



# BRISTOL

## LEARNING CITY

**Bristol City Council**

**Training Brief for the provision of apprenticeship training services in:**

**LOT 15: Health and Social Care**

### **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 and 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: Adult Health and Social Care**

Bristol City Council offers a range of services to Adult Health and Social Care to Bristol residents and service represents almost one third of the council's expenditure. The Adult Health and Social Care Services are a vitally important service within the council and the pressures within this service are rapidly increasing with the aging population within Bristol.

Bristol City Council require apprenticeship training programmes for existing staff to be enrolled upon and possibly apprenticeship programmes for future employees within this sector.

### **2.1: Our requirements for Health and Social Work Apprenticeships**

In order to offer Bristol City Council staff and units with an optimum offer to meet their needs and drive excellence this programme will be co-designed with suitable partners.

In your submission, please highlight the ways in which you envisage your organisation working with us to fulfil this ambition. Please clarify your capability to deliver either/or of the models we describe and how you would work collaboratively to co-design the apprenticeship programme

You will note we are preparing for anticipated numbers of children’s workforce staff to access future apprenticeship standards. The plan is for suitable providers to be available to undertake co-design of the future programme as soon as standards are approved for delivery.

Training provider to:

- Co-design the programme with relevant council department teams to develop a successful programme that will benefit all parties. The council’s objective is to utilise where possible physical and human resources for the development and delivery of the programmes
- Provide a flexible approach to the development and delivery of specific training elements and any qualifications that might be deemed necessary
- Work in conjunction with Bristol City Council to develop performance and tracking systems to ensure the programme runs smoothly and provides the apprentice with the best chance of success
- Deliver specific aspects of the apprenticeship programme and ensure compliance with regulatory bodies including ESFA and Ofsted and awarding bodies
- Potentially be responsible for learner enrolment for specific elements of the programme, this might include registering learners with awarding bodies and EPA
- Provide quality provision and monitor apprentices effectively to ensure timely progress is achieved in order to meet timeframes
- Ability to provide testing ahead of enrolment for literacy and numeracy to use as part of programme plan for functional skills delivery
- Have the ability to 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 required
- 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

- Volumes:

Indicative annual intakes as follows:

Programme	Level `	Volume
Adult Care Worker Apprenticeship Standard	2	30

Lead Adult Care Worker Apprenticeship Standard	3	12
Higher Apprenticeship in Care Leadership and Management	5	5
Children's Workforce Apprenticeships	2,3 & 5	25

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

**3.0: Pricing:**

For this tender, we are open to providers informing us of the preferred delivery model. Therefore in this instance, please provide us with pricing information for each of the models that you are proposing using the attached excel document that has a tab for Model A and a tab for Model B – providers wishing to tender for both options, will need to complete both.

If wishing to use our facilities as the delivery mechanism, 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.