

LEARNING DESIGNER REQUEST FOR QUOTE

The King's Trust Content Team is looking for a Learning Designer to review, improve and quality assess existing resources for our new Generative AI Skills session that has been recently piloted as part of our Get Into employability programmes.

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What we're looking for

We are looking for a Learning Designer with experience in:

- designing high quality, accessible learning experiences
 - preferably with a focus on employability skills
- creating learning resources for young people (aged 16-30)
- generative artificial intelligence (Gen AI) subject matter.

Skills should include:

- content design
- instructional design
- Gen AI
- content writing
- data analysis
- desk and user research

What is our Gen AI Skills session?

The King's Trust have partnered with Movement to Work and Accenture to run a pilot for young people taking part in our Get Into programme activity in Glasgow.

Get Into is a sector-specific programme which offers training and/or work experience to provide a young person with the confidence and skills to secure a job.

We have replaced our traditional employability session which is typically run halfway through a programme with a session called 'Using Gen AI to get a job' for five Get Into programmes in Glasgow over the last number of months.

The session is delivered in-person and the suggested length is 1.5 hours.

The session currently consists of a PowerPoint covering the following key topics:

- Intro to the session / Survey / Icebreaker / Research - 15 mins
- Introduction to Generative AI / Getting access to ChatGPT - 10 mins
- Prompt Writing - 15 mins
- Using Gen AI for your job search - 35 mins
- Common misconceptions / Key Takeaways & using Gen AI responsibly / Questions / Review / Survey – 15 mins

Having completed the end of the pilot we would like to review feedback from the pilot, improve the existing session resources, and design and develop new supporting resources to make sure we are providing our young people with a robust, engaging and interactive offer that helps them to build key skills.

This work will support a wider roll out the session to new locations across the UK as we seek to fully embed it as part of our core Get Into programme offer.

What support will users receive?

Young people will access an introduction to Gen AI (specifically ChatGPT) and learn about how to use the technology to support them in their job search.

Current learning outcomes

The current offer is designed to help young people to:

- define what Gen AI is
- understand what employers think about job applicants using Gen AI
- identify real life examples of Gen AI and common Gen AI tools
- describe what a prompt is and how to create one
- use prompts in ChatGPT to get help with their job search i.e. finding job opportunities, researching companies, creating a CV and preparing for an interview
- identify ways to use AI responsibly and safely.

What you will be doing

You will be tasked with reviewing and updating the session materials for the Generative AI Skills session. This will involve:

- understanding the product
- review feedback from facilitators and the pilot evaluation
- working with our team to define the scope of work
- consulting with our Design, Content and Delivery colleagues and end users – including conducting workshops and content crits
- updating and creating content against the agreed scope of work
- addressing feedback from in-house teams and users.

You will be expected to both:

- review and update content that has already been created
- develop new supporting content from scratch e.g.:
 - facilitator guidance
 - a new virtual version on the session that can be delivered remotely via Microsoft Teams
 - signposting and next steps resources.

Timelines

We are looking for someone to work on a flexible basis to deliver content work through July and September 2025.

We anticipate a commitment of at least two working days per week during the project. You will need to be able to commit a minimum of:

- up to one hour per week for regular project check in meetings
- up to half a day per week for additional meetings e.g. workshops, crits etc
- 1-2 days per week for design and development

Responding to this RFQ

Please respond to this request for quote with the following:

1. Description of your approach, focusing on how you would approach the project with examples of work and examples of previous projects
2. Your credentials, with evidence and details of your professional credentials, qualifications and specialisms, and experience in similar content projects
3. Budget, with a full quotation and outline of costs including day rates, materials, and any other project costs

Please provide your response by way of:

- a proposal document no longer than three sides of A4 paper in PDF format
- a completed financial annex spreadsheet with a full breakdown of costs.

Contacting us

If you have further questions please don't hesitate to contact us through the quote platform. Please do not contact any other member of King's Trust staff regarding the quote unless specifically advised to do so through the correct channels.

Direct consultation with other members of King's Trust staff regarding the requirement could see your quote dismissed and further work with King's Trust terminated.

Tender guidelines

By participating in this tender you are indicating your acceptance to be bound by the guidelines set out in this letter and attachments.

The contract will be awarded until King's Trust standard terms and conditions, which are available alongside the RFQ document.

As part of this tender process King's Trust makes no obligations in any way to:

- (i) pay any vendor for any ITT response; or
- (ii) award the contract with the lowest or any bidder; or
- (iii) accept any ITT information received from vendors; or
- (iv) include vendors responding to this ITT, in any future invitation; or
- (v) any other commitment to vendors whatsoever.

Payment schedule

Full payment to be made on completion of the project i.e. once The King's Trust is satisfied that all requirements set out in this project specification have been met by the supplier.

Personal liability

We will only process payment for the project requirements that are met by the supplier. Should the supplier fail to meet any or all the requirements agreed with them in the full scope of work, we reserve the right to make reasonable deductions based on the work delivered.

Value for money

When assessing value for money, we will look at the monetary amount quoted by the supplier vs. quotes from other suppliers.

We will also consider the level of time, resource and overall service the supplier has said they will commit to the project in relative comparison to their monetary quote.

Other factors considered will include evidence from the supplier of previous work (similar project experience) and our perceived understanding of the supplier's expertise in the subject matter area. The work produced during the project will be bespoke to the needs of The King's Trust and its young people.

IP ownership

The King's Trust will own the IP for any work that is completed as part of the project.

Confidentiality

This project is not subject to a confidentiality agreement.