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Tender

## **Careers Advice Service, Work Experience & Work-Related Learning Activities for Brampton Manor Trust**

BRAMPTON MANOR TRUST

F21: Social and other specific services – public contracts

Contract notice

Notice identifier: 2022/S 000-007096

Procurement identifier (OCID): ocds-h6vhtk-032252

Published 16 March 2022, 7:52am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

BRAMPTON MANOR TRUST

Roman Road

LONDON

E63SQ

#### **Contact**

Sally Denbow

#### **Email**

[sally.denbow@bramptonmanor.org](mailto:sally.denbow@bramptonmanor.org)

#### **Telephone**

+44 2075400500

**Country**

United Kingdom

**NUTS code**

UKI41 - Hackney and Newham

**Internet address(es)**

Main address

[www.bramptonmanor.org](http://www.bramptonmanor.org)

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.bramptonmanor.org](http://www.bramptonmanor.org)

**I.4) Type of the contracting authority**

Other type

Academy

**I.5) Main activity**

Education

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**Section II: Object**

**II.1) Scope of the procurement**

**II.1.1) Title**

Careers Advice Service, Work Experience & Work-Related Learning Activities for  
Brampton Manor Trust

**II.1.2) Main CPV code**

- 79634000 - Career guidance services

### **II.1.3) Type of contract**

Services

### **II.1.4) Short description**

Brampton Manor Trust which comprises of Brampton Manor Academy & Langdon Academy, requires a single supplier for the provision of integrated services to support learning and raise the aspirations of our students.

These services will encompass; careers advice, work experience placements, employment choices and guidance activities for pupils, supporting them in their understanding of routes into employment and pathways into education and training at key transitional stages Years 8 -11.

Whilst schools/academies and governing bodies have autonomy and flexibility to decide about how to fulfil this statutory duty, the government expects all schools and colleges to use the internationally recognised Gatsby Benchmarks to develop a careers programme that increases opportunities for students to access everything from experiences of the workplace and personal guidance with a careers adviser, to engagement with employers, colleges, training providers and universities

Schools/academies and their governing bodies must ensure that the independent careers guidance provided:

- is presented in an impartial manner
- includes information on the range of 16-18 education or training options, including apprenticeships and other vocational pathways

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 80000000 - Education and training services

### **II.2.3) Place of performance**

NUTS codes

- UKI - London

Main site or place of performance

Brampton Manor Trust comprising of Brampton Manor Academy and Langdon Academy based in East Ham, Newham, London.

#### **II.2.4) Description of the procurement**

The Trust is looking to appoint a provider with a proven track record of supplying quality provision across all specified services, based upon established knowledge/relationships with local education institutions and both local and national businesses and training providers. Combined service provision will be expected to present added value and be underpinned by supporting data.

##### **Careers Advice Service**

The work will be delivered by qualified (enhanced DBS checked) Level 6/7 Careers Advisors, providing relevant impartial, independent careers advice on the range of opportunities available locally and beyond.

The supplier will provide nominated Careers Advisors up to 1 day per week direct delivery during term time. This will total 70 days in each academic year. 35 days are to be delivered at Brampton Manor Academy and 35 days at Langdon Academy. Additional days may be required which would be paid in addition to days specified in the contract.

The careers guidance services offered by the supplier should be tailored to meet the needs of the academies and provide a range of careers activities to support the academies in meeting its statutory duties with specific reference to Gatsby Bench Mark 8.

The supplier will arrange the following:

- Individual careers guidance interviews and transition planning for pupils in Years 8 -11
- Action plans and an on-going programme of support targeted at young people identified at risk of NEET, or of not making a post-16 transition
- Support with post-16 applications
- In-school support on GCSE / results days.
- Career clinics in the form of informal drop in sessions should be made available by the supplier to all pupils with careers guidance questions and issues. These can complement and/or follow up the individual guidance interviews.

Targeted support for vulnerable, SEND and disadvantaged groups will include the

following:

- Interviews for those at risk of becoming NEET, (including regular meetings with the EWO);
- Focused individual support for those not wishing to continue in full time education post 16, - exploring apprenticeships and employment with training.

### Work Experience

The supplier will provide an assigned experienced work experience broker who will be the main contact throughout all work experience processes.

The supplier will liaise with each academy prior to the contract period to discuss and agree the number of pupils to be placed

The supplier will prepare a timetable of critical dates, to be agreed with each academy, when forms must be completed and returned where appropriate.

The supplier will provide a sufficient number of quality work experience placements.

The supplier will ensure that each work experience provider is visited by an approved IOSH trained, experienced member of staff in line with their stringent visit/revisit process.

The supplier will ensure that all work experience providers enter into an agreement and have Employers Liability Insurance in place, giving adequate insurance cover for pupils to the same extent as the provider's own employees.

The supplier will ensure that work experience providers have the appropriate risk assessments and policies in place to safeguard all pupils.

The supplier will endeavour to ensure that the provider completes a report of the pupils' performance during the placement.

The supplier will be required to produce certificates for all successful pupils completing their work experience.

The supplier will liaise with the School to identify students with SEN/additional needs to ensure that a suitable placement is secured for those as a priority.

The supplier will provide access and ongoing support with the Core+IYSS Online Portal to the school co-ordinator to enable them to readily view placement information/details on students' choices, placement allocations and visit sheets for teachers to use during placement period.

Students will also be given access to the Online Portal to allow them to view placements and make between 4 - 10 choices.

The supplier will provide the school with Work Experience Logbooks for the number of agreed students taking part in work experience, which the students will complete during their placements.

The supplier will provide evaluation forms for all students to complete at the end of their placements, with all feedback shared with school upon completion.

The supplier will arrange a review meeting with schools once placements are completed to discuss any queries/concerns/suggestions for improvement.

### Employer Engagement Days

The supplier will arrange employer engagement days, developing key employability skills through face to face engagement with business professionals.

The purpose of days such as these is to introduce pupils to key employability skills.

The employability seminars arranged on these days will be delivered by trained business volunteers, giving chance for pupils to meet and interact with professionals from the world of work.

There will be two employer engagement days across the trust. 1 day for Brampton Manor Academy and 1 day for Langdon Academy. Additional days may be required, which would be paid in addition to days specified in the contract.

### Year Group Activities

The delivery method on offer should range from assembly talks, through to more interactive sessions with small groups. Topics on offer should include but are not limited to:

- Options/ Choices at Year 9 and 11;
- Apprenticeships;
- Occupational Areas;
- Targeted sessions for specific groups e.g. EAL.

### Parent's evenings

The supplier will provide advisor(s) for attendance at parents' evenings in Years 9 and 11, providing information and advice to help parents/carers support their son/daughter in their decision making.

This will be for 4 parents' evenings in total. 2 at Brampton Manor Academy and 2 at Langdon Academy.

### Data and Reporting Services

The supplier will provide a range of data and reporting services which support the understanding of the academies' pupils and service impact. This will link to statutory guidance on working with London authorities with the statutory careers guidance and inspiration in academies, including the following:

- Cross referencing of pupil data to the Caseload Management Information System (CCIS) database, from which the Local Authority reports to the DfE. This includes updating and reconciliation of data for accuracy of reporting
- Provision of personalised full activity survey report on the progression destinations of Year 11 pupils;
- Overview of the destinations data for Years 12 and 13 students by the academy;
- Collect the Intended Destinations of Year 11 pupils; enter them on the CCIS database and report on them to the academies and the Local Authority.
- Collect student progression intentions via a careers interview tracker and supply to the academies to identify potential need/Risk of NEET. Ensure data is entered onto local CCIS database.
- Robust recording of all service activities and outcomes/progress made/lessons learnt to be provided following each activity.
- Tracking and reporting on progression of specific student groups, including comparison to full cohort where required. E.g. FSM, Risk of NEET and ad hoc group.
- Collect and maintain student data for each pupil on their education, training and employment destinations for three years after they leave school or from the end of KS4, whichever is sooner.

In Partnership work with the Trust, the supplier will as part of its contract with the local authority:

- Collect data on pupil offers made as part of the September guarantee, input the data on

the CCIS database, report to the academies and the Local Authority;

- Collect data on the destination of Year 11 leavers for the Annual Activity Survey, input the data on the CCIS database, and provide regular updates to the academies and the Local Authority leading up to key reporting dates;
- Provide reports from the CCIS database, in a format agreed with each academy.

For Continuous Monitoring and Quality Assurance, the supplier will:

- Be able to demonstrate sufficient capacity to meet the demands of the service, to ensure service continuity in the delivery of core services and to meet relevant statutory duties;
- Have formal and informal processes in place to both monitor and promote the achievement of agreed target delivery activities;
- Schedule annual meetings with an Account Manager to agree activities;
- Schedule monitoring review meetings with the Account Manager to track progress towards meeting the agreed delivery plan;
- Arrange visits from the Account Manager to ensure the service delivery provided meets the required "quality standards";
- Distribute client satisfaction surveys including feedback forms and focus groups which will be reported back to each academy.

#### **II.2.6) Estimated value**

Value excluding VAT: £250,000

#### **II.2.7) Duration of the contract or the framework agreement**

Duration in months

36

#### **II.2.14) Additional information**

The awarded contract will begin in September 2022

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Form of procedure**

Open procedure

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

25 April 2022

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English