

**Children & Young People**

**Special educational Need & Disability**

**SEND Preparation for Employment Grant 2018**

**Invitation to quote**

Submission deadline **20/07/2018**

1. **Introduction:**

In January 2018, the Department for Education (DfE) announced an additional £9,690,000 national funding allocation to promote supported internships and other preparation for employment activity for young people with special educational needs and disabilities (SEND). This is a critical aspect of the SEND reforms. Shropshire Local Authority has received £53,906 of this grant.

Supported internships are defined as a specific type of study programme based primarily at an employer. They are intended to enable young people with an Education, Health and Care plan (EHCP) to achieve sustainable, paid employment by equipping them with the skills they need for work, through learning in the workplace.

This is a one-off project. We are using an ‘invitation to quote’ (ITQ) process to tender for this project. All the essential information and the application form are contained in this document. Interested providers are required to complete the application form. No other application formats will be accepted.

**We would like to hear from experienced and competent providers who would be interested in working with us to deliver the outcomes of this project in Shropshire.**

1. **Shropshire context**

Since September 2015, there have been 19 young people (YP) who have accessed a supported internship with 57.94% sustaining paid employment opportunities as a direct result of studying through a supported internship.

In September 2018, there are approximately 200 16-year olds (year 11’s) with EHCP’s moving into further education (FE). There will be over 400 YP with EHCP’s accessing further education study programmes with 16 YP commencing a supported internship. This figure is low at under 5% and we would expect to see this significantly rise as a result of the project outcomes.

**Post-16 providers in Shropshire**:

|  |  |
| --- | --- |
| **Name** | **Main location** |
| **Schools with Sixth Forms** | |
| Bridgnorth Endowed | Bridgnorth |
| Thomas Adams Sixth Form College | Wem |
| The Marches School | Oswestry |
| Idsall School | Shifnal |
| Grove School | Market Drayton |
| Oldbury Wells School | Bridgnorth |
| The Community College | Bishops Castle |
| Sir John Talbot School | Whitchurch |
| William Brooks | Much Wenlock |
| **Specialist School with sixth form** | |
| Severndale Specialist Academy – Sixth Form & Futures | Shrewsbury |
| **FE Colleges** | |
| Ludlow College | Ludlow |
| Shrewsbury College group & Futures | Shrewsbury |
| North Shropshire College | Walford and Oswestry |
| **Independent Specialist Providers** | |
| Condover College | Condover and Longbow |
| Derwen College | Oswestry, Craven Arms and Walford |
| **Training Providers** | |
| County Training | Shrewsbury |
| Nova Training | Bridgnorth |
| Juniper Training | Market Drayton |

**Employers**

Within Shropshire there are a diverse mixture of small, medium and larger employers; from a range of industries which are prevalent in the Shropshire economy. Examples of prevalent industries include, but are not limited to, the public services, care providers and tourism related businesses.

Prior to this additional grant funding the Department for Education (DfE) allocated **£31,123** to our area. Shropshire Council commissioned ‘Enable’, a council run service to lead this work. The project aimed to increase the participation of supported internships, raise awareness of employment pathways to partners including employers, young people and their families.

Information relating to supported internships can be found on Shropshire’s Local Offer pages: <http://shropshire.gov.uk/the-send-local-offer/young-people/education/supported-internships/>

Links to the UK business register and employment survey (BRES) can be found at: <https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/employmentandemployeetypes/bulletins/businessregisterandemploymentsurveybresprovisionalresults/provisionalresults2016revisedresults2015#sub-regional-estimates>

1. **Project Specification**

Geographical scope: Local Authority area of Shropshire.

Cohort: Resident Children and Young People with an EHCP,

aged 16 to 25, studying within and out of county,

entering or accessing further education,

with the commitment to access paid employment.

Partners: Employers, providers, partners and educational settings

This is a one-off project, that we envisage the project will commence in September 2018 and will be carried out over a period of 1-2 years working in partnership with the prior commissioned project led by ‘Enable’.

Project outcomes

DfE’s expectation is that local authorities will use the funding to:

* set up **local supported internship forums** to bring together education providers, local authorities, employers and other key figures to identify local opportunities and overcome the local barriers to create a supported internship programme.
* provide **job coach training** to increase the pool of expert job coaches available to support young people with SEND on work placements.

In addition, we want to use the funding to also provide information for children young people with an EHCP regarding the opportunities for a supported internship when accessing further education.

Applications need to demonstrate that they can create meaningful outcomes for young people. They also need to demonstrate how the project can be sustained after the funding ends. We expect the project to strategically involve young people and to work alongside the existing project run by Enable.

Project deliverables:

An agreed implementation plan at the start of the project, detailing as a minimum:

* Start and completion date for project
* Resources (inputs) and costs associated with the project
* Roles and responsibilities

Project reporting (interim & final)

* Activities (outputs) relating to the outcomes
* Start and completion date for activities
* Measures and/or proxy measures relating to the outcomes
* Regular progress reports and a final project report, detailing
* Implementation plan
* Evaluation at the start and the end of the project to demonstrate achievement of the project outcomes
* Sustainability of the outcomes
* Recommendations for future development
* Promotional information about supported internships in appropriate and accessible format for stakeholders

Governance

The project will be overseen by the SEND team who will provide regular reports to 0-25 Strategic Board, which is composed of senior managers from the council, the CCG and parent representatives.

Requirements for providers

* Evidence of successfully working in partnership with young people, providers and employers.
* Experience of successfully setting up local partnership employer forums and evidenced sustainability.
* Experience and understanding of the training requirement for training job coaches, in line with the guidance for National Occupational Standards for Supported Employment Practitioners.
* Knowledge of employment rates and statistical employment rates nationally and locally.
* Demonstrate understanding of the employment needs of the cohort and knowledge of the Children and Families Act 2014.
* Demonstrate a clear knowledge of employer needs within Shropshire
* Understanding of post 16 education funding including ‘Access to Work’.
* Evidence of prior successful project outcomes relating to employment projects and partnership impact and influence.
* Good project management and report writing skills.

1. **The invitation to quote process**

The Council does not bind itself to accept the lowest or any quotation. Acceptance of a quote and any subsequent negotiation will result in a one-off purchase order (PO). The PO and the agreed invitation to quote will represent the contract between the council and the project provider.

Quotes will be evaluated based on:

* Potential to achieve outcomes
* Potential to be sustainable beyond duration of project
* Value for money (i.e. best use of resources to achieve outcomes)

Funding: Maximum of £53,906 one-off grant

Payment will be made in arrears, in line with and subject to the project milestones being achieved.

Timeline:

|  |  |
| --- | --- |
| Deadline for applications | **20/07/18** |
| Project award &  Purchase Order finalised | 17/08/18 |
| Service starts | 10/09/18 |
| Service ends | Subject to details of successful quote |

**5 Next steps**

If you wish your organisation to be considered, please complete the following proposal form, clearly quoting ‘*Preparation for employment project 2018 GR1000360’, followed by your organisations name*in the email subject line. Please send to, Sarah Sweeney, Senior Transition Officer (SEN Team) via email [sarah.sweeney@shropshire.gov.uk](mailto:sarah.sweeney@shropshire.gov.uk) by **20 July 2018**

|  |  |  |
| --- | --- | --- |
| **Application details** *(max 200 - 300 words unless stated otherwise):* | | |
| Name, type of organisation | | |
| Address  Website: | | |
| Name and details of contact person (Including email and telephone number) | | |
| **Invitation to quote project application details** | **Commissioner evaluation** | |
| **Need met?**  Y/N/Partial | **Our comments &**  **Justification for rating** |
| What experience does your organisation have with this type of work and describe the staff / volunteers who would run the project, including their qualifications and experience: *(max 350 words):* |  |  |
|  |
| What knowledge and understanding does your organisation have of the Shropshire context |  |  |
|  |
| Describe how you would implement this project; include a timeline and a strategy for engaging local stakeholders and how your project links into regional and national projects *(max 450 words):* |  |  |
|  |  |  |
| How would your project link to our other local SEND developments? |  |  |
|  |  |  |
| Describe how you would ensure that the outcomes of this project can be sustained after project completion. |  |  |
|  |  |  |
| Describe how you would evidence that your service has met the outcomes we are looking for: |  |  |
|  |  |  |
| Describe how the funding would be utilised with an estimated break down of costs: |  |  |
|  |
| Describe what resources your organisation could add to the project: |  |  |
|  |
| Describe how your organisation will ensure that the project operates within its budget: |  |  |
|  |
| **Other information in support of your quote**  (including added value) *(maximum 300 words)*: |  |  |
|  |  |  |
| **References:** Provide two recent referees, for whom you have done a similar project. Names, telephone, email | | |
| Please sign here to validate your quote and to confirm that you have understood and are in a position to meet all the requirements relating to your expression of interest:  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |