



BRISTOL
LEARNING CITY

Bristol City Council

Training Brief for the provision of apprenticeship training services in:

LOT 1: Business Administration

1.0: Introduction

In 2017 Bristol City Council invited training companies to tender for specific Apprenticeship Training Lots through Dynamic Purchasing System (DPS). The procurement attracted over 20 training companies that expressed an interest and completed bids. Each bid application has been considered, reviewed and quality graded.

Bristol City Council are now pleased to continue our Apprenticeship Procurement with providers that have achieved an adequate quality score and move to stage 2 of the procurement exercise.

This brief contains additional information that we would like training providers to review and use when developing their responses to the brief. Stage 2 requires providers to complete and return the following:

- Pro-contract call off response, including:
- Individual Training Agreement (ITA)

It is important that all questions are answered within these two documents and supporting evidence is provided. Any companies that fail to supply the requested information or supporting documentation will not progress to the next stage.

1.1: Bristol City Council Apprenticeship objective

Bristol City Council have provided a number of apprenticeship opportunities to existing and new staff within the council for over 8 years, the success of apprenticeships have enabled

our business to gain skilled and competent staff of which the majority have remained within our business.

In 2017, the Apprenticeship Levy came into effect. We anticipate our levy fund to be £1.1m per annum and our objective is to utilise this levy to enable us to offer increased apprenticeship training to existing staff and attracting new apprentices into our business.

Bristol Apprenticeship Service (BAS) has been set up as a service from the council and this service will focus upon the commissioning and delivery of apprenticeship training activities on behalf of Bristol City Council and other employers within the local area.

Our objective is to ensure that we offer suitable and high quality apprenticeship programmes to enable our business to grow and for staff within the council to enhance their skills and capabilities. To achieve this, we wish to enter into partnerships that have been co-designed with providers and with our departments and schools. We believe this will ensure greater all round ownership of the scheme and encourage innovation and best practice.

In broad terms, scheme will operate using the following models:

1. Model A – Employer Provider. Overall responsibility of the programme will be managed by Bristol City Council and elements of the training will be sub-contracted to high quality delivery partners.
2. Model B – Lead Provider – Provider will access agreed funding for delivery direct from Bristol City Council levy.

2.0: Business Administration Apprenticeship

Bristol City Council offers a range of services to Bristol residents, including services to schools, learning and early years through to Museums and Parks. We have over 15 categories of services that we offer and within each of these administrators are fundamental to the smooth operation of these services.

Business administration apprenticeship opportunities will comprise of intermediate level through to advanced (or level 3) apprenticeship programmes. Initially we anticipate apprentices will commence training at level 2; however, in certain circumstances new entrants will need to be assessed for direct entry at level 3.

Each apprentice that commences an apprenticeship programme receives a 2 year apprenticeship contract, their objective is to complete their initial training programme within 13 months and we expect a majority will progress to the next level.

2.1: Our requirements for Business Administration Apprenticeships

- Model B approach. Training provider to act as lead provider and access the funding from our levy account.

- Local delivery – either from provider or Bristol City Council premises.

Training provider to:

- Deliver all aspects of the apprenticeship programme and ensure compliance with regulatory bodies including ESFA, Ofsted and awarding bodies
 - Be responsible for learner enrolment to the programme and the awarding body
 - Provide quality provision and monitor apprentices effectively to provide best chance of success and timely completion
 - Provide testing ahead of enrolment for literacy, numeracy and ICT to use as part of programme plan for functional skills delivery
 - Provide solutions for specific learner needs. For example; additional support packages for learners with increased learning requirements
 - Provide learners with all the materials required to successfully achieve their apprenticeship programme, including access to software packages where required
 - Provide mentor training for apprentices direct line manager
 - Organise and manage EPA for apprenticeship standards
 - Provide effective communication to relevant council staff; including reporting of absences, timely reports, access to software for student tracking, regular progress reviews and regular review meetings in accordance with performance management framework
 - Deliver and ensure that apprentices achieve within their contract timeframes
 - Provide Bristol City Council with a schedule of the training programme for the entirety of the programme. This would include any planned training sessions at a particular location and all planned assessor visits
- Volumes:

Indicative annual intakes as follows:

Programme	Level `	Volume
Business Administration Intermediate Apprenticeship	2	50
Business Administration Advanced Apprenticeship	3	40

Annual intake numbers are likely to be achieved through 3 separate recruitment cycles – Spring, Summer and Autumn.

3.0: Pricing:

For this particular programme, we are inviting training providers to act as the lead provider and therefore the costs should be indicated to include all the training, assessment and EPA (if applicable).

For training providers that might be interested to use our offices as the delivery location; the submission will need to include details of total number of days you would require our premises and the day rate that you would pay for our training room facilities.

Further information

Bristol Apprenticeship Service has been set up to enable the Bristol City Council to set up new apprenticeship training provision and utilise the apprenticeship levy to maximise skills and knowledge to existing and new staff. By 2021, Bristol City Council are required to have 2.3% of their workforce on apprenticeship agreements and based upon the current staff within the council and managed schools this would equate to 276 apprentices.

We are looking to work with training providers that we can build good working relationships with and where possible local partners.

Our objective is to ensure that we contract with suitable training partners to fulfil the needs of our learners and business units.

Should you have any questions, please email Bristol.apprentices@bristol.gov.uk.