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## Expression of Interest

## For

**Project Title: PROVISION OF TRAINING ACTIVITIES**

|  |  |
| --- | --- |
| **Organisation Name** |  |
| **Main Contact** |  |
| **Company Registration Number** |  |

**Issue Date**: **1 August 2025**

**Return Date: 30 August 2025**



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# 1 - PREAMBLE

**1.1 INTRODUCTION**

As part of the UK Shared Prosperity Fund programme for South Derbyshire, South Derbyshire District Council seeks to appoint a training provider to supply specific training provision.

The availability of a skilled workforce in South Derbyshire is a key enabler for future economic development, whilst higher skilled residents have greater access to employment opportunities.

The South Derbyshire Economic Development Strategy sets out the aim ‘to work with employers and training providers to develop interrelationships, raise skills levels, address skills gaps, and promote a commitment to workforce health and development whilst addressing the needs of more vulnerable groups’.

Challenges identified in the Strategy included:

* strengthening relationships between skills providers and businesses;
* increasing employer participation in training;
* preparing for future skills needs, including low carbon growth and digital skills;
* improving access to learning (digital and transport), including in rural areas;
* developing workforce resilience to adapt to economic change and skills demand; and,
* boosting leadership, management and higher level skills.

This project specifically aims to address the following issues:

* Longer term unemployed residents needing to change sector in order to get back into the workforce; and,
* Businesses in established sectors needing to adapt to new green technologies in order to meet future market demands.

**1.2 ACCEPTANCE AND EVALUATION OF EXPRESSION OF INTEREST**

* South Derbyshire District Council is inviting Expressions of Interest for the provision of the goods, services or works described in this document.
* The Council is committed to ensuring transparency, fairness, and equal treatment of all applicants throughout the process.
* The Council reserves the right not to proceed with the Expression of Interest or not to award a grant. No liability will be accepted for any costs incurred by applicants in preparing or submitting an Expression of Interest.
* Submission of an Expression of Interest does not create any contractual or legal obligation on the part of the Council unless and until a formal award is made and Grant Agreement signed.
* Applicants must provide a full response to all questions set out in this document and complete the Pricing Schedule in full.
* The completed Expression of Interest must be submitted to [economic.development@southderbyshire.gov.uk](mailto:economic.development@southderbyshire.gov.uk) along with the Pricing Schedule and any supporting information requested.
* The Expression of Interest must:
  + Be signed by an authorised representative of the applicant.
  + Remain valid and open for acceptance by the Council for a period of 90 calendar days from the closing date for receipt of Expressions of Interest.
* Incomplete or unsigned submissions may be deemed non-compliant.

The Council will award the Grant to the Applicant whose Expression of Interest is considered the most advantageous overall, taking into account a range of factors such as price, quality, social value, and alignment with the Council’s objectives. The Council is not bound to accept the lowest-priced Expression of Interest or any Expression of Interest submitted.

**1.3 FREEDOM OF INFORMATION**

Information in relation to this Expression of Interest may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000.

Applicants should state if any of the information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the Act. Applicants should state why they consider the information to be confidential or commercially sensitive.

This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

# 2 - SPECIFICATION

**2.1 INTRODUCTION**

The Council is seeking a single contractor to deliver a package of training courses during 2025/26. All courses are to be delivered in-person in Swadlincote or within a short distance easily accessible on a main public transport route. Provision is to address the following:

**2.2 SECTOR-BASED PRE-EMPLOYMENT TRAINING**

A programme of sector-based pre-employment training courses - short courses targeting unemployed South Derbyshire residents to help them back into sustained employment. These blended programmes aim to bridge specific vocational skills gaps within the area’s labour market to help facilitate economic growth and prosperity.

These courses must provide individuals with the essential knowledge, skills and behaviours required for entry-level employment in specific industries. The programmes must include face-to-face training, industry-recognised entry-level qualifications, and safety certifications or checks to support positive career progression.

Programme entry requirements – individuals must:

* live in South Derbyshire District (to be confirmed via <https://www.gov.uk/find-local-council>)
* be aged 18 or over
* be claiming either Universal Credit (UC), Jobseeker’s Allowance (JSA) or Employment and Support Allowance (ESA)
* take part voluntarily;
* be motivated, reliable, and be seeking progression into paid employment (no specific recommended prior learning requirement)
* have basic English reading, writing, speaking, and listening skills (to be confirmed through an initial assessment)

At least 4 courses are to be provided at Level 2, with one for each of the following sectors:

* Hospitality
* Child Care
* IT / Digital
* Fabrication and Welding

**2.3 GREEN UPSKILLING / WORKFORCE DEVELOPMENT**

Learning programmes specifically designed to upskill employed South Derbyshire residents and those individuals economically active within the District - the focus is on the low carbon sector.

The low carbon sector is one of the fastest growing in the UK, employing several hundred thousand people directly and indirectly across the supply chain. The low carbon sector includes: energy efficient lighting; energy efficient products; energy monitoring; saving or control systems; low emission vehicles and infrastructure; fuel cells; and energy storage systems. It has been identified that South Derbyshire is well placed to take advantage of the opportunities to develop technologies associated with the low carbon sector.

The programme of courses will cover areas such as photovoltaic systems, energy storage systems, electric vehicle charging installations and hybrid vehicle maintenance, along with related technologies such as Advanced Driver Assistance Systems.

Eligibility criteria:

* resident of South Derbyshire District and/or working for a business located in South Derbyshire
* Aged 18 or over
* suitably qualified or having equivalent experience (for programme entry) within the specific industry sector

At least 7 courses are to be provided at Level 2 & 3.

**2.4 UK SHARED PROSPERITY FUND**

This project is wholly funded by the UK Shared Prosperity Fund.

The UK Shared Prosperity Fund aims to improve pride in place and increase life chances across the UK investing in communities and place, supporting local business, and people and skills.

For more information, visit <https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus>

The Project is to commence in September 2025 and conclude in March 2026.

The following UKSPF Output/Outcome measures are to be forecast and monitored:

|  |  |  |
| --- | --- | --- |
| **Ref** | **Output/Outcome** | **Definition** |
| OP17 | Number of people reached | Number of people directly impacted by the UKSPF intervention. The definition of direct impact will vary across interventions e.g.  - Energy efficiency improvements - those living or working within the treated premise.  - Engagement schemes - those directly engaging (e.g. reading, viewing, attending).  - Direct impact should only be recorded where it can be done so robustly. |
| OP18 | Number of people receiving support to gain employment | Economically inactive people, or people who have been unemployed, who are receiving support to be in employment, including self-employment, for at least a 2 week of a four-week period following support.   - Economically inactive individuals are those not in work and not actively seeking work (unlike unemployed individuals who are actively seeking work). Not all economically inactive individuals claim benefits. For those that do, this would include those claiming either “legacy” benefits or those within specific conditionality regimes in Universal Credit (UC). The former here includes Employment Support Allowance (ESA), Incapacity Benefit (IB) and Income Support (IS). The latter here includes claimants within the Preparation Requirement or Work Focused Interview Requirement conditionality regimes (or equivalent for all of the above). There is no length of time on inactivity required. People count if they are 16+.   Unemployed as defined by the International Labour Organisation (ILO) are those:  - Without a job, have been actively seeking work in the past four weeks, and are available to start in the next two weeks.  - Out of work, have found a job and are waiting to start it in the next two weeks.   Not all unemployed persons claim unemployment-related benefits. This is due to either not being entitled to claim unemployment-related benefits or choosing not to do so. Here, unemployment-related benefits is defined as those in receipt of Job Seekers Allowance (JSA) or are in the Intensive Work Search Regime within Universal Credit (UC).   Employed individuals are people aged 16 and over who do one hour or more of paid work per week or are temporarily away from work (e.g. because are temporarily sick or on holiday). This includes:  - Employees (permanent and temporary workers, the latter including those on fixed period contracts, agency temping etc.)  - Self-employed persons  - People on government-supported training programmes, engaging in any form of work, work experience or work-related training.  - Persons on maternity or paternity leave |
| OP20 | Number of people retraining | Number of people training in a different area after having already obtained a qualification or developing experience in a specific role. |
| OC24 | People gaining a qualification or completing a course following support | Number of people who have received support to gain a qualification or completed a course following that support. |

# 3 – PRICING SCHEDULE

**3.1 EXPRESSION OF INTEREST**

Please provide full pricing for the project in the table below. The price must include all costs except VAT. Please note that we are looking for one organisation to deliver all of the specified activity.

|  |  |
| --- | --- |
| **Activity** | **Cost**  **£** |
| Sector based pre-employment training programmes |  |
| Green upskilling/workforce development |  |
| Marketing and associated activity |  |
| **Total** |  |

**3.2 QUALITY**

**Please provide the following information to support the assessment of quality:**

* A clear methodology outlining how you propose to achieve the required outputs and outcomes, including details of your proposed structure and delivery model.

This should include details of the courses to be delivered, the level of the courses, qualifications & certifications, numbers of outputs/outcomes that will be achieved, other support provided, and where the courses are to be delivered from.

* An explanation of your organisation’s capacity to successfully deliver the project, report against key performance indicators (KPIs), and meet all contractual requirements.

This should include details of accreditations, relationships with South Derbyshire businesses, resources and training facilities.

* A summary of relevant experience, including that of your organisation and the key personnel who will be involved in the delivery of this project.
* Demonstrable evidence of impact from comparable projects, including outcomes achieved and any evaluation findings that illustrate effectiveness.

This should include at least three recent case studies and details of three referees. [The Council may wish to contact some or all of these referees to take up references].

# 4 - SUPPORTING INFORMATION

|  |  |
| --- | --- |
| **Name of Organisation** | *Provide the full registered legal name.* |
| **Registered Address** | *Enter the official registered address for correspondence.* |
| **Contact Name** | *Provide the main point of contact for this Expression of Interest, including direct contact details.* |
| **Email** | *Provide the main point of contact for this Expression of Interest, including direct contact details.* |
| **Phone** | *Provide the main point of contact for this Expression of Interest, including direct contact details.* |
| **Website Address** | *Include your organisation’s official website, if applicable.* |
| **Nature of Organisation** | *Specify the business type (e.g., limited company, sole trader, partnership).* |
| **Main Business Activity** | *Briefly describe your organisation’s principal activities.* |
| **Number of Years Trading** | *State how long your organisation has been operating.* |
| **Annual Turnover** | *Provide your most recent annual turnover figure.* |
| **Number of employees** | *Indicate the total number of employees.* |
| **VAT Registration Number** | *Include if applicable.* |
| **Connections with the Council** | *Declare any known relationships with Council employees or members.* |
| **Legal Proceedings** | *Disclose any outstanding or pending legal cases involving your organisation or its senior management.* |
| **Insurance Cover** | *Employer’s Liability:*  *Public Liability:*  *Professional Indemnity:* |

*Does your organisation have these systems, policies, and procedures?*

|  |  |  |
| --- | --- | --- |
| **Systems Policies Procedures** | **Yes/No** | **Details** |
| Quality Assurance System |  |  |
| Health and Safety at Work Policy |  |  |
| Equal Opportunities and Fairness Policy |  |  |
| Environmental Management Policy/System |  |  |
| Safeguarding Policy |  |  |
| Modern Slavery Policy |  |  |
| Data Protection / GDPR Compliance Policy |  |  |

**5 – FORM OF EXPRESSION OF INTEREST**

To: South Derbyshire District Council

Having examined carefully and understood the Conditions of Expression of Interest, the Specification and all other documentation issued by the Council in connection with the provision of ……………………

We ………………………………………………………………………………………………

Of ………………………………………………………………………………………………

………………………………………………………………………………………………

Hereby offer to supply the Goods/Services subject to the terms and conditions set out in such Conditions of Expression of Interest, Specification and other documents (if any) at the prices and rates contained in the Pricing Schedule.

We understand you are not bound to accept the lowest or any Expression of Interest you may receive and you will not pay any expenses incurred by us in connection with the preparation and submission of this Expression of Interest.

Unless and until a formal Contract is prepared and executed this Expression of Interest together with your written acceptance thereof shall constitute a binding Contract between us.

Signature ………………………………………………………

*Duly authorised agent of the Applicant*

Position held ………………………………………………………

Name and Address of Applicant ………………………………………………………

………………………………………………………

………………………………………………………

………………………………………………………

Dated ………………………………………………………