



# **INVITATION TO TENDER (ITT)**

## **TENDER SPECIFICATION DOCUMENT**

### **Trainer Managed Open Courses**

**7249**

### **Special Needs and PE: Practical Inclusion Strategies**

## **1. Creative Education**

Creative Education (CE) provides the training and consultancy services that raise standards in thousands of schools and colleges across the country and beyond. The business was set up by teacher Zoe Hesmondhalgh who had a vision. It was to provide unparalleled teacher training that inspires and energises – benefitting the school or college, the teacher and the hundreds of pupils and students they go on to teach. For an overview of Creative Education’s work, please visit the website at: <http://www.creativeeducation.co.uk/>

Participants in our training courses benefit from relatively small group sizes which lend themselves to a relaxed yet focused atmosphere. This allows participants to ask plenty of questions and have great discussions, meaning the experienced course leader can tailor the day to meet their needs perfectly. This ITT gives you the opportunity to be one of our course leaders on a trainer managed basis. For more explanation of what this means, please see **Section 3 – Trainer managed courses** and **Section 4 – The Trainer Manager role**.

## **2. General information**

CE is excited to be releasing ITTs for our extensive range of trainer managed open courses. All of our ITTs will be released in portfolios over the coming months. This ITT is for 7249 Special Needs and PE: Practical Inclusion Strategies

CE strives to ensure that tenderers are given equal and fair consideration. Tenderers should ensure that they understand and are content with the terms and conditions included in CE’s Trainer Manager Contract prior to submission.

CE reserves the right to publish all data, deliverables and outputs that result from this contract. Decisions as to what will be published, when, and through what mechanisms will be determined at a later date, which maybe within or beyond the contracting period.

Tenderers should use the Tender Response Document (TRD) attached to the email sent to submit tenders to CE. Please see **Section 6 - Tender timeline section** for the deadline for this response.

It is CE’s aim to ensure everything we commission embraces diversity and promotes equality of opportunity. To this end, we would be grateful if tenderers completed the Equalities and Diversity Monitoring Form as well as the TRD.

Proposals may be rejected if the information asked for in the tender is not given at the time of tendering (please see **Section 7 - Assessment criteria**).

Any queries or questions relating to this tender should be submitted to [Rob.Moorhouse@creativeeducation.co.uk](mailto:Rob.Moorhouse@creativeeducation.co.uk) by no later than Friday 09/2/18.

Tenderers are not entitled to claim any costs or expenses that may be incurred in preparing the tender whether or not their bid is successful.

### **3. Trainer Managed courses**

Traditionally, CE has contracted professionals to write materials for open courses and then contracted separate trainers to deliver these courses.

All open courses offered by CE will now be subject to a trainer managed ITT process in order to ensure that each course is reviewed and updated more regularly, enhance training quality still further and attract even more participants. Courses will be released in portfolios.

### **4. The Trainer Manager role**

The move to trainer managed course means that successful tenderers for each course will become Trainer Managers, responsible for developing both the materials **and** for delivering the training. Trainer Managers are expected to update materials and approaches regularly, especially in the light of new legislation, guidance and research. There will be a more formal update process on a yearly basis whereby Trainer Managers will need to submit a Course Improvement Plan. Currently, the expectation is that no single Trainer Manager will be contracted for more than 10 courses.

### **5. The Associate Trainer role**

It is envisaged that there will also be an 'Associate Trainer' position to work with each Trainer Manager. The Associate Trainer's job is;

- to offer professional quality assurance challenge to the Trainer Manager when materials are reviewed and improved
- to stand in, if necessary and where possible, should a Trainer Manager be unable to deliver a session for whatever reason
- to be responsible, in certain circumstances, for delivering training in specified geographical locations or at certain times of the year

Associate Trainer contracts will be assigned to each course as part of the same ITT process for Trainer Managers. This means that if you are unsuccessful in tendering for the Trainer Manager contract you may be offered an Associate Trainer contract instead.

## 6. Tender timeline

An **indicative** timeline is set out in the table below. If you consider it essential to propose changes to any of these times, you must contact Rob.Moorhouse@creativeeducation.co.uk to explain your reasons for these changes.

Any interviews with tenderers shall be held for the purposes of moderating the scores awarded during the assessment and appraisal process. CE reserves the right to increase or decrease the scores awarded during the assessment and appraisal process on the basis of the interview.

<b>Tender Timeline</b>	
<b>Activity</b>	<b>Time</b>
Invitation to Tender (ITT) issued	Friday 02/02/18
Completion of tender response documentation (TRD on Google Forms) <b>no later than</b>	Wednesday 14/2/18 <b>5.00 pm</b>
Assessment and appraisal	Week beginning 26/2/18
Interview (F2F, telephone or web-based)	Week beginning 05/03/18
Contract awarded	Friday 9/3/18
Training Plan submitted for approval	Friday 23/3/18, 5.00 pm
Course documentation submitted for approval	Thursday 29/3/18, 5.00 pm
Course finalised ready for delivery	Wednesday 18/04/18, 5.00 pm

## 7. Assessment Criteria

Suitability criteria relate to the tenderer and are used to assess the tenderer's suitability to carry out the proposed contract. The suitability criteria will be assessed using the information supplied by the tenderer in the TRD.

Suitability Criteria	Method of Assessment
<p><b>A. Personal Information</b></p> <p>i. Does the tenderer have an enhanced and portable DBS?</p> <p>ii. If not, has a suitable explanation been given?</p>	<p>i. Yes/No</p> <p>ii. Yes/Fail</p>
<p><b>B. Quality and Professional Standing</b></p> <p>i. Is the tenderer a member of, or active in, professional organisations relevant to the course?</p> <p>ii. Has the tenderer supplied evidence of experience and expertise in areas relevant to the course?</p> <p>iii. Has the tenderer supplied at least two references relevant to the course?</p> <p>iv. If not, has a satisfactory explanation been supplied by the tenderer?</p> <p>v. Does the tenderer show understanding of the research and evidence base relevant to the course?</p> <p>vi. Is the tenderer able to present a coherent and cogent draft training plan?</p>	<p>i. Yes/No</p> <p>ii. Yes/Fail</p> <p>iii. Yes/No</p> <p>iv. Yes/Fail</p> <p>v. Yes/Fail</p> <p>vi. Yes/Fail</p>
<p><b>C. Price and Added Value</b></p> <p>i. Is the tenderer able to deliver training in all four locations?</p> <p>ii. Is the tenderer able to deliver training in at least 2 locations <i>without requiring an overnight stay</i>?</p> <p>iii. Does the tenderer have suitable calendar availability to deliver the course?</p> <p>iv. Is the tenderer able to offer added value over and above the minimum requirements of the course?</p>	<p>i. Yes/No</p> <p>ii. Yes/Fail</p> <p>iii. Yes/Fail</p> <p>iv. Yes/No</p>

The tender submission will be assessed using award criteria which relate to the tender and are used to identify the tender that is the most economically advantageous: This takes into account factors other than, or in addition to price, linked to the subject matter of the contract.

<b>Assessment Criteria</b>	<b>Maximum Score</b>	<b>Weighting</b>	<b>Total</b>
<b>Quality;</b> experience and expertise	5	4	20
<b>Quality;</b> prior quality	5	4	20
<b>Quality;</b> understanding of relevant research/evidence	5	4	20
<b>Quality;</b> draft training plan	5	4	20
<b>Price and Added Value;</b> communications, recruitment and dissemination offered	5	2	10
<b>Price and Added Value;</b> overnight accommodation and travel requirements	5	2	10
			100

## **8. Acceptance of Tenders**

By issuing this ITT, CE is not bound in any way and does not have to accept any tender.

## **9. Conclusion**

Every endeavour has been made to give applicants an accurate description of the course and ITT requirements. However, tenderers should make their own assessments of the methods and resources needed to meet the requirements of this ITT.

## **Appendix A**

### **Creative Education trainer managed open course tender response document (TRD)**

See Google Forms

## **Appendix B**

### **Creative Education Equality and Diversity Monitoring Form – Trainers**

See Google Forms

## **Appendix C**

### **Payment structure for Trainer Managers and Associate Trainers**

Trainer Managers will receive:

- £300 to write open course materials, payable on first delivery of the course
- £250 each time the new course is delivered by the Trainer Manager

Associate Trainers will receive:

- £250 each time they deliver the new course

## Appendix D

### **Standard for teachers' development and CE's open course model**

CE's new trainer managed open courses are developed with the [Standard for teachers' development](#) fully in mind.

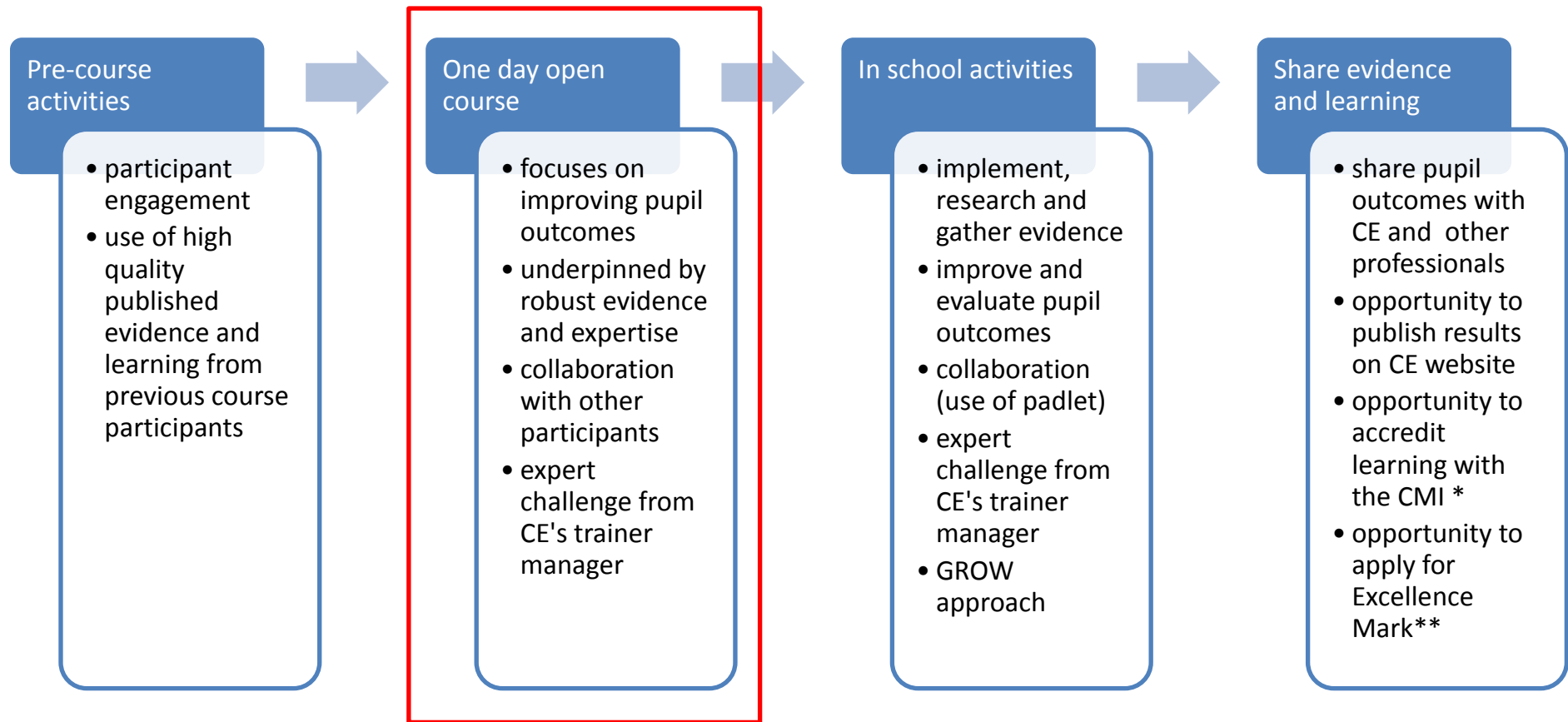
*“The standard makes a distinction between professional development activities and professional development programmes. Evidence suggests, for example, that a one-day course as a stand-alone activity without a specific focus is unlikely to have a lasting impact on pupil outcomes. That same course, however, could be used to much greater effect as part of a sustained, coherent programme which includes structured, collaborative in-school activities for teachers to refine ideas and embed approaches (page 5).”*

Further, on page 5, the Standard states that professional development;

1. should have a focus on improving and evaluating pupil outcomes
2. should be underpinned by robust evidence and expertise
3. should include collaboration and expert challenge
4. should be sustained over time

The diagram on the following page shows how CE's new trainer managed open courses are not limited simply to a one day event but are sustained over time. **There is an expectation that tenderers will develop materials and courses that align with this model** if successful.





\*CMI <http://www.managers.org.uk/~media/Files/Qualifications/Syllabus/L5-Management-Leadership-Syllabus.pdf> most likely courses 513, 514 or 515

\*\*Excellence Mark <http://www.excellencemark.com/about/>