



Independent Evaluator for Verification Services

Introduction

Lifelong Learning UK (LLUK) has been commissioned by the DfES to continue with the endorsement of generic teacher training qualifications, and the approval of qualifications for Skills for Life specialist teachers and learning support workers previously undertaken by the Further Education National Training Organisation (FENTO) in England. This work is carried out by LLUK's subsidiary, Standards Verification UK (SVUK) and involves nearly 70 awarding institutions.

SVUK seeks to have a continuous quality improvement approach to the provision of verification services. Following previous recommendations for development, SVUK is in process of introducing a feedback process for awarding institutions to comment on their experience of endorsement and approval staff and procedures. This process is envisaged principally to take the form of questionnaires sent out with letters from the Endorsement and Approval Panel. However it is also intended that the evaluator would conduct a sample of qualitative interviews, by telephone or through meetings. Consequently there may be a requirement to visit some institutions or arrange focus groups.

Standards Verification UK therefore requires a part time **Independent Evaluator**. This is being offered on a **consultancy basis**. This position is not available to any person who is contracted to SVUK as a reviewer.

In total **20 days' work** is available until August 06. The number of days required weekly or monthly may vary according to the volume of qualifications being processed each month and when follow-up activities are scheduled, and also the number of responses to questionnaires. The daily rate will be £350 inclusive of VAT, plus approved expenses. The Independent Evaluator will require an office address and facilities external to SVUK or LLUK. Business travel is anticipated, at minimum to SVUK's Leeds office, but also to a limited number of awarding institutions.

Aims

- To contribute to the continuous quality improvement of SVUK's verification services
- To provide independent recording and analysis of feedback from awarding institutions about their experience of gaining endorsement and/or approval for their qualifications

Likely activities

- Provide a postal office address independent of SVUK or LLUK for the return of evaluation questionnaires
- Collate and analyse returned questionnaires
- Conduct additional activities such as a sample of telephone or face-to-face interviews on issues arising from institutions' feedback or non-response

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- Prepare regular reports, including interim recommendations for SVUK on the findings from questionnaires and interviews
- Provide a final report by 31 August 06 for the academic year 05-06, including recommendations for developing endorsement and approval processes and SVUK's evaluation strategy for these.

Application process

- Please submit a mini-bid (i.e. no more than 3 x A4 sheets) identifying any relevant experience related to the tasks, and a schedule of proposed activities with costings.
- Bids should be sent by post (in a plain, unmarked envelope):

Tender SV/119/002/2005
Lifelong Learning UK
5th floor
St Andrew's House
18-20 St Andrew Street
London EC4A 3AY

or e-mailed to: tenders@lifelonglearninguk.org

- Please ensure the tender reference number is included as a header on all documentation and is in the top lefthand corner of the outer envelope, if posted.
- No correspondence or telephone enquiries can be entered into concerning the nature of the bid.

Closing date for applications: Noon Friday 9 December 05

There will then be a desk selection. If required, shortlisted applicants may be asked to attend an interview on **Friday 16 December 05** at Lifelong Learning UK's London office.

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Skills for Learning Professionals

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