**ADVIZA SEEKS EXPRESSIONS OF INTEREST FROM ORGANISATIONS FOR DELIVERY OF THE PRINCE’S TRUST TEAM PROGRAMME IN READING**

**Background:**

**Adviza**

Adviza is a charity providing support for young people and adults as they make choices about education, training or work.  We raise people’s aspirations, helping them overcome barriers and motivate them to achieve their full potential. As a charity, we deliver a variety of innovative programmes to support the most vulnerable people in our community move closer to learning and work. We also provide careers services to more than 100 schools and colleges across the Thames Valley. We deliver the National Careers Service, providing support to adults who are looking for a career change or facing difficulties such as redundancy, in the South West and Oxon region: [www.adviza.org.uk](http://www.adviza.org.uk)

**Prince’s Trust Team**

The Prince's Trust Team initiative is a 12-week personal development programme to help unemployed young people aged 16 – 25 years to build confidence, meet new people, acquire new employability skills and gain a qualification. The programme runs Monday to Friday for 12 weeks and includes community projects, work placement and a team building residential. As part of the course, we also spend some time developing young people’s interview and CV skills to help them take the next step: <https://www.adviza.org.uk/princes-trust-team-programme>

**This opportunity:**

We are now inviting organisations to express their interest in delivering The Reading Prince’s Trust Team programme from September 2021. They will be responsible for the recruitment of young people and the delivery of the 12 week programme in line with the national requirements. The organisation will work to Adviza’s processes and policies and receive support from a dedicated manager, which includes the internal verification of the qualification work. The cost of the residential and qualification is covered by Adviza.

**Key Information:**

* **Target group**

Young people aged 16 – 25 years

NEET / unemployed individuals

Disengaged and vulnerable young people

* **Targets and payments**

The agreement is purely payment by results. The agreement entitles partners to a dedicated contract manager, regular best practice meetings with staff from the Bracknell & Aylesbury Team programmes, allocated laptop and mobile phone to delivery staff member and access to delivery resources appropriate to the programme.

The payment schedule is based on the delivery of 3 cohorts in the 2021/2022 academic year:

* September to December 2021
* January to April 2022
* May to July 2022

|  |  |  |
| --- | --- | --- |
| Age group | Each individual who successfully achieves the Level 1 qualification  | Funded places available across the 3 cohorts |
| 16 – 18 year old | £1550 | 30 |
| 19 – 25 year old | £500 | 9 |

* Age of young people taken at 31st August 2021
* Opportunity for growth through the year if performance exceeds allocated funding

**Staffing requirements – 1 FTE Leader of Team**

* Proven experience of working with young people aged 16-25 and their families including work to help challenging young people overcome difficulties.
* Ability to recruit, engage and retain young people aged 16 – 25 years on programme.
* Complete The Prince’s Trust Team Leader Training programme, which is mandatory training for Leaders of Team.
* Experience of working with young people in a variety of settings and from a range of social and cultural backgrounds.
* Experience of developing provision and delivery with multi-disciplinary teams or groups.
* Experience of working with statutory and voluntary organisations supporting young people.
* Substantial experience of delivering training & development sessions to young people on a variety of topics.
* The ability to balance competing priorities.

**EOI Timetable:**

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| --- | --- |
| **Task** | **Deadline** |
| Tender issued | Friday 16th July 2021 |
| Tender closes  | Monday 9th August 2021, 12pm |
| Interviews | w/c 16th August 2021 |
| Notification of results | w/c 16th August 2021 |
| Agreement issued from | w/c 23rd August 2021 |
| Delivery commences from | Monday 6th September 2021 |

**All the information provided as part of this process will be treated in the strictest confidence.**

**Please complete the following questions in Century Gothic 11 and do not exceed the maximum word count.**

**Completed expression of interest need to be returned to** **leeteideman@adviza.org.uk**

|  |  |
| --- | --- |
| **Bidding Areas:** | **Prince’s Trust Team - Reading**  |

**Part 1: Company details**

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| --- | --- |
| **Organisation Name** |  |
| **Registered Address** |  |
| **Type of Organisation** |  |
| **Company Registration Number** |  |
| **Registered VAT Number** |  |
| **Contact Name** |  |
| **Address, if different from above** |  |
| **Telephone Number** |  |
| **Mobile Number** |  |
| **Email** |  |

**Part 2: Due diligence**

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| --- | --- |
| **Q1** Has a resolution been passed (or the court has made an order) to wind up or liquidate the organisation, or administrators been appointed?  | \* delete or circle as applicableYes/No\* |
| **Q2:** Please supply a copy of your most recent audited accounts. Accounts supplied. | Yes/No\* |
| **Q3:** As part of the due diligence process we may undertake a credit reference search on your organisation. Please confirm your agreement to this. | Yes agree /No do not agree\* |
| **Q4:** Please confirm that you will not sub-contract any delivery. |  |
| **Q5:** Please declare any conflicts of interest e.g. common directorships, or confirm there are none. |  |
| **Q6:** Has any director, partner or manager of your organisation been:**Q6a:** Convicted of or charged but not yet tried with any criminal offence (other than road traffic offences).**Q6b:** Prosecuted for a breach of any statute relating to health and safety of employees or others or been served with a prohibition notice under the health and safety at work act**Q6c:** Declared bankrupt or insolvent or been a director or partner of a company that went into liquidation or receivership**Q6d:** Subject to recovery action by customs and excise or the inland revenue**Q6e:** The subject of a County Court Judgement. | \* delete or circle as applicableYes/No\*Yes/No\*Yes/No\*Yes/No\* |
| **Q7**: Please confirm that you have submitted your statutory accounts on time in each of the last 3 years.  | Yes/No\* |
| **Q 8:** Please complete the following table and provide supporting evidence to confirm you have adequate insurance cover. |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Certificate | Insurance Company | Value of insurance £s | Start date | End date | Certificates enclosed Y/N |
| Employers Insurance Certificate (minimum value £ 5 million) |  |  |  |  |  |
| Public Liability Insurance (minimum value £ 5 million) |  |  |  |  |  |
| Professional Indemnity Insurance (minimum value £1 million) |  |  |  |  |  |

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| **Q9:** Has your organisation made a claim, or is in the process of making a claim against any of your insurance policies? If yes please provide details on a separate sheet | Yes/No\* |
| **Q10:** Have there been any Health and Safety issues identified /notified? | Yes/No\* |
| **Q11:** Have you ever been prosecuted for a breach of health and safety regulations or served with an improvement/prohibition notice by the Health and Safety Executive? If yes please provide details | Yes/No\* |
| **Q12:** Are you Matrix accredited?Date of Accreditation: Date of next Renewal:Grade: | Yes/No\* |
| **Q13:** Do you currently have a safeguarding policy in place to protect children and vulnerable adults? Does this include Prevent?Does it comply with the requirements of the Modern Slavery Act 2015? | Yes/No\*Yes/No\*Yes/No\* |
| **Q14:** Are you registered with the Information Commissioner under Data Protection legislation. If yes:Registration Number:Date of next renewal: | Yes/No\* |
| **Q15:** Are all your policies and processes in line with GDPR? | Yes/No\* |
| **Q16:** Do you have a Data Protection policy?  | Yes/No\* |
| **Q17:** Have you been investigated by, or received an adverse ruling from, the Data Commissioner in the last three years? If yes please give a brief summary. | Yes/No\* |
| **Q18:** Do you have an IT Security policy?  | Yes/No\* |
| **Q19:** Do you hold Cyber Essentials Plus Certification? If YesCertification Number:Date of next renewal: | Yes/No\* |
| **Q20:** Do you have an Equality and Diversity Policy?  | Yes/No\* |
| **Q21**: Have there been any complaints in the last 12 months made under your Organisation’s Equality and Diversity Policy? | Yes/No\* |
| **Q22:** Do you have an Environmental/Sustainability policy? | Yes/No\* |
| **Q23:** Do you have any other contracts that focus on delivering Information, Advice & Guidance with any other organisations? | Yes/No\* |
| **Q24:** Has your organisation in the last 5 years ever been in breach of a contract?**Q24a:** Either cancelled a contract or had a contract finished due to underperformance? | Yes/No\*Yes/No\* |

**Part 3: Tender Response**

**Question 25: Please describe how you will recruit young people to the Team programme (Maximum 500 words)**

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| **Young people aged 16-25 not in education, employment or training**  |
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**Question 26: Maximum 500 words**

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| **Please give examples of how you have engaged NEET young people in the past 2 years**  |
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**Question 27: Maximum 500 words**

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| **Please say what strategic networks you are aligned to in your local area and how you assure that you are meeting the local area needs:** |
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**Question 28: Max 300 words**

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| **Please provide details of delivery venues you have access to for the delivery of the programme or where you would plan to deliver**  |
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| **Please provide any other comments or information you wish to add in support of your EOI.****Maximum 500 words** |
|  |

**Declaration**

**I confirm that I am authorised to sign this on behalf of …… (organisation) and the information given is true and accurate:**

**Signed:** **Position:**

**Date:**

**Contact Number:**

**THANK YOU FOR COMPLETING THIS FORM AND FOR YOUR INTEREST IN WORKING WITH ADVIZA**

**EOIs need to be completed and returned by 12pm on Monday 9th August. Please return to:** leeteideman@adviza.org.uk