

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/034250-2025>

Award

Level Two Functional Skills Training and Assessment for Apprentices - Sub-contracted provider for Functional Skills in English & Maths

THE UNIVERSITY OF CHICHESTER

UK6: Contract award notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-034250

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

Published 23 June 2025, 9:30am

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.

Please note, we do not accept submissions via file transfer sites. tenders@chi.ac.uk accepts emails and attachments of up to 5MB and it is acceptable to submit in more than one email.

Contract 1

Supplier

- FUNCTIONAL SKILLS UK LIMITED

Contract value

- £40,000 including VAT

Below the relevant threshold

Award decision date

20 June 2025

Earliest date the contract will be signed

31 July 2025

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

Information about tenders

- 6 tenders received
- 6 tenders assessed in the final stage:

- 6 submitted by small and medium-sized enterprises (SME)
- 0 submitted by voluntary, community and social enterprises (VCSE)
- 1 supplier awarded contracts
- 5 suppliers unsuccessful (details included for contracts over £5 million)

Procedure

Procedure type

Below threshold - open competition

Supplier

FUNCTIONAL SKILLS UK LIMITED

- Companies House: 08945446
- Public Procurement Organisation Number: PGHB-2456-CWWW

168 Church Road

Hove

BN3 2DL

United Kingdom

Email: luke@functionalskillsuk.com

Website: <http://www.functionalskillsuk.co.uk>

Region: UKJ21 - Brighton and Hove

Small or medium-sized enterprise (SME): Yes

Voluntary, community or social enterprise (VCSE): No

Contract 1

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

Region: UKJ27 - West Sussex (South West)

Organisation type: Public authority - sub-central government