



Skills Funding
Agency



European Union
European
Social Fund

SPECIFICATION

INVITATION TO TENDER – ITT 30060

EMPLOYEES SUPPORT IN SKILLS 04-004

Coast to Capital LEP Area

DATE: May 2016



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SPECIFICATION: Employees Support in Skills

BACKGROUND

General

The contracting authority is the Secretary of State for Business Innovation and Skills acting through the Skills Funding Agency (SFA), an executive agency of the Department for Business Innovation and Skills exercising functions to fund adult education and skills.

The SFA, acting as an Opt-In Organisation for the European Social Fund (ESF), is procuring education and training services to meet priorities identified by Local Enterprise Partnership (LEP) area European Structural and Investment Funds Sub-Committees. As an Opt-In Organisation the SFA provides match funding at Priority Axis level utilising sources of public funding as match for ESF funded activity.

This Invitation to Tender (ITT) is for Priority Axis 2 and for Investment Priority (IP) 2.1, enhancing equal access to lifelong learning. Where the need has been identified both in the LEP area and European Structural and Investment Fund Strategies.

The IP 2.1 supports equal access to lifelong learning for all age groups in formal, non-formal and informal settings, upgrading knowledge, skills and competences of the workforce, and promoting flexible learning pathways including through career guidance and validation of acquired competences. Resources are being focused through this IP on people in the workforce who lack basic skills or qualifications needed for their career progression and for business growth and innovation in the knowledge economy.

The strands in 2.1 are:

- Skills Support for the Workforce, Intermediate/Higher Skills Provision

The SFA is looking to procure an organisation to deliver education and training that best support the needs of local employers and employees in the LEP area set out below.

This tender seeks services under the following 3 lots:

- **Lot 1** - Skills Support for Workforce, basic skills provision
- **Lot 2** - Skills Support for the Workforce, intermediate and higher level skills provision for the employed
- **Lot 3** - Skills Support for the Workforce, higher level skills provision for the unemployed

Coast to Capital Local Enterprise Partnership Background

Coast to Capital is the Local Enterprise Partnership (LEP) for West Sussex, Brighton & Hove, Lewes, the Gatwick Diamond and Croydon. Formed in 2011 as one of the UK's new Local Enterprise Partnerships, Coast to Capital is focused on delivering growth for one of Britain's most economically important areas which includes the airport economy surrounding London Gatwick. Coast to Capital represents a population of 1.9 million people, more than 83,900 businesses supporting more than 793,800 jobs and 160,000 self-employed individuals. Our focus is on those areas where we can stimulate growth and add the most value, working with the private, public and third sectors. However, our ambitions are global. Through our strong pursuit of trade opportunities, we want to retain our best talent and attract more of the world's best minds to come here.

Find out more about Coast to Capital here:

http://www.coast2capital.org.uk/images/About_us/Overview/C2C_A5_Profile_brochure_2015_FINAL_LR.pdf

Future employment demand

There is expected to be a net increase of 44,900 jobs in the Coast to Capital region between 2012 and 2022. A further 369,000 jobs will need to be filled due to replacement demand.

The industries with large net increases are Professional Services, IT, Support Services, Construction, Health and Social Care, Accommodation and Food, Transport and Storage, and Wholesale and Retail Trade.

Replacement demand is expected to be 40% on average in each industry, meaning there will still be thousands of jobs to be filled even in declining industries.

In every industry there is a trend towards technical and higher level occupations. All the other occupation roles are expected to decline, except for Caring, Leisure, and other Service roles which are expected to grow on par with the top level occupations. Administrative and Secretarial occupations are expected to decline the most across most industries.

The trend towards higher level occupations will also push up the demand for higher level qualifications, all net demand is expected to be in QCF level 4+. In particular the demand for those with no qualifications is expected to drop markedly.

Replacement demand will mean that there is still a need for jobs in lower level occupations and for qualification levels 1-3. The size of replacement demand means there will be thousands of jobs still needing to be filled at these levels.

The main reason for hard to fill vacancies is a low number of applicants with the required skills. The second highest reason is not enough people interested in the type of job posted, at 28% it is 10% higher than the UK rate. This is linked to Caring and Leisure Jobs, Machine Operatives, and Elementary Staff where a lack of interest in these jobs is much higher than on average and is also where there has been a lot

of jobs growth recently, suggesting these jobs have issues that are not directly skills related.

DEFINITION OF TERMS

At risk of Redundancy: means Employees identified by the employer as at risk or redundancy and/or commenced formal consultation with staff representatives on the need to make redundancies

Candidate: means an organisation who has been invited to take part in this restricted procurement procedure

Disability: A person who has a physical or mental impairment that has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.

Eligibility: Only people who are eligible to work in UK are eligible for this EU programme.

Employed: People are employees if they perform work for pay, profit or family gain. People are self-employed if they work in his/her own business for the purpose of earning a profit, even if they are not making a profit or are just setting up.

Micro Businesses: This relates to organisations employing less than 10 Employees

Qualifications: Qualification means a formal outcome assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards. Regulated qualifications/aims are those listed in the Learning Aims Reference Service as being regulated. Non-regulated aims are those listed in the Learning Aims Reference Service as being non-regulated.

Regulated and non-regulated aims must be planned to be delivered within budget.

Qualification rates are based on the published LARS rates at the start of the contract.

Services: The provision of education, training or support delivered to individuals.

Small and Medium sized Enterprises: This applies to organisations employing less than 250 employees.

Start Date: Employment status and age are determined on the date of starting on the Services.

Survey: Where applicable, long term sustained outcomes over 6 months will be monitored separately. Some ESF indicators will be collected by survey by the ESF Managing Authority directly from the participants.

Unemployed: Unemployed are persons usually without work, available for work and actively seeking work. Persons considered registered unemployed would be included. Full time students are considered as inactive but not eligible for this provision as they are not available for work. Long term unemployment is greater than 6 months for under 25 years old and greater than 12 months for 25 years old or more.

SERVICE REQUIREMENTS

General Service Requirements

All activities must complement and avoid duplication with other provision, thereby adding value to Department for Work and Pensions/Big Lottery, Education Funding Agency, Skills Funding Agency, local authority, National Careers Service and the new Careers Enterprise Company funded provision. Successful candidates will be required to ensure that ESF provision will clearly add value and not duplicate any provision that can be arranged locally through existing mainstream institutions.

Capacity and readiness to deliver

Candidates must have:

- The resources to offer locally tailored solutions and flexible delivery to meet the skills and Apprenticeship priorities of employers and employees in the defined geographical area of delivery. If the LEP area also has a 'transitional' area defined in addition to the 'more developed' area, delivery locations will have to be available *in each locality*
- The capacity to deliver provision immediately upon commencement of the contract and that delivery should not be delayed in any way by any recruitment processes or other processes or relationships that need to be established.
- Candidates must be able to demonstrate the ability to undertake robust initial assessment of eligible individuals. Vocational training delivered must be regulated units and qualifications on the Qualifications and Curriculum Framework and be able to support individuals into higher levels of training and workplace progression

Track record

The ability to deliver the required activity, based on a track record in the successful delivery and management of this type and size of programme

Information, Advice and Guidance

Where the activity requires effective Information, Advice and Guidance successful applicants and/or subcontractors delivering this element will either hold or be working towards the Matrix standard.

Management and quality assurance

Candidates will need to have effective management arrangements in place to ensure all of the requirements of this specification are fulfilled. The Services must be delivered to a high quality and successful tenderers will need to have in place quality assurance and improvement processes.

The Service needs to be flexible and responsive to the changing economic and political landscape and take into consideration that the approach and associated processes may change during the life of this contract. Therefore Candidates will be expected to be able to change the delivery of the Services accordingly.

Partnership working

Candidates will be required to work in partnership with other organisations delivering education and training in the area to ensure the Service is complementary to and not in competition with other funded provision.

The Service must be able to respond to changing local needs and opportunities, as well as policy changes.

Candidates will be required to establish linkages with and have an understanding of, local stakeholder needs and develop strong links with the key stakeholders.

Candidates will be required to work with employers to identify the skills gaps and needs to drive employer growth.

Where the Service works with Jobcentre Plus clients the Candidates will be required to co-operate effectively with Jobcentre Plus making them aware of candidates who fail to attend training and notifying them of any instances where individuals leave training due to starting work. Candidates will be required to establish links with Jobcentre Plus and visits to public or private sector employers should be made in conjunction with Jobcentre Plus and National Careers Service wherever possible to ensure a smooth, efficient, and joined up approach to arranging benefit claims, offering new employment opportunities and training for all eligible individuals.

Market intelligence and local knowledge

The delivery of the Services must take into account the current and future social and economic indicators including labour market intelligence. Candidates must be able to demonstrate a comprehensive understanding of the current employment market and the current and future social and economic indicators including labour market intelligence for the geographical area being supported. Candidates must also have an understanding of local skills shortages and gaps and any existing skills support structures within the LEP area.

Management information and reporting

Candidates will develop management information systems to enable it to submit data to the Skills Funding Agency via the Individual Learner Record (ILR) and put in place robust arrangements for ensuring that the evidence required to support payments is collected and retained.

Candidates will be required to share with LEPs and the Skills Funding Agency ongoing performance management data as well as additional intelligence to improve the effectiveness of Skills Support projects in the LEP area in the future.

Specific Service Requirements

Lot 1: Skills Support for Workforce, basic skills provision

The aim of the Services is to support sustainable employment and promote the in-work progression of employed individuals with low skills through the delivery of work-related skills training. The Services should raise the level of attainment achieved by these individuals, enabling them to improve their employment status and to move them on to undertake higher levels of training.

The Services must engage employers and support them to develop or review their workforce development strategies and plans. The resulting plans will identify the skills required to help them achieve their business goals and to support the business to grow.

The Services must deliver literacy and numeracy training to the workforce as required and facilitate referrals to other organisations to meet the additional skills needs of the workforce. This will include referral to the Skills Support for the Workforce, intermediate and higher level skills provision under Lot 2.

The Services should deliver two key strands of activity as follows:

1. Employer Engagement

- The Services should engage with SMEs in the LEPs 8 key sectors as defined by the Office of National Statistics (ONS) codes used to classify business establishments and other standard units by the type of economic activity in which they are engaged.

The Services should deliver 60% of provision in the sectors targeted for growth:

- Advanced manufacturing and engineering
- Creative, digital and IT
- Environmental technologies
- Financial and business services
- Health and life sciences

The Services should deliver 40% of provision in high employment sectors :

- Care

- Construction
- Visitor economy

An overview of the ONS codes can be found here

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/455263/SIC_codes_V2.pdf and the codes which make up the Coast to Capital key

sectors can be found here

http://www.coast2capital.org.uk/images/strategic_objectives/Research/Sector_Definitions.pdf

The Services must engage with SMEs follows (subject to some sector and regional variations):

- <5 employees: 20%
- 6-50 employees: 35%
- 51-249 employees: 45%

A training needs analysis should be carried out at the business location with each employer to review the skills development gaps and potential solutions for the current workforce. Solutions may include literacy and numeracy, intermediate, technical and higher level skills such as leadership and management to allow for career progression and to drive employer growth. The training needs analysis must:

- Be carried out face to face with the employer
- Be at a strategic organisational level
- Result in a written report which includes a summary of the visit, recommendations, a workforce development plan and a date for a follow up call which is submitted to the SFA and shared with Coast to Capital
- Get written permission to share the data and report with the Skills Funding Agency , Coast to Capital and other organisations/agencies as required
- Seek written agreement for the training needs analysis from the business

2. Providing Solutions

Following on from the training needs analysis and subsequent learner assessments and plans the Services must :

- Deliver agreed solutions addressing literacy and numeracy skills from Entry to Level 2 standard.
- Facilitate referrals to Skills Support for the Workforce, intermediate and higher level skills provision under Lot 2, where appropriate. It is expected that where referrals are made to Lot 2, the TNA completed under Lot 1 will be shared to reduce duplication of services
- Broker skills training from other organisations to meet the additional skills needs of the workforce.

The Services must provide skills training for Employees on low pay to help them progress and increase their pay and working hours or obtain better quality higher

paid jobs. This must include support for part-time workers who wish to upskill to work longer hours and/or progress within work.

A training needs analysis must be conducted in conjunction with the employer to identify the skills needed to increase the competitiveness of the employer's business. Bespoke packages of learning activity must be devised to meet the identified business needs agreed with the employer and delivered.

The Services must provide, advice and guidance, personal development planning, skills development and learning and mentoring on an individual basis.

The Services must deliver solutions to meet the identified skills gaps/needs, and will focus on the provision of basic skills to allow career progression, and to drive employer growth. The Services must work with employers to develop skills development opportunities for individuals.

The Services must provide support to sustain individuals in work and to enable them to continue to acquire the skills for progression.

The Services should be delivered in the workplace or at a suitable location with the agreement of the employer and must ensure maximum innovation and flexibility.

The successful Candidate must conduct exit interviews with employers to assess the impact of the activity.

Lot 2: Skills Support for the Workforce, intermediate and higher level skills provision

The aim of the Services is to provide individuals with the opportunities to develop the skills that will enable them to progress in employment. The Services will provide support to employers to take on and develop individuals to fill intermediate, technical and higher level skills gaps and shortages.

The Services should deliver two strands of activity

1. Getting on in work - up skilling

The Services must:

- Respond to and recruit eligible individuals which may include referrals from other programmes and organisations including the Skills Support for Workforce, basic skills provision under Lot 1
- Engage with additional employers in our key sectors below to find individuals with intermediate and higher level skills training needs

- Carry out a training needs analysis, where necessary for employers not already engaged under LOT 1, at the business location to review the skills development gaps and potential solutions for the current workforce. The training needs analysis must:
 - Be carried out face to face with the employer
 - Be at a strategic organisational level
 - Result in a written report which includes a summary of the visit, recommendations, a workforce development plan and a date for a follow up call which is submitted to the SFA and shared with Coast to Capital
 - With permission, the data and report must be shared with the Skills Funding Agency, Coast to Capital and other organisations/agencies as required

2. Providing Solutions

Following on from the training needs analysis and subsequent learner assessments and plans the Services must:

- Deliver appropriate units at Level 3 and above to enable individuals to achieve their aspirations and progress upwards within their current employing organisation which does business in one or more of our key sectors. Delivery of units at level 3 should account for no more than 60% of the delivery, and L4+ should be at least 40% of the delivery.
- Broker skills training from other organisations to meet the additional skills needs of the workforce, including referral to Lot 1 where appropriate. It is expected that where referrals are made to Lot 1, the TNA completed under Lot 2 will be shared to reduce duplication of services

The Services must focus on the LEP's 8 key sectors as defined by the Office of National Statistics (ONS) codes, used to classify business establishments and other standard units by the type of economic activity in which they are engaged, are:

Sectors targeted for growth – It is expected that 70% of provision will be in these sectors

- Advanced manufacturing and engineering
- Creative, digital and IT
- Environmental technologies
- Financial and business services
- Health and life sciences

High employment sectors – It is expected that 30% of provision will be in these sectors

- Care
- Construction
- Visitor economy

An overview of the ONS codes can be found here

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/455263/SIC_codes_V2.pdf and the codes which make up the Coast to Capital key sectors can be found here

http://www.coast2capital.org.uk/images/strategic_objectives/Research/Sector_Definitions.pdf

The Services should focus on the following groups:

- Young people under 24
- Women where they are underrepresented in the industry or underrepresented at intermediate and higher level skilled occupations or are returning after an extended career break
- BAME groups where they are underrepresented in the sector
- Part-time workers, the under employed and those at risk of unemployment where they have the capacity and aspiration to progress to intermediate and/or higher level skills
- Older workers 50 plus

The Services must deliver a responsive skills programme that is tailored to the needs of the Coast to Capital LEP area in order to stimulate a growth in the skills base for businesses that will give the best opportunity to grow the economy and create more and better jobs.

The Services must deliver highly responsive skills provision to meet business and industry needs. Employers must be engaged to shape and direct the Services.

The Services must support individuals to start on higher level skills and apprenticeships by providing taster units of relevant vocational training; work-based access training and work shadowing opportunities related to higher skills/paid jobs.

The Services must drive up skills levels, focusing on the skills being sought by employers and supporting the Coast to Capital LEP's priority sectors. The Services must result in an increase the number of businesses (of SME size) who are actively planning to address skills issues as a part of their growth. The Services must encourage employers and/or employees to participate in an apprenticeship.

There must be an assessment of the current skills profile of the individual and how it relates to the sector in which they are Employed and the employer's needs and to develop the appropriate training option or provide access to it.

The Services must provide advice and guidance, personal development planning, skills development and learning and mentoring on an individual basis.

The Services must deliver skills provision which offers both accredited and non-accredited skills training which is innovative, responsive to local skills needs and increases participation by employed adults in education or training (including Apprenticeships) Provision will normally be accredited but where suitable accredited provision does not exist, bespoke packages may be delivered.

The skills provision must reflect the needs of the business and should be tailored to fit working practices and demands. It must be delivered on business premises and other appropriate venues.

Where demand requires, the Services should develop and support the delivery of new advanced vocational provision where mainstream provision is not available (not including tuition fees) and where a gap can be demonstrated.

Accredited units of learning at Level 3 and above in subject areas may also be funded where these do not lead to a full qualification. The Candidate must ensure that the activity does not duplicate or undermine national policy, including policy on grants and loans,

As well as intermediate, technical skills and higher level skills provision the Services should also support individuals to take up Apprenticeships in the key sectors listed below, including Higher Apprenticeships.

The successful Candidate must conduct exit interviews with employers to assess the impact of the activity.

Lot 3: Skills Support for the Workforce, higher level skills provision for the unemployed

The Services must be delivered to individuals who are unemployed aged 24+ years only.

The aim of the Services is to provide individuals with the opportunities to develop the skills that will enable them to progress into employment. The Services will provide support to employers to take on and develop individuals to fill intermediate, technical and higher level skills gaps and shortages.

The Services must support to individuals who have recently become unemployed where they require higher level skills to inspire them to identify and acquire the skills needed for employment and progression in Coast to Capital's key sectors. The Services must be delivered in conjunction with mainstream (e.g. Jobcentre Plus) and other providers (e.g. those with ESF contracts through Building Better Opportunities and DWP) to provide referral and progression routes for this target group.

The LEP's 8 key sectors as defined by the Office of National Statistics (ONS) codes, used to classify business establishments and other standard units by the type of economic activity in which they are engaged, are:

Sectors targeted for growth – 70% of provision must encourage people to seek employment in these sectors

- Advanced manufacturing and engineering
- Creative, digital and IT
- Environmental technologies

- Financial and business services
- Health and life sciences

High employment sectors – 30% of provision must encourage people to seek employment in these sectors

- Care
- Construction
- Visitor economy

An overview of the ONS codes can be found here

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/455263/SIC_codes_V2.pdf and the codes which make up the Coast to Capital key

sectors can be found here

http://www.coast2capital.org.uk/images/strategic_objectives/Research/Sector_Definitions.pdf

The Services should focus on the following groups:

- Women where they are underrepresented in the industry or underrepresented at intermediate and higher level skilled occupations or are returning after an extended career break
- BAME groups where they are underrepresented in the sector
- Older workers 50 plus

The Services must deliver a responsive skills programme that is tailored to the needs of the Coast to Capital LEP area in order to stimulate a growth in the skills base for businesses that will give the best opportunity to grow the economy and create more and better jobs.

The Services must deliver highly responsive skills provision to meet business and industry needs. Employers must be engaged to shape and direct the Services.

The Services must support individuals to start on higher level skills and apprenticeships by providing taster units of relevant vocational training; work-based access training and work shadowing opportunities related to higher skills/paid jobs.

The Services must provide advice and guidance, personal development planning, skills development and learning and mentoring on an individual basis.

The Services must deliver skills provision which offers both accredited and non-accredited skills training that is innovative, responsive to local skills needs. Provision will normally be accredited but where suitable accredited provision does not exist, bespoke packages may be delivered.

The Services should support individuals to acquire the specialist technical, business and entrepreneurship skills to set up a business and enter self-employment in the Creative, Digital and IT sector.

Where demand requires, the Services should develop and support the delivery of new advanced vocational provision where mainstream provision is not available (not including tuition fees) and where a gap can be demonstrated.

Accredited units of learning at Level 3 and above in subject areas may also be funded where these do not lead to a full qualification. This activity must not duplicate or undermine national policy, including policy on grants and loans,

Appropriate units of training at Level 3 and above should be delivered to meet the individual's identified skills needs in order to access employment in the above sectors. Training at Level 3 should account for no more than 60% of the delivery.

As well as intermediate, technical skills and higher level skills provision the Services should also support individuals to take up Apprenticeships in the key sectors listed above, including Higher Apprenticeships.

The successful Candidate must conduct exit interviews with employers to assess the impact of the activity.

ELIGIBILITY

General

General eligibility requirements are set out in : the European Social Fund Programme for England 2014-2020 National Eligibility Rules which can be found here: <https://www.gov.uk/government/publications/european-structural-and-investment-funds-programme-guidance>

The successful tenderer (or partnership) will be expected to cover the entire Coast to Capital LEP area for the delivery of the provision(s).

Eligible Employers:

- Businesses employing 2-249 staff
- Based in the Coast to Capital LEP area (Refer to <http://www.coast2capital.org.uk/strategic-objectives/research-and-statistics/2-uncategorised/320-economic-research.html#sthash.HBYXABSf.nbotynmE.dpbs> for relevant postcodes)

Given the range of activities and the value of the projects we would like to see a consortium approach with a lead contractor. We would like to see smaller delivery partners involved as well as a range of types of partners e.g. private and public sector learning providers, social enterprises, HEIs etc.

Please note LEP Specific requirements are subject to the National Eligibility Rules detailed above.

In delivering the Services, the successful Candidate must take into account and support the targets for the following groups where this is consistent with the other

Services requirements for addressing the needs of groups identified as priority and meeting the Services deliverables.

Over 50s	min 20%
Ethnic groups	min 18%
Female	min 49%
Disability/health issues	min 8%
Lone parents	min 5%
No basic skills	min 18%

We would welcome applications which cover multiple lots.

GEOGRAPHY / AREA OF DELIVERY

LEP Specific

The Services will be delivered within the Coast to Capital Local Enterprise Partnership area.

Any delivery in Croydon must complement other similar programmes funded by the European Social Fund and not duplicate activity.

Coast to Capital is working closely with its local partnerships to support skills development across the key sectors. The local partnerships can be found here <http://www.coast2capital.org.uk/about-us/coast-to-capital-zone.html#sthash.tdG2cgen.dpbs> . There are existing clusters of organisations and various forums operating to address the skills issues and Coast to Capital can facilitate engagement with these. Each local partnership has a specific sector focus as follows and we would like to encourage a focus on these:

- Brighton & Hove and Lewes Economic Partnership – Creative, Digital and IT, in particular Digital Technology and IT; Environmental Technology, in particular Low Carbon; Business, Professional and Financial Services
- Coastal West Sussex Partnership – Advanced Manufacturing and Engineering; Health and Life Sciences;
- Croydon Development and Cultural Partnership – Digital Technology and IT; Business, Professional and Financial Services;
- Gatwick Diamond Initiative – Business, Professional and Financial Services; Health and Life Sciences; Advanced Manufacturing and Engineering;
- Rural West Sussex Partnership – Professional Services; Advanced Manufacturing and Engineering;

FUNDING AND DELIVERABLES

LEP Specific

Currently £1,549,525 will be available for the period from August 2016 to March 2018. This may be increased if additional funding becomes available.

The table below shows the initial planned outcomes, but performance management may change the volumes and mix during the life of the contract. From the funding available on the regulated and non-regulated lines, the provider must plan to deliver the appropriate education & training for each participant to enable them to progress.

The minimum service deliverables, values and volumes for which evidence must be provided are as follows.

Lot 1 - Skills Support for Workforce, basic skills provision £443,875

Description	Volumes	Unit Cost Total Value Average per Intervention	£
ST01 Learner Assessment and Plan	555	£25	£13,875
SD01 SME (<250 employees) organisational/company training needs analysis			£40,000
NR01 Non Regulated Activity			£87,500
RQ01 Regulated Learning	350	£600	£210,000
PG03 Progression Education (EDU)	250	£300	£75,000
SD02 Promotion (increase in pay, responsibility, hours)	50	£150	£7,500
SD03 Facilitated referral and brokerage per business to other training organisations for additional skills needs	200	£50	£10,000
Total			£443,875

Lot 2 - Skills Support for the Workforce, intermediate and higher level skills provision for the employed £885,450

Description	Volumes	Unit Cost Total Value Average per Intervention	£
ST01 Learner Assessment and Plan	650	£25	£16,250
SD01 Training Needs Analysis <250 employees	151	£200	£30,200
NR01 Non Regulated Activity			£93,600
RQ01 Regulated Learning			£677,300

PG04 Progression Apprenticeship (EDU)	20	£150	£3,000
SD02 Progression within work - Promotion, increase in pay, responsibility, hours	80	£150	£12,000
PG03 Progression Education (EDU)	285	£160	£45,600
SD03 Facilitated referral and brokerage per business to other training organisations for additional skills needs	150	£50	£7,500
Total			£885,450

Lot 3 - Skills Support for the Workforce, higher level skills provision for the unemployed £220,200

Description	Volumes	Unit Cost Total Value Average per Intervention	£
ST01 Learner Assessment and Plan	200	£25	£5,000
NR01 Non Regulated Activity			£64,000
RQ01 Regulated Learning			£110,000
PG04 Progression Apprenticeship (EDU)	40	£250	£10,000
SU01 Sustained Employment 3 Months	120	£160	£19,200
PG01 Progression Paid Employment (EMP)	120	£100	£12,000
Total		£2,035	£220,200