SPECIFICATION: SERVICES

Contract Name: APM ChPP Programme (develop and deliver)

Contract Reference: P2506-1

Version: 1.1

Contents

[1. Introduction 2](#_Toc204333983)

[About the ECITB 2](#_Toc204333984)

[2. Background 2](#_Toc204333985)

[3. Definitions 2](#_Toc204333987)

[4. Scope of the Contract 3](#_Toc204333988)

[5. Requirements 3](#_Toc204333990)

[6. Service Levels and Key Performance Indicators (KPIs) 4](#_Toc204333991)

[7. Contract Management and Review 4](#_Toc204333992)

[8. Insurance 4](#_Toc204333993)

[9. Environment and Sustainability 4](#_Toc204333994)

[10. Health and Safety 5](#_Toc204333995)

[11. Equality, Diversity and Inclusion 5](#_Toc204333996)

[12. Security 5](#_Toc204333997)

[13. General Data Protection Regulation (GDPR) 5](#_Toc204333998)

[14. Contract Type and Duration 5](#_Toc204333999)

#  Introduction

## About the ECITB

The Engineering Construction Industry Training Board (ECITB) is the employer-led skills, standards and qualifications body for the development of the engineering construction workforce of Great Britain. An arms-length body of the UK Government, the ECITB reports to the Department for Education. Our vision is a trailblazing Engineering Construction Industry where critical infrastructure, energy security and net zero ambitions are achieved.

The ECITB works with employers and training providers to attract, develop and qualify the engineering construction workforce in a wide range of craft, technical and professional disciplines. We invest about £28 million each year to support skills development within the industry.

More information about the ECITB can be found here: [**What is the ECITB? - ECITB**](https://www.ecitb.org.uk/)

# Background

# The ECITB is seeking a Supplier to develop, deliver and manage a Programme to enable around 30 candidates to achieve the APM ChPP standard. Candidates must be from the Engineering Construction Industry (ECI).

# Definitions

In this specification the following terms shall have the following meanings:

**“APM”** means the Association for Project Management ([www.apm.org.uk](http://www.apm.org.uk))

**“ChPP”** is the Chartered Project Professional status & inclusion on the Register of Chartered Project Professionals that is based on the Chartered Project Professional standard which demonstrates attainment of the APMs defined level of technical knowledge, professional practice & ethical behaviour.

<https://www.apm.org.uk/media/35526/the-chartered-project-professional-standard-march-19-web.pdf>

**“Programme”** means a series of activities to be proposed by the tenderer to facilitate a group of around 30 suitable individuals demonstrate that they meet the ChPP standard.

**“ECI”** means the Engineering Construction Industry. For more information on the ECI and the ECITB see: <https://www.ecitb.org.uk/about-us/>

# Scope of the Contract

# The ECITB is seeking a Supplier to develop, deliver and manage a programme to enable around 30 candidates to achieve the APM ChPP standard. ECITB will support the supplier to recruit candidates from across the Engineering Construction Industry (ECI).

In the current national status, tenderers should be prepared to deliver the Programme remotely utilising online conferencing technologies.

# Requirements

Review applications for the Programme, received by ECITB, for suitability and assist in selection of candidates.

The supplier will require in-depth knowledge of APM ChPP Pathways to recognise relevant certification, prior learning or experience to validate candidate expertise

b. Develop and deliver a Programme to enable around 30 candidates from within the ECI to achieve the APM ChPP standard. The Programme should include:

• Introducing candidates to the Programme and explaining the requirements

• Arrange and support with two formal group reviews throughout the Programme

• Work with individual candidates to provide one to one feedback and support throughout the Programme where necessary

• Individual and/or group support to prepare portfolios

* Supplier will require knowledge of APM assessment requirements
* Supplier will require an in-depth knowledge of APM ChPP Pathways
* Follow APM assessment cycle

• Preparation advice and guidance to the group/individuals to attend the Professional Review interview.

c. Structure of the Programme should be clearly explained in the tender submission and should align to meet the requirements of APM ChPP

e. Provide all materials for the Programme including administrative documents (registration form, attendance list etc.).

f. Conduct all liaison with APM on behalf of the candidates, including but not limited to payment of fees\*, submission of portfolios and arranging the Professional Review interviews.

\*Note No fees to be charged to candidates directly and all management costs and expense for this process to be included in the fixed price agreed with the ECITB.

Note that candidates will be asked to sign a Data Protection statement allowing APM to discuss their participation in this programme with the selected Provider. The Provider will manage this process.

g. Agree online delivery platform with ECITB and make arrangements as required.

**Timelines**

It is expected that the full cohort will have completed applications for submission into one of the APM assessment cycles in 2026\*

All submissions should be made by the final 2026 submission deadline.

\*dates will be released by the APM.

# Service Levels and Key Performance Indicators (KPIs)

* Monthly report to be submitted detailing learner progression (Content detail to be agreed at contract commencement)
* Monthly account meeting to discuss learner progression
* Expected final pass rate of 80% of the cohort

# Contract Management and Review

Regular account meetings will be required with the Supplier to ensure the delivery and performance of the contract. These will be agreed at contract award but will likely be virtual.

Supporting information:

* Monthly report demonstrating learner progress
* Monthly account meeting

# Insurance

The Supplier must hold the following insurances at the limitation values stated from commencement of the agreement and for the duration of agreement thereafter:

* Employer’s Liability Insurance - £5m
* Public Liability Insurance - £1m
* Public Indemnity Insurance - £1m

# Environment and Sustainability

The Supplier should adhere to any relevant ECITB Environmental and Sustainability policies as required. Copies can be provided on request.

# Health and Safety

As a minimum, suppliers should have a written Health and Safety Policy that complies with current legislative requirements (if applicable, i.e. your organisation has less than 5 employees this does not need to be provided).

Suppliers should not have been prosecuted for contravention of the Health & Safety at Work Act 1974 or equivalent national legislation or been the subject of a formal investigation by the Health and Safety Executive or similar body charged with improving health and safety standards.

# Equality, Diversity and Inclusion

As a minimum, the Supplier should have in place current Equality, Diversity and Inclusion Policy/ies (ED&I) that comply with current legislative requirements. Copies of these may be required as part of this procurement.

# Security

As a minimum, the Supplier should hold a current Cyber Essentials Plus certificate (or equivalent) and retain this for the duration of the contract. If equivalent cyber certification is held, we may request further details on this.

# General Data Protection Regulation (GDPR)

Article 44 of UK GDPR prohibits the off-shoring of personal data outside the UK unless a legal gateway is in place. Personal data processed as part of this contract must be held within the UK.

Personal Data that will be managed consists of (for Learners) and will be for the duration of the agreement:

* First Name
* Surname
* Email Address
* Employer

# Contract Type and Duration

The contract will be for an initial and total term of 1 Year. Deliverables for the project including milestones and key timelines are as detailed within this specification.

The Supplier must agree to contract under the ECITB Service Agreement shared as part of the Procurement Pack.