

**Simplification of guidance materials provided to Awarding Organisations for use when making applications to deliver initial teacher training (ITT) provision, designed to meet the post September 2007 requirements for qualifications approved by the Secretary of State.**

## **Introduction**

Reforms to initial teacher training incorporating the *new overarching professional standards for teachers, tutors and trainers in the Lifelong Learning Sector*, and other requirements, were implemented in September 2007. Standards Verification UK (SVUK) was commissioned by the then DfES to develop appropriate endorsement processes in line with these reforms.

Standards Verification UK (SVUK), a private limited company and part of Lifelong Learning UK, has now been asked by BIS to support the introduction of a lighter touch scheme. While full details of the scheme are yet to be confirmed, the new arrangements will put the emphasis for ensuring ITT provision is developed to meet the requirements of the regulations solely in the hands of the applicant Awarding Organisations. In order to make this as effective as possible for the Awarding Organisations, we are reviewing existing guidance materials in order to create application documentation which enables easy and successful self completion.

Applications via the new process may come from a diverse range of organisations working in partnerships or consortia. These may include HEIs, FE colleges, national awarding bodies, and other organisations. The documentation developed must be suitable for all, and support those new to meeting the requirements for FE ITT, as well as those with a track record of endorsement

The contract will be for reviewer services to support the development of the new application documentation and is likely to be in the region of 2 - 5 days' work for up to five reviewers. The daily rate will be £350 per day inclusive of VAT + agreed travel expenses. The contract is for the period September 15 to October 15 2010. It is expected that the initial work will be conducted by 1 October, followed by a reviewer team meeting on 5 October in either London or Leeds dependent upon which location is the most central for successful bidders.

## **Aims**

To produce application templates and associated guidance on meeting the requirements for post 2007 FE ITT qualifications that are suitable for self completion by Awarding Organisations seeking to provide regulated qualifications.

## **Likely activities**

- agreeing and managing a work plan with the Business Solutions Workstream Leader.
- reviewing by agreed targets and deadlines the currency of guidance that the Awarding Organisation uses in order to ensure their provision meets the requirements of the regulations
- providing accurate, specialist advice and guidance, and effective support to the Business Solutions Workstream Leader, to ensure that guidance and



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- application documentation enables easy and non bureaucratic successful completion at the first attempt by an applicant organisation
- keeping consistent data and records to support and inform the development of the documentation
  - attending meetings as required
  - appropriate liaison with SVUK as and when necessary

In carrying out this activity SVUK is seeking individuals who can contribute in many of the following areas of specialism:

- initial scrutiny of qualification design including application of the rules of combination, levelling, assessment according to unit specifications etc
- subject or context specialism such as Skills for Life, 14-19, prison education, WBL etc
- ICT and the teacher
- initial and diagnostic assessment, career development planning, learner support
- quality assurance and quality improvement strategies
- leadership and management including for partnership, franchise and collaborative arrangements
- experience of mentoring systems for new entrants to ITT.

In addition SVUK anticipates all ITT reviewers will have extensive and varied experience of:

- reviewing initial applications for FE ITT qualifications PTLLS, CTLLS & DTLLS from Awarding Organisations
- developing support materials/open materials/processes.

together with current knowledge of government policies and recent initiatives with regard to teacher education in the learning and skills sector, and an understanding of the workings of awarding organisation, including awarding bodies, examination bodies, HEIs, regulators and validation/accreditation processes.

### **Bidding process**

1. Please submit a bid (no more than 2 x A4 sheets) identifying all relevant skills, knowledge and experience relating to the likely activities and proposed specialisms described above.
2. Please confirm your availability to work to the timescales indicated and attend meetings on any given date(s)
3. Bids should be sent by post (in a plain unmarked envelope) to:

Tender/SV/ITT/2010  
Standards Verification UK Ltd  
4<sup>th</sup> Floor  
36 Park Row  
Leeds  
LS1 5JL

Or e-mailed to: [svukadmin@svuk.eu](mailto:svukadmin@svuk.eu)

4. Please ensure that the tender reference is included as a header on all documentation and is in the top left hand corner of the envelope, if posted.



5. No correspondence or telephone enquiries concerning the nature of the bid can be entered into.

**Closing date for applications: by noon on Monday 13 September 2010**

There will be a desk based selection on 15 September 2010 and successful applicants will be invited to start immediately.



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