

THE SPECIFICATION

THE PROVISION OF COMMUNITY LEARNING SERVICES

1. Introduction and background

- 1.1. The Adult College of Barking and Dagenham (ACBD) is committed to supplying its citizens (aged 19 years and above) with adult learning programmes and activities within the London Borough of Barking and Dagenham (the **“Borough”**).
- 1.2. This Specification describes and sets out the intended scope of the Services to be provided by the successful Tenderer (the **“Supplier”**).
- 1.3. The Supplier shall provide Community Learning Services as set out below or as otherwise agreed between the parties (the **“Services”**)

2. Scope, purposes and key priorities in the delivery of the Services

- 2.1. The Supplier shall ensure that:
 - 2.1.1. delivery of the Services takes place within the community (either within areas of deprivation or targeted at community groups) to improve their employability;
 - 2.1.2. citizens receiving the Services are ages 19 years or above and have not previously undertaken a community-based training programme with ACBD in the previous academic year (i.e. 1st August to 31st July);
 - 2.1.3. the Services are delivered in accordance with the Agreement;
 - 2.1.4. the all activities delivered as part of the Services are accessible;
 - 2.1.5. where appropriate (for example, when delivering traditional learning experiences) it uses subject specific qualified tutors. Where volunteers or other assistants are used, such volunteers or assistants work under the supervision of a qualified tutor;
 - 2.1.6. where appropriate, the RARPA (recognising and recording progress and achievement) system for review and assessment of learners’ progress and achievement;
 - 2.1.7. delivery of the Services takes place from premises located within the Borough of Barking and Dagenham;
 - 2.1.8. it operates an appropriate system for the collection of fees from those persons who are able to pay and demonstrate how collection of the same supports additional places for those who are unable to pay fees;
 - 2.1.9. it uses all reasonable endeavours where appropriate to ensure a minimum group size of 12 persons per activity;
 - 2.1.10. it collects and records all participation in the Services in a timely and accurate fashion as may be specified by ACBD from time to time including at the beginning of each academic year;
 - 2.1.11. it allows all activities and programmes relating to the Services to be observed at any time by ACBD staff on request including but not limited to all teaching activities;
 - 2.1.12. it delivers feedback in such form as specified by ACBD from time to time in respect of participant enrolment, progression and retention;
 - 2.1.13. it does not sub-contract, transfer, novate or assign in any way delivery of the Services to any third party without the express written permission of ACBD;
 - 2.1.14. the Services support learners with timely and appropriate information, advice and guidance and in particular support progression at the end of the relevant activity;

- 2.1.15. the Services achieve the Borough's Purpose (as set out under paragraph 2.3;
- 2.1.16. the Services achieve the Borough's Key Priorities (as set out under paragraph 2.4; and
- 2.1.17. the Services (as a minimum) meet the Borough's Requirements (as set out under paragraph 3).
- 2.2. The Supplier shall deliver non-accredited programmes that engage and encourage participants to progress in innovative ways.
- 2.3. The Borough's **purpose** in receiving the Services is to:
 - 2.3.1. maximise access to community learning for adults to bring new opportunities and to improve lives;
 - 2.3.2. promote social renewal by bringing local communities together to experience the joy of learning and pride that comes with achievement; and
 - 2.3.3. maximise the impact of community learning and the social and economic wellbeing of individuals, families and communities.

(together the "**Purpose**")
- 2.4. The Borough's **key priorities** in receiving the Services are to:
 - 2.4.1. engage those citizens who live and/or work in the Borough of Barking and Dagenham;
 - 2.4.2. target the most disadvantaged citizens;
 - 2.4.3. focus on groups such lone parents, carers, black and minority ethnic groups, learners with learning difficulties and disabilities, older people, offenders, substance abusers and other traditionally hard-to-reach groups;
 - 2.4.4. offer coherent routes towards sustained employment;
 - 2.4.5. ensure that the Services have close links with volunteering opportunities and help to build the confidence of citizens;
 - 2.4.6. ensure that the Services offer guidance on health and well-being (particularly in respect of matters affecting families and children);
 - 2.4.7. ensure that appropriate and accessible education is available to citizens with physical and sensory impairments and those who have problems relating to mental health, learning difficulties and other complex needs including the elderly and those who are at risk of isolation; and
 - 2.4.8. ensure that the Services strengthens links with other borough initiatives such as the no one left behind.

3. The Borough's Requirements

- 3.1. In delivering the Services, the Supplier shall respond to London Borough of Barking and Dagenham's One Borough, One Community. No-one left behind.
 - 3.1.1. **Theme 1: Employment, Skills and Enterprise** – *We will work together – across authorities, employers, schools, colleges and communities to ensure that Barking and Dagenham is a place where every resident has access to lifelong learning, employment and opportunity. ACBD's response to this will be to focus on Employment* - We welcome tenders that work with the unemployed, those looking to improve their skills, change careers or return to work. The programmes may include learning opportunities in work skills, volunteering, supported employment including small enterprise development and digital skills to enhance employability.

- 3.1.2. **Theme 6: Community and Cohesion** – We will support the community to celebrate our history and heritage, through events and activities. We will tackle extremism and hate crime wherever it occurs. And we will help different groups within our community to come together and integrate, understanding that diversity is a strength and we can all learn from one another. **ACBD's response to this will be to focus on Community Enhancement** - We welcome projects that enable local communities access to choices that enhance their family and community life by providing projects and programmes that help residents to develop a better understanding of citizenship, safeguarding, preventing extremism and radicalisation, creative arts, traditional skills and crafts, health and wellbeing, family life and digital skills.
- 3.1.3. **Theme 10: Arts, Culture and Leisure** – We will use our Arts, Culture, and Heritage as a vehicle to bring about some of the changes that residents outlined in the consultation, making the borough a destination rather than a place people commute through, and as a means to improve community cohesion. **ACBD's response to this will be to focus on delivery for Diverse Communities** - We welcome projects that ensure that we celebrate the diversity of our communities, ensuring that all groups in our community have access to our programmes, focusing in particular on these priority groups: AME groups, families, homeless, older people, people with disabilities, people with drug and alcohol challenges, people with mental health challenges, refugees, younger people.
- 3.2. The London Borough of Barking and Dagenham priorities listed under paragraph 3.1 above are provided as guidance only and the Supplier is not obliged to deliver the relevant outcomes exclusively. However, in delivering the Services, the Supplier must ensure that the Services deliver the following outcomes:
- 3.2.1. **Value for money:** through the collection of fees from those persons who are able to pay and extension of subsidised or free places for those on low incomes or those who have not previously engaged in activities the same or similar to the Services;
- 3.2.2. **Improved civic engagement:** through greater social interaction between learners from all backgrounds, cultures and income groups in the London Borough of Barking and Dagenham through joint learning;
- 3.2.3. **Improved uptake:** through attracting persons to the Services who have not engaged in services like or similar to the Services previously;
- 3.2.4. **Achieving "Pound Plus":** delivering the Services in accordance with the UK Government's *Pound Plus* strategy (i.e. to generate additional funds or resources from income from non-government sources, resources in kind, other sources of revenue, sponsorship or volunteering) and move towards a self-sustainable model where possible.
- 3.2.5. **Improved learner progression to higher level courses or employment:** delivering the Services to the relevant targets as set out in the Agreement.

4. Measuring success

- 4.1. The London Borough of Barking and Dagenham shall measure the success of the activities and/or programmes comprising the Services by evidencing and monitoring the:
- 4.1.1. proportion of participants in the Services who progress to other higher level learning programmes;
- 4.1.2. proportion of participants in the Services who have not previously engaged with services like or similar to the Services with ACBD or any of its previous contractors;
- 4.1.3. total number of participants accessing the Services over the Term; and
- 4.1.4. satisfaction of participants accessing the Services over the Term.