

Education and Employers Taskforce: Invitation to tender to deliver apprenticeship awareness-raising events

1. Summary

- 1.1 The Education and Employers Taskforce (EET) invites tenders to deliver apprenticeship awareness-raising events in a number of locations across England
- 1.2 The events will take place between 1st June and 31st August 2013. Tenders should be submitted by **5pm on Friday 17th May 2013** with indication of interest required earlier.

Introduction: Education and Employers Taskforce

- 2.1 EET is a charity which was created to ensure that every school and college has a meaningful partnership with employers to provide its young people with the inspiration, motivation, knowledge, skills and opportunities they need to help them achieve their potential and so to secure the UK's future prosperity.
- 2.2 EET works closely with a wide range of partners to ensure that young people are enabled to make better informed choices about their career options. One of those partners is the National Apprenticeship Service (NAS), whose remit is to support, fund and co-ordinate the delivery of Apprenticeships throughout England.
- 2.3 During the summer term, EET is looking to support the work of NAS by helping to raise young people's awareness of the opportunities that apprenticeships can offer, as well as helping young people to understand how they can apply for one.
- 2.4 At the same time, EET is also keen to continue its work to better prepare young people for the world of work, by offering free CV-writing workshops and interview practice sessions.

3. A series of apprenticeship awareness-raising events

- 3.1 EET is looking to run a series of apprenticeship awareness-raising events between 1st June and 31st August 2013.
- 3.2 Each event will, as a minimum:
 - include informative, stimulating and accurate awareness-raising activities relating to apprenticeships
 - include a careers fair of at least 10 apprenticeship employers/employee volunteers with good knowledge of apprenticeship routes – drawing in part on volunteers from the Inspiring the Future network (sourced by EET). Training providers may also be invited should contractors wish
 - enable young people to register and/or apply online for apprenticeships on the day through the National Apprenticeship Service website
 - include CV workshops and mock interview sessions – with volunteers arranged by EET through its partnership with the CIPD
- 3.3 The events will target young people aged 16 to 18.

- 3.4 EET is looking to run events at a number of locations from the list given at annex 1.
- 3.5 Ideally, each event will be attended by 400 young people.
- 3.6 Funding for events will be proportionate to the number of young people attending.
- 3.6 The minimum number of attendees at each event can be no lower than 200.
- 3.7 It will be the responsibility of the contractor to indicate their expected numbers of attendees in their bid.
- 3.8 Contractors may also make the event open to young people aged 11-15, though these young people will not count towards your minimum targets.
- 3.9 EET reserves the right to promote your event and therefore to recruit additional young people to attend your event.
- 3.10 Contractors must therefore make clear the maximum capacity of the venue they select for their event.

4. The requirement

- 4.1 For each event, the successful contractor must:
- Identify an appropriate date for the event between 1st June and 31st August 2013 (we are keen for the majority of events to be run in June and July, however)
 - Find, book and pay for a suitable venue for the event – venues should be accessible to those with disabilities
 - Design a suitable programme of activities for the event, to include appropriate apprenticeship awareness-raising activities as well as running CV workshops and mock interviews
 - Market and promote the event to local schools, colleges, job centres and other relevant local organisations
 - Ensure that a minimum of 200 young people attend the event aged 16 – 18
 - Ensure the event is appropriately staffed, including ensuring appropriate numbers of staff hold CRB checks
 - Ensure that it is possible for young people to apply online for apprenticeships on the day by supplying networked computers and staff able to support young people through the application process
 - Register young people's attendance on the day (name, date of birth and current/most recent school or college attended), and report details to EET in a timely fashion
 - Register numbers of young people taking part in CV workshops, mock interviews and registering/applying for vacancies through the NAS website and report details to the EET in a timely fashion
 - Promote, as required, the work of EET and NAS during the event
 - Liaise with EET throughout the planning and delivery of the event(s)

5. Available funding

- 5.1 Each event has a maximum available budget of £10,000. To achieve that maximum budget, you must ensure that a minimum of 600 young people attend your event.
- 5.2 For an event where between 400 and 599 young people attend, the available budget is £8,000.
- 5.3 For an event where between 200 and 399 young people attend, the available budget is £6,000.
- 5.4 Payment for the events will be split as follows: 25% of the requested budget will be paid upon signing of the contract. The remaining 75% will be paid once the event has been run and the contractor reports the numbers of young people who attended and participated in the event to EET.

6. Bidding process and requirements

- 6.1 Interested organisations may bid to deliver one or more events, or may bid to deliver an event that covers more than one of our locations. Please ensure that you make it clear in your application exactly how many, and which, events you propose to deliver.
- 6.2 If you expect to submit a bid for this work, please send a brief email expressing your interest, and indicating which location(s) you are interested in to Rachel.Dunford@educationandemployers.org no later than **5pm on Friday 10th May**.
- 6.3 Interested organisations must then submit a proposal, outlining how they would run the event(s) they are bidding for, no later than **5pm on Friday 17th May**.
- 6.4 Proposals should include an indication of which level of funding (£6,000, £8,000 or £10,000) you are applying for.
- 6.5 Bids will be selected on the basis of value for money.
- 6.6 EET is particularly interested to receive proposals where contractors are able to maximise the numbers of young people they expect to be able to recruit to their event(s).
- 6.7 Proposals, which should be no more than 4 pages of typed A4 (font size 11), should include:
 - A description of the planned event(s) including clear indication of the location(s) of the event(s) you are bidding to run
 - Details of the maximum capacity of the venue that you propose to use
 - A proposed date for each event you plan to run
 - A project plan of the work required to deliver each event including key date/milestones and deliverables
 - A statement of how many young people you would expect to attend the event, describing processes used to recruit attendees
 - A statement of how you propose to engage appropriate local employers and apprenticeship providers to attend on the day
 - A statement of why you would be well-placed to deliver such an event including details of relevant experience and short descriptions of key personnel who would be involved, including relevant CRB/DBS checks
 - An assessment of the risks associated with delivering the event(s) and how these will be managed

- Indication of which level of funding (£6,000, £8,000 or £10,000) you are applying for and a justification for this

7. Timescales

- 7.1 The ITT will be published on **Tuesday 7th May 2013**.
- 7.2 Expressions of interest must be sent by email to Rachel.Dunford@educationandemployers.org no later than **5pm on Friday 10th May**.
- 7.3 Interested organisations will be able to seek clarifications or ask questions about this ITT by emailing Rachel.Dunford@educationandemployers.org until **5pm on Thursday 16th May 2013**. Answers will be made available on our website <http://www.educationandemployers.org/news-and-events.aspx> in order to ensure fairness.
- 7.4 Bids must be submitted as a single PDF file by email to Rachel.Dunford@educationandemployers.org by **5pm on Friday 17th May**.
- 7.5 Bids will be assessed during the week commencing **20th May**.
- 7.6 Successful bidders will be informed by email by **Friday 25th May**.

Appendix one: locations for events

1	Birmingham
2	Blackburn with Darwen
3	Bournemouth
4	Brighton and Hove
5	Bristol City of
6	Buckinghamshire
7	Croydon
8	Derby and Derbyshire
9	Ealing
10	East Sussex
11	Enfield
12	Essex
13	Greenwich
14	Hackney
15	Hampshire
16	Haringey
17	Hounslow
18	Lambeth
19	Lewisham
20	Luton
21	Manchester
22	Milton Keynes
23	Nottingham and Nottinghamshire
24	Reading
25	Slough
26	Southwark
27	Stoke-on-Trent
28	Sunderland
29	Swindon
30	Tower Hamlets
31	Waltham Forest
32	Warrington