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Tender

## **Level Two Functional Skills Training and Assessment for Apprentices - Subcontracted provider for Functional Skills in English and Maths**

THE UNIVERSITY OF CHICHESTER

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-017215

Procurement identifier (OCID): ocds-h6vhtk-05081b ([view related notices](#))

Published 28 April 2025, 10:25am

### **Scope**

### **Reference**

TND-0001125

### **Description**

The University of Chichester is seeking to appoint an experienced provider of functional skills as part of the apprenticeships provision.

As outlined in the Department of Education Funding Rules, apprentices who are aged up to 18 at the start of their practical period must be able to evidence a pass of a level two qualification in English and Maths (equivalent to grade C/4 or above). This qualification is then part of the mandatory requirements for end point assessment. Apprentices who are aged 19+ at the start of their apprenticeship now no longer have to evidence a pass of a level two qualification in English and Maths (equivalent to grade C/4 or above) for their End Point

Assessment but can opt to do so as part of their studies.

The University of Chichester does not have its own level two English and Maths provision for apprentices, and therefore the tender facilitates this requirement.

Requirements include:

- Initial diagnostic testing.
- Deliver programme of learning to enable apprentices to undertake assessment for level 2 functional skills in English and Maths.
- Deliver functional skills programs at Entry Level or Level 1, to enable apprentices to develop and grow key skills to then undertake Level 2 functional skills program in English and/or Maths.
- To provide full assessment services to deliver examinations for Entry Level, Level 1 and Level 2 Functional Skills in English and Maths.
- To provide online sessions for apprentices to engage with the program of study.
- To provide an online resource/virtual learning environment for the apprentices to develop their skills and confidence in English and Maths, alongside the online taught programs.
- The individual cost for apprentices to undertake Functional Skills taught delivery and assessment will be accessible funds outlined by the Department of Education Funding Rules, and drawn down by the University of Chichester from the ILR, so contract costs will not be expected to exceed this.
- The program is to start from September 2025.
- The program should aim to enable apprentices to complete Level 2 functional skills in English and Maths within one academic year.

Full details of our requirements are available in the tender documents.

All tender documents, Questions and Answers are open to all bidders. Please send your completed submission to the University by the closing date of 2 June 2025 at 09:00 am, to [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk).

Please note, we do not accept submissions via file transfer sites. [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk) accepts emails and attachments of up to 35MB and it is acceptable to submit in more than one email.

## **Total value (estimated)**

- £40,000 including VAT

Below the relevant threshold

## **Contract dates (estimated)**

- 1 August 2025 to 31 July 2028
- Possible extension to 31 July 2030
- 5 years

Description of possible extension:

Option for the University to extend for a period of up to 24 months, subject to contract performance and agreement by both parties.

## **Main procurement category**

Services

## **CPV classifications**

- 80000000 - Education and training services

## **Contract locations**

- UKJ2 - Surrey, East and West Sussex

- UKJ3 - Hampshire and Isle of Wight

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## **Participation**

### **Particular suitability**

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

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## **Submission**

### **Enquiry deadline**

23 May 2025, 11:59pm

### **Tender submission deadline**

2 June 2025, 9:00am

### **Submission address and any special instructions**

The tender document and any supporting documents should be submitted to [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk). Full details are available at <https://help.chi.ac.uk/tenders>

## Tenders may be submitted electronically

Yes

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## Award criteria

Name	Type	Weighting
Coherence and clarity to the University's requirement	Quality	40%
Organisational experience and capability	Quality	20%
Compliance with the Social Value Model*	Quality	20%
Costs	Price	20%

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## Procedure

### Procedure type

Below threshold - open competition

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## Documents

## Associated tender documents

### [Tender document Functional Skills 2025-26 Final.docx](#)

This document describes the requirement and provides a standard format for responses. All details for contacting the university and for submission are contained within this document.

The document and any subsequently published Q&A will be available at

<https://help.chi.ac.uk/tenders>

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## Contracting authority

### THE UNIVERSITY OF CHICHESTER

- Companies House: 04740553
- Public Procurement Organisation Number: PPPG-3697-WRBH

Bishop Otter Campus

Chichester

PO19 6PE

United Kingdom

Email: [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk)

Region: UKJ27 - West Sussex (South West)

Organisation type: Public authority - sub-central government