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**Invitation to Tender for Essential Skills Literacy, Numeracy and ICT Short Course Delivery 2022**

CALL/ICT, a project of Ashton’s Community Trust (Ashton) is inviting tender applications from competent, experienced and appropriately qualified tutors to deliver OCNNI accredited employment focused short courses in Literacy, Numeracy and ICT for the Workplace.

**Ashton Community Trust Mission Statement**

*To promote positive change and improve the quality of life of the North Belfast community*

**CALL/ICT Overview**

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| CALL/ICT (Community Access to Lifelong Learning), funded by the Department for Communities, is Ashton’s Essential Skills service that supports individuals to achieve Essential Skills qualifications in Literacy, Numeracy and ICT. The service allows residents of within the BT14 and BT15 area to improve their skills in English and mathematics using ICT, in order to improve the possibility of finding further training, education and / or employment opportunities. Essential Skills works at ground level to assist people in gaining employment and / or increasing their employability. Improved skills in Literacy and Numeracy empower individuals to make informed decisions for their future by raising standards of education, and providing a progression route to other training opportunities that may enable them to gain employment.  |

Ashton Essential Skills is an approved OCNNI centre, delivering solely accredited courses in Literacy, Numeracy and ICT from Entry Level 1 to Level 2. Participants at the higher Levels 1 and 2 are entered for the OCNNI external examination in Communication and Application of Number.

Our service is open to residents within postcodes BT14 and BT15. It is open to everyone over 16 years with no upper age limit. Our services are person centered and based on the theory that no single approach to teaching and learning will suit everyone. Courses are delivered in small group settings and one-to-one provision is also available. All courses and delivery are monitored, evaluated and outcomes recorded.

The service provides holistic support to participants including: course and career guidance; mentoring; study skills tuition; exam preparation and progression routes to further education and training or employment. We also refer participants to other Ashton services including Belfast Works, Family Support and Bridge of Hope. In addition, many of our participants are referred to us by these projects.

More details here about Ashton and its services can be found here: [www.ashtoncentre.com](http://www.ashtoncentre.com)

Ashton’s CALL/ICT Essential Skills service currently delivers a range of courses including:

* **Literacy Entry Level 1**
* **Literacy Entry Level 2**
* **Literacy Entry Level 3**
* **Numeracy Entry Level 1**
* **Numeracy Entry Level 2**
* **Numeracy Entry Level 3**
* **Communication Level 1**
* **Communication Level 2**
* **Application of Number Level 1**
* **Application of Number Level 2**
* **Introduction to Using ICT Systems Entry Level 3**
* **Literacy and Communication Skills for the Workplace Entry Level 3**
* **Numeracy Skills for the Workplace Entry Level 3**

**Role description**

The role is to deliver Entry Level 3 OCNNI accredited short courses in:

* Literacy and Communication Skills for the Workplace
* Numeracy Skills for the Workplace
* Introduction to Using ICT Systems

With the following range of priorities:

* To interact with individuals on a one to one and small group basis.
* To deliver OCNNI short courses to participants.
* To deliver courses at Ashton’s main site, Churchill Street, BT15 2BP.
* To deliver relevant content to meet the OCNNI learning outcomes.
* To assess participants’ work in accordance with OCNNI’s regulations.
* To support 20 participants in gaining a recognised qualification.
* To follow OCNNI guidance regarding teaching and learning.
* Liaise with CALL/ICT Essential Skills tutors.
* Ensure all relevant paperwork is fully and accurately completed and returned to the Essential Skills Co-ordinator in a timely manner.
* To promote the service to participants, encouraging them to progress to full Essential Skills courses in Literacy, Numeracy and ICT.
* Be prepared to deliver a flexible service for CALL/ICT to enable us to meet the needs of our participant base.

**Remuneration:**  The rate of pay will be £25 per hour. CALL/ICT Essential Skills to be invoiced by 31st March 2022.

**The tender format is as follows:**

1. Applicants must demonstrate and provide evidence where appropriate how they meet all elements of the essential criteria. Please note it is important to address each criterion listed above in your application. Failure to do so will result in your tender application being deemed ineligible.
2. Applicants must state clearly how they will approach course delivery within CALL/ICT Essential Skills.
3. Applicants must include a completed Declaration of Employment Status form.
4. Applicants must be able to demonstrate a flexible approach to service delivery.
5. Applicants must include a full and up to date CV including recent examples of similar work with adults.
6. Applicants must include a copy of all relevant certificates.
7. Applicants must outline what days and times they would be available to deliver services for CALL/ICT Essential Skills.
8. Successful applicants will undergo pre-employment checks.

Copies of tender proposals should be forwarded in a plain envelope clearly marked “Essential Skills Short Course Delivery” to:

CALL/ICT Essential Skills

The Ashton Centre

5 Churchill Street

Belfast BT15 2BP

**Any tender applications not including all information above will be discounted as incomplete and will not move to scoring. All tenders must be received no later than 12.00 noon on Wednesday 9th February 2022**

**CALL/ICT Essential Skills will use the information supplied to score all tender applications. Please take note of weighting criteria as this will be used to total scores and only applicants who score over 80 will be added to our Approved Tutor List. Although a score of 80 or more will allow enable an applicant’s details to be added to our Approved Tutor List, this does not constitute any guarantee of hours. Please note any successful tender will only be valid for the period from 1st February 2022 to 31st March 2022 in the first instance.**

**Ashton’s CALL/ICT Essential Skills operates in line with the General Data Protection Regulations 2018. This means we will treat the information you provide to us with strict confidentiality. At times we may need to share some of your information with other staff, funders and other stakeholders.**

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| **Award Criteria** | **Score out of 100** |
| **Teaching Adults Qualification Level 3 or above** | **20** |
| **Assessor Award / Qualification** | **10** |
| **Experience in delivering Literacy, Numeracy, and/or ICT to adults** | **20** |
| **Experience of working in a community setting** | **10** |
| **Availability and Flexible Approach** | **20** |
| **CV included** | **5**  |
| **Demonstration of qualifications** | **10** |
| **Familiarity with Awarding Organisation’s procedures** | **5** |

Contact Details: If you require further information, wish to clarify any points or have difficulty relating to the tender documentation before submission of your proposal the contact point is Ashton Essential Skills.

Email: essentialskills@ashtoncentre.com Tel: 028 9074 2255.

**START AND COMPLETION DATES**

It is anticipated that funding for this service delivery will run from 1st February to 31st March 2022.

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NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Essential Criteria** |
| **1. Please demonstrate how you meet the criterion for a Level 3 or above qualification in Teaching Adults.** |
| **2. Please demonstrate how you meet the criterion for an Assessor Award / Qualification.** |
| **3. Please outline your experience in delivering Literacy, Numeracy, and/or ICT to adults.** |
| ***4.* Please outline your experience of working in a community setting.** |
| **5. Please outline days and times available for delivery of sessions and detail how you have a flexible approach to delivery.**  |

**Check List for Applicants**

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| **Teaching Adults Qualification Level 3 or above** |  |
| **Assessor Award / Qualification** |  |
| **Experience of delivering Literacy, Numeracy, ICT** |  |
| **Experience of working in a community setting** |  |
| **Availability** |  |
| **Flexible Approach** |  |
| **CV**  |  |
| **Certificates** |  |