**Mini Competition Specification**

**Royal Borough of Greenwich**

**Skills Framework 2025-2029**

**Section 1**

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| **PROJECT TITLE:** | Skills Framework Mini-Competition call offs Lot 1-3 |
| **REFERENCE NUMBER:** |  |
| **ISSUED BY:** | Royal Borough of Greenwich, Department of Regeneration Enterprise & Skills |
| **DATE OF ISSUE:** | 19th March 2025 |
| **DATE OF RETURN OF TENDER** | 12pm 21st April 2025 |
| **ANTICIPATED SERVICE DELIVERY START DATE:** | 1st September 2025 |
| **CLARIFICATIONS:** | If you require clarification, please message via the Proactis REGO e-tendering portal by 12 noon 27th January 2025, any received after this time will not be answered. |
| **DOCUMENTATION REQUIRED** | Response to this Framework and Mini competition are required in the format prescribed below together with a completed copy of the Excel spreadsheet called Appendix A. |
| **TERMS AND CONDITIONS OF CONTRACT** | The Royal Borough of Greenwich Standard Terms and Conditions of Contract, as supplied, for Services shall apply.  |

**Section 2**

**Summary Requirement for the delivery of Adult and Community Learning (ACL)**

This framework is seeking to appoint providers to the Adult Skills Framework 2025-2029. Mini competitions will be held yearly ahead of each new academic year.

Following appointing successful providers to the Framework, the Council will also be seeking quotes by mini competition for the delivery of part of our Adult Learning programme in Greenwich for 2025/26. Responses must follow the format and headings presented below.

**Lot 1**

***The areas we would be interested in commissioning are:***

* Access to apprenticeships/pre-apprenticeship support
* Basic Skills, ESOL and ICT
* Bespoke pre-employment training and recruitment for major recruitment
* Condition Management
* Employment Skills
* Employment Support
* Information Advice and Guidance (IAG)
* In work support 6 months
* Money Management
* Work experience/Volunteering
* Moving to Net Zero (Green Skills)

Target groups

* Unemployed for 6 months plus
* People with Learning Difficulties and/or Disabilities
* Economically inactive
* People with poor mental health
* ESA Claimants

       Progression outcomes

* Individual action plans
* Progress toward work
* Improved skills
* Improved qualifications
* Work experience
* Improved health/wellbeing
* Improved confidence
* Sustained/ Job outcomes
* Progression into apprenticeship

Programme and or specific elements can be accredited or certificated.

This is not an exhaustive list but a guideline to areas we feel there could be a skills gap and know there is a demand, however we will consider alternatives where bidders can evidence need and demand.

***Lot 2***

The areas we would be interested in commissioning are:

● IAG/ career planning

● Basic skills ESOL and ICT

● Money management

● Job specific skills/qualifications

● Access to Apprenticeships

● Sector specific pre-employment training programmes or tasters for career change, e.g. construction multi-skills,

● Up-skilling for change e.g. retrofit skills for construction, digital or ICT, green technology skills

● Sector specific ESOL

● Self-employment/ starting a business

● Moving to Net Zero (Green Skills)

Target groups

o Below London Living Wage (LLW)

o Part-time/insecure workers

o Lone parents/parents

o No qualification or low qualifications

o UC Claimants

o At risk of redundancy

o Older workers 50+

o ESOL for work

o Sector specific e.g. construction, green skills

Progression outcomes

● Job outcome

● Individual action plans

● Increase in hours,

● Improved job security or pay – LLW

● Improved skills

● Improved confidence

● Qualifications achieved

● Progress to further learning/apprenticeship

● Business start-up/self-employment

Programme/ and or specific elements can be accredited or certificated.

This is not an exhaustive list but a guideline to areas we feel there could be a skills gap and know there is a demand however we will consider alternatives where bidders can evidence need and demand.

***Lot 3***

***Intended Commissioning opportunities***

* 1st Steps ESOL
* Basic Digital/ ICT Skills
* Targeted outreach
* Horticulture skills and projects
* Cultural and creative skills and projects including craft and arts
* Partnership with Community and Voluntary Sector
* Targeted Family Learning
* Starting a business/social enterprise or community business
* Support for health, physical activity and well-being – e.g. healthy eating, food and cooking, mindfulness, condition management.

● Moving to Net Zero (Green Skills)

***Target groups (People living with)***

* Social housing estates
* Deprived areas
* Children’s Centres
* BAME groups
* Learning Difficulties and or Disabilities
* Mental health
* Vulnerable groups
* Domestic abuse
* Elderly
* Substance abuse
* Homeless
* Long term health conditions
* Carers

 ***Progression outcomes***

* Reduced social isolation
* Improved skills
* Improved confidence
* Improved access to services
* Projects benefitting and involving communities
* Improved health/well being
* Reduced child obesity/improved healthy eating
* Volunteering
* Job outcomes
* Progression to further learning
* Businesses/community enterprises

Programme/ and or specific elements can be accredited or certificated.

This is not an exhaustive list but a guideline to areas we feel there could be a skills gap and know there is a demand however we will consider alternatives where bidders can evidence need and demand.

**2.1 Budget**

For the 2025-26 academic year the Council is making available a maximum revenue sum for each lot. This will be split between successful organisations. We are looking to commission a mixture of small medium and large contracts. We want a balanced diverse programme, with expertise from all potential providers.

We will share future Budget information at the beginning of each mini competition.

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| **Provision**  | **Maximum Funding** | **Enrolments**  |
| Lot 1 Progress into work | £570,000 | 1600 |
| Lot 2 Progression in work | £570,000 | 1600 |
| Lot 3 – Supporting health, integrated and resilient communities | £570,000 | 1600  |

You will be asked in Appendix 1 to scale your proposed programme indicating what you could deliver with 10%, 20% and 30% less funding so that funding can be spread across successful bids.

Please do not bid for the full amount because your tender will be automatically rejected.

Invoices should be submitted monthly and paid in arrears using data taken from the Council’s ACL MIS system in line with agreed targets and KPI’s.

We will only commission courses that are in line with the Education and Skills Funding Agency (ESFA) and the Greater London Authority (GLA) funding rules. The most up to date version can downloaded from the ESFA and the GLA websites. The latest guidance has not yet been published and is due for release in May.

[Adult skills fund: funding rules 2024 to 2025 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/adult-skills-fund-funding-rules-for-2024-to-2025/adult-skills-fund-funding-rules-2024-to-2025)

We will award all contracts via mini competitions. For Community Learning, we will pay an average of £11.00 per learner per hour. If your unit cost is different, please provide a rationale for any variance.

Delivery of formula funded provision; you will need to find each learning aim on the ESFA Hub. See link below.  The RBG ACL team will keep 20% of the draw down value and 80% will be passed on to you.

In Appendix 1, you will need to indicate which courses will be delivered under the formula funded AEB and those that will be delivered under the Targeted Learning funding, including all learning aims.

**2.2 – Term**

The Framework term will run for 4 years. Contracts awarded by mini competition throughout the framework will run for 1 year. We will hold Mini competitions yearly. This is so we can award contracts in line with each academic year (25/26,26/27 etc) for the duration of the framework.

**2.3 – Volumes**

Courses should have the appropriate number of guided learning hours required to achieve the qualification and/or learning objectives.

The minimum target number of learners for this funding is 1600 based on a course duration of 30 guided learning hours (GLH). Where bidders proposing to deliver shorter or longer courses a variance in learner numbers may be considered however this will need to be explained in order to demonstrate value for money.

You will need to indicate in Appendix 1 if you could deliver with less funding than the amount proposed in your mini-competition and what impact this could have on your proposed programme in terms of Enrolments and Learner Hours and curriculum offer.

You will also need to indicate in Section 3.8 how much of the programme you plan to deliver as formula funded AEB and how much of the programme will be Community Learning. Please note approximately 77% of our funding is non-regulated Community Learning so there is limited scope for formula funded delivery.

Adult Learners are defined as 19+ years old on 1st August 2024.

The Council’s is looking for a balanced programme across all 3 Lots to preserve our overall target splits as follows:

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| **Priority/ KPIs**  | **% Learners** |
| Residents of the Royal Borough of Greenwich  | 80% |
| New Learners | 60% |
| BAME | 40% |
| Learners with LDD/health condition | 20% |
| Male learners | 40% |
| Over 60s | 30% |
| Learners from RBG disadvantaged wards | 50% |
| In year progression | 30% |
| In to employment | 45% |
| Retention  | 98% |
| Achievement | 98% |
| Pass rates | 95% |
| % of OTLA’s not requiring intervention | 95% |
| Learner Satisfaction | 97% |

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These figures represent the Borough's targets across all Lots. This includes, but is not limited to Lot 3. You will need to state your organisations likely percentages towards the Borough's targets. You should base these on the service and the target groups.

**2.4 - Delivery locations**

You will need to identify delivery premises across the Borough. these premises will need to be in line with our community engagement strategy. You will pay for all premises related costs. You will provide us Copies of insurance certificates will be required from those successful Delivery Partners on all three lots. The Council will be making a limited amount of classrooms available at the Eltham Centre in Archery Road SE9 for the delivery of its ACL programme at no cost to sub-contractors. Add comment

We would like you to use as much face to face and blended learning as possible. We prefer this to online learning. You should show how your organisation intends to deliver face to face and blended learning.

You can offer programmes designed to support new sectors of the borough's population. This will support demand increases from GLLaB customers. This will support people looking for new employment in the current financial climate.

**2.5 – Assets**

You will need to buyany capital assets to enable delivery to take place.

**2.6 – Fees**

We do not expect that fees will be chargeable for the 2025-2026 academic year.  All provision should show the Intention, Implementation and Impact of learning. with **no cost** to the learner.

Any proposed amendments to the above must contain the rationale for charges. Any fees will need to reported on the Royal Borough of Greenwich ACL MIS system. You will need to record how this revenue is spent. You will also need to supply this during monitoring meetings.

**2.7 Criteria for assessment**

The criteria and weighting for evaluating responses submitted to this mini competition are:

Contract delivery and Curriculum offer 50%

Social value & Target Groups 25%

Outcomes and Progression 25%

Budget (To be completed within Appendix 1) Assessed against Market Rate and cost achievability. This is not scored separately.