calibre of new entrants and promoting the range of career opportunities available in construction. They may be prepared to offer some curriculum support, site visits, work placements or apprenticeships</li> <li>▪ liaise with the current pilot for the Work Ready Award being operated by South Kent College to ensure a consistent approach in building capacity to roll it out across the region.</li> <li>▪ investigate enhancing the basic Work Ready Award to ensure that appropriate health and safety awareness training has been delivered.</li> <li>• pursue links with CSCS who have shown an interest in the development of a 'provisional CSCS card' based on the Work Ready Award as a potential national approach for pre-apprenticeship programmes</li> </ul>	
<p><b>Target groups &amp; priority</b></p> <p>Young people aged 14 to 16 who are at risk of becoming NEET or young people aged 16 -19 who have left compulsory education and are not in employment, full time or part-time education or training (NEET) and would like to progress into employment in the construction industry</p>	
<p><b>Geography / area of delivery</b></p> <p>The programme should expand upon the current pilot and focus on the South East growth areas as identified in the Regional Economic Strategy (RES) 2006 -2016</p>	
<p><b>Outputs</b></p> <p>100 young people recruited and engaged in Work Ready Awards</p>	

**Results**

80 young people progressing to further learning or employment or training particularly in the construction industry

**Other outcomes**

Evidence of improved employer engagement, and progression of learners including Personal Learning Plans.

An evaluation of the programme to be conducted at the end of the project in order to identify what went well/what did not go well, methods of best practice and an exit strategy to identify future work ready opportunities for the target group

**Funding available**

<b>Participants</b>	<b>Average cost per learner</b>	<b>Total Funding</b>
100	£1,000	£100,000

**Start and end dates**

Earliest start date: 1st May 2008

End date: 31st December 2010

**Contracting details**

The LSC expects to issue one contract for this provision.