



SHEFFIELD CITY REGION SKILLS BANK

COVID-19 RESPONSE - AGGREGATED APPLICATIONS

READ ME FIRST

(Amended 27th April 2020)

INTRODUCTION

As a result of the COVID-19 pandemic Skills Bank recognises the need to respond to the emerging short, medium and long terms needs of businesses across Sheffield City Region. Changes to 'usual' business strategy and day to day operational activity will require support as a large proportion of businesses shift to increased remote and online platforms to conduct business.

The Aggregated Application route will be used initially to mobilise training as quickly as possible and reduce the burden of an application on the employer. Programmes will be expected to be of relatively low cost. The Employer Contribution will be calculated on appraisal and confirmed on approval. In some cases the Employer Contribution may be zero rated.

Skills Bank is looking for Aggregated Applications to create a suite of **online** practical responsive training that will help to stabilise businesses as they move to increased online methods to operate and communicate during the pandemic.

Applicants must be ready to deliver with immediate effect. They must provide an end to end service for employers and deliver the full participant journey. The activity for this training will be supported by a set of online employer and participant data forms that can be submitted securely online with electronic signatures.

Only organisations that have successfully completed the Calderdale College – Gateway & Due Diligence process can apply to deliver Aggregated Applications. In the first instance, you should discuss your outline training proposal with Jess Ainsworth, Head of Skills Bank jessa@calderdale.ac.uk or Mark Whelan, Supply Chain Manager markw@calderdale.ac.uk before making an application.

We do not intend to contract with a single organisation and aim to award to a number of Training Providers to provide flexible and broad coverage.

Skills Bank is looking for training proposals that include one or more of the following categories:

- Digital skills for home working
- Managing remote teams
- Rapid Response. Strategy and Planning for business change and diversification
- Financial planning
- Mental Health Awareness-focus on the wellbeing of a displaced and changing workforce
- Business resilience and sustainability
- Crisis Management
- Sales and online selling platforms
- CPD for furloughed Team Leaders & Managers
- Training for HR Managers

Applications can be submitted until further notice. Requirements will change throughout the duration of the pandemic and Skills Bank will respond to emerging and new priorities as directed by the Skills Bank Steering Group.

The application will be appraised by a panel. All applications will be treated fairly and will be appraised based on appropriate criteria for assessment. The criteria will include expertise, ability and capacity to deliver the outputs. Applications will also be appraised against the additional criteria set out below.

SERVICE DELIVERY

We are looking for Training Providers who:-

- Show a clear understanding of the response call and its objectives
- Can demonstrate their ability to engage the target groups
- Can demonstrate successful delivery of similar provision
- Have resources in place to enable delivery without delay

In some cases the Employer Contribution for this activity may be zero rated.

The activity for this response will be supported by a set of online employer and participant data forms that can be submitted securely online with electronic signatures.

Applicants should demonstrate they have the ability to engage employers from the target group. Employers that approach Skills Bank directly will be referred to Training Providers that are offering training programmes that fall under this suite of training.

This activity will support companies of any size. **All participants (individual employees) must be aged 19+ on the first day of training.**

Payment of funding to the Training Provider is made on achievement. Individuals who do not complete the training will not be considered as eligible for reimbursement.

Training must commence within four weeks of notice of approval otherwise funding will be withdrawn.

KEY POINTS TO NOTE

1. Submitting an application does not guarantee a contract with the College and the College does not guarantee that a successful applicant will be offered the full value requested in their application.
2. The performance of any existing and past contracts held with Calderdale College will be taken into consideration when assessing applications.
3. The response to a question should be contained within the answer box for that question. The panel **will not consider supplementary information** or that contained in another answer box when appraising responses
4. Any questions or queries must be submitted through in-tend. Responses will be anonymised and shared with all potential applicants through the clarification section on in-tend.
5. There can be no further levels of subcontracting for this programme delivery.
6. Notification of initial application decision will be issued through in-tend.

PROCESS

- Training Provider receives information on tendering rounds on [in-tend](#), Skills Bank website <https://skillsbankscr.co.uk/>
- Training Provider contacts Head of Skills Bank or Supply Chain Manager to discuss outline of training proposal for a Covid-19 Aggregated Application
- Training Provider downloads, completes and submits (uploads) Aggregated Application on in-tend
- Application appraised by panel.
- Skills Bank notifies the Training Provider of approval or rejection of the application.
- Successful Training Providers allocated a Skills Bank Contract Officer for guidance (where required) on completion of evidence
- Skills Bank issues the Contract to the Training Provider for signing.
- Training Provider commences delivery.

The aim of this provision is to respond to urgent and emerging business needs as a result of the Covid-19 pandemic. Timescales given are an indicator of the maximum amount of time we expect to process applications. In most cases we will endeavour to process applications quickly.

TASK	DEADLINE
Publication on in-tend	Day 1
Deadline to submit application	Until further notice
Advised of initial application decision	Within 10 working days
Contracts Issued	Within 4 weeks of approval
Delivery Commences	Within 4 weeks of approval

APPRAISAL

Each application will be appraised by a panel based on the relevance of the skills offer in relation to the Skills Bank priorities and its strategic objectives.

If the application meets the requirements of the project call, the Training Provider will be required to complete the course template on the Skills Bank portal (which includes content and costings).

Appraisal will assess the value of adding the Training Provider's online offer to the Skills Bank Employer Portal and ensure that there is sufficient business sector coverage and how the training will help SCR business during the current pandemic.

Requirements will change throughout the duration of the pandemic and the appraisal process will respond to emerging and new priorities from the Skills Bank Management Group.

The aim of the appraisal process is to quickly ascertain the potential contribution from the Training Provider to support emerging business needs in response to COVID-19.