**National Careers Service Expression of Interest**

**Introduction**

Futures is an Ofsted rated ‘Outstanding’ provider with over 20 years’ experience delivering Careers services.

Futures is inviting organisations to express an interest to deliver as a subcontractor as part of our National Careers Service submission. Through this EOI, we are seeking partners who complement our existing offer. Futures want to work with innovative partners who have a proven record of high performance and hold a strong presence in the communities that they serve in the East Midlands and East of England.

**National Careers Service (NCS)**

The National Careers Service is designed to provide high quality, impartial and professional information and advice to help people negotiate learning, training and employment opportunities.

The service supports individuals in transitions to and within the labour market, and helps them to make effective use of their skills and be resilient in the face of change. The service has particular focus on 6 priority groups:

* Young People - 18-24 year olds not in education, employment or training (NEETs)
* Low-skilled adults without a Level 3 qualification\*
* Adults who have been unemployed for more than 12 months
* Lone parents
* Over 50’s
* Adults with special educational needs and/or disabilities

\*Please note this will be a change for the 2022 contract, from Level 2 to Level 3, in line with the Lifetime Skills Guarantee.

Providers must be able to support Customers to achieve the following outcomes:

*Customer Satisfaction* - defined as the delivery of high quality, impartial careers information, advice and guidance. This will include providing the Customer with relevant information and clear steps to advance their career planning, development and achievement of their short, medium and long-term goals.

*Personal Career Management* - defined as the provision of careers information, advice and guidance to help Customers understand the value and importance of managing their own careers and encouraging them to continue to manage their career on their own initiative throughout their lifetime.

*Job and Learning progression* - defined as progress made in learning or working life in alignment with the Careers and Skills Action Plan. It may constitute starting a formal learning programme, or completing an accredited course, starting a job or securing a promotion.

**EOI**

Please return your form in Word document format**. Once completed the form should be sent electronically to Alerts@the-futures-group.com to arrive by 23:59 on the 04/08/2021.**

Please send any clarification questions to [Alerts@the-futures-group.com](mailto:Alerts@the-futures-group.com)**.** All responses to these will be published on <https://www.futuresforyou.com/ncs-expression-of-interest.html>. All questions and responses will be fully anonymised. The final day to submit clarifications is 21/07/2021.

Please be advised that any EOIs that are incomplete or submitted after the deadline will not be evaluated.

Details submitted in this Expression of Interest are required to help us evaluate the appropriateness of your organisation to form part of our supply chain. We will contact organisations we wish to work with, to gather further information to complete our bid submission. Please be advised Futures will require a copy of all relevant policies and evidence of required standards as part of the due diligence process.

Futures will not be liable for any bid costs, expenditure, work or effort incurred by a supplier in proceeding with or participating in this procurement, including if the procurement process is terminated or amended. Futures reserve the right at any time to make a decision not to proceed with procurement process, and the right to accept any EOI in whole or in part.

**Part A: Organisational Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Section A1) Organisational Details:** | | | |
| **A1.1** | Full name of applicant organisation: | |  |
| **A1.2** | Address / Postcode | |  |
| **A1.3** | Registered Office Address (if different) | |  |
| **A1.4** | Type of organisation:   * Public Limited Company * A Limited Company * A Company Limited by Guarantee * A Partnership * A Charity * Other (please specify): | |  |
| **A1.5** | Company / Charity Registration Number: | |  |
| **A1.6** | UKPRN (UK Provider Reference Number) if held: | |  |
| **A1.7** | If your organisation is not incorporated in the UK, BUT is incorporated or registered overseas, then please give the country in which it is incorporated or registered and the registration number | |  |
| **A1.8** | If your organisation is part of a group of companies incorporated or registered outside of the UK, please state:  • The registered name of your parent company  • The organisation with which it is registered  • The country in which it is registered and the registration number | |  |
| **A1.9** | Organisation website address: | |  |
| **A1.10** | Name and Job Title of main contact submitting this EOI: | |  |
| **A1.11** | Full postal address of main contact: | |  |
| **A1.12** | E-mail address of main contact: | |  |
| **A1.13** | Telephone number of main contact (both landline and mobile): | |  |
| **A1.14** | OFSTED inspection grade or if not applicable please provide your latest Self-Assessment grade | |  |
| **A1.15** | Registered on the Register of Apprenticeship Training Providers (Yes/No) | |  |
| **A1.16** | **Please tick if you have any of the following policies**  **Reviewed within the last 12 months:**  Health & Safety  Safeguarding of Vulnerable Persons  Response to the requirements of the Prevent Duty  **Reviewed every 3 years:**  Equality & Diversity  Environmental & Sustainability  Quality and improvement  HR processes including safe recruitment  Whistleblowing  Complaints  Bullying and Harassment  Fraud Protection  Business Continuity  Disaster Recovery  Data Protection  I.T. Security / Storage  Confidentiality / Information Security  Online Safety  **Standards**  Cyber Essentials Plus  Matrix Accreditation  **Please confirm you can provide a copy of your last Matrix Assessment**  Yes  No | | |
| **1.A 17** | **Please Tick the geographical areas you want to deliver in** | | |
|  | **East of England**  **County**  [Cambridgeshire County](https://www.cambridgeshire.gov.uk/)  [Essex County](https://www.essex.gov.uk/)  [Hertfordshire County](https://www.hertfordshire.gov.uk/)  [Norfolk County](https://www.norfolk.gov.uk/)  [Suffolk County](http://www.suffolk.gov.uk/)    **Unitary Authority Area**  [Central Bedfordshire](https://www.centralbedfordshire.gov.uk/)  [Luton Borough](https://www.luton.gov.uk/)  [Peterborough City](https://www.peterborough.gov.uk/)  [Southend-on-Sea Borough](https://www.southend.gov.uk/)  Thurrock  [Bedford](https://www.bedford.gov.uk/)  [Milton Keynes](https://www.bedford.gov.uk/)  Buckinghamshire | **East Midlands**  **County**  Derbyshire County   Leicestershire County  Lincolnshire County  Nottinghamshire County  Rutland County  Northamptonshire County area  **City Area**  Derby City  Leicester City  Nottingham City  Lincoln City  Northampton City | |
| **1.A.18** | **If relevant, please provide detail on specific delivery localities** |  | |
| **1.A.19** | Within the areas you’ve indicated above, what delivery locations do you use for your client support | Own business premises  Jobcentres  Libraries  Community Centres  Training Centres  Other: (Please specify) – | |
| **1.A.20** | Futures is interested to hear from providers who would be able to start delivery before the new contract start date of 1st April 2022.  Please indicate when you would be able to begin delivery.  Please be aware this question **is not scored.** | 1st October 2021  1st April 2022 | |
| **Part B: Delivery Experience** | | | |
| 1. **Please provide a brief overview of your organisation and its main activities.**   **(maximum 150 words)** | | | |
|  | | | |
| 1. **Experience of delivery**   **Please refer to the NCS overview and provide examples of existing career support contracts (either as a prime or subcontract) that demonstrate your capacity and capability to deliver high quality, impartial and professional careers support.**   * **Please include the name and value of contract examples** * **Please reference experience in achieving job and learning outcomes** * **Please include information on your performance % against profile to support your answer**   **(maximum of 250 Words)** | | | |
|  | | | |
| 1. **Priority Groups**   **Please indicate if you have experience supporting the below priority groups** | | | |
| Young People - 18-24 year olds not in education, employment or training (NEETs)  Low-skilled adults without a Level 3 qualification  Adults who have been unemployed for more than 12 months  Lone parents  Over 50’s  Adults with special educational needs and/or disabilities | | | |
| 1. **Priority Groups**   **Please provide a short description of your experience supporting each group that you have indicated above.** | | | |
|  | | | |
| 1. **Specialist Cohort Support**   **Please provide details on any other cohorts that you have experience supporting. Please provide a short description of the specialist support you provide to each group.** | | | |
|  | | | |
| 1. **Financial Capacity**   **Please indicate your organisation’s gross turnover last year.** | | | |
| **Gross Turnover £:** | | | |
| 1. **Participant Recruitment**   **How will you recruit potential participants to the service? Provide details of your experience of recruiting required volumes of participants.** | | | |
|  | | | |
| 1. **Progression**   **Please provide detail on your ability and experience in supporting participants to progress into employment and/or training. Please provide outcome statistics to support your narrative.** | | | |
|  | | | |
| 1. **Local Need**   **Please describe below how your proposed delivery aligns with Local LEP or Combined Authority Priorities within your delivery location(s).** | | | |
|  | | | |
| 1. **Supporting National Priorities**   **Please describe below how your proposed delivery aligns to the national Government priorities.** | | | |
|  | | | |
| 1. **Local LMI**   **Please describe below how you research and make use of local Labour Market Information.** | | | |
|  | | | |
| 1. **Information Technology Systems and Data Security**   **How will you meet the information technology requirements of the contract? In particular, please provide evidence of appropriate arrangements in place to collect and store Customer information securely.** | | | |
|  | | | |
| 1. **Staff Capability**   **Please confirm that staff will hold a minimum of Level 4 IAG. Please provide any further details of the capability of your staff to deliver the proposed service.** | | | |
|  | | | |
| 1. **Quality of service delivery**   **Please outline the processes you have in place to ensure high quality management and delivery of this contract.** | | | |
|  | | | |
| 1. **Social Value**   **From 1st January 2021, all major central government procurements must explicitly evaluate social value.**  **Please provide details of your organisation’s approach to promoting social value within delivery. For example:**   * **Supporting COVID-19 recovery, including helping local communities manage and recover from the impact of COVID-19** * **Tackling economic inequality, including creating new businesses, jobs and skills, as well as increasing supply chain resilience** * **Fighting climate change and reducing waste** * **Driving equal opportunity, including reducing the disability employment gap and tackling workforce inequality Improving health and wellbeing and community integration** | | | |
|  | | | |
| 1. **Subcontracting support**   **Futures take a collaborative approach to partnership. We are keen to understand what you value in a collaborative relationship. Please share 2 examples of the type and level of support that you expect from a prime contractor.** | | | |
|  | | | |

**Part C: Delivery Proposal**

Please provide an indication of the number of participants from each priority group you propose that you could support annually.

|  |  |  |  |
| --- | --- | --- | --- |
| **East Midlands** | | | |
| **Priority Group** | **Number of Participants** | **Number of participants supported to achieve a Learning outcome** | **Number of participants supported to achieve a Job outcome** |
| Young People - 18-24 year olds not in education, employment or training (NEETs) |  |  |  |
| Low-skilled adults without a level 3 qualification |  |  |  |
| Adults who have been unemployed for more than 12 months |  |  |  |
| Lone parents |  |  |  |
| Over 50’s |  |  |  |
| Adults with special educational needs and/or disabilities |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **East of England** | | | |
| **Priority Group** | **Number of Participants** | **Number of participants supported to achieve a Learning outcome** | **Number of participants supported to achieve a Job outcome** |
| Young People - 18-24 year olds not in education, employment or training (NEETs) |  |  |  |
| Low-skilled adults without a level 3 qualification |  |  |  |
| Adults who have been unemployed for more than 12 months |  |  |  |
| Lone parents |  |  |  |
| Over 50’s |  |  |  |
| Adults with special educational needs and/or disabilities |  |  |  |