

DOE03547-22 - Educational Pathways Program (EPP) Job Readiness Workshops - Supplier Delivery

Procurement Market Briefing

Wednesday, 1st February 2023

Acknowledgement of country

Agenda

- Background
- Objectives
- Considerations
- Scope and deliverables
- Response criteria
- Process and timeline
- Tender documents
- Questions

Background

Educational Pathways Program

- The Educational Pathways Program is designed to improve education and career outcomes for young people by introducing NSW public high school students to a range of vocational training and employment pathways.
- The Educational Pathways Program was launched as a pilot in 24 schools in 2020. Following an independent evaluation of the pilot, the program has been expanded to 148 government high schools (including the original 24 schools) across 9 regions of NSW.

Background

Educational Pathways Program Initiatives

1. **Innovating careers education.** A new approach to careers education that sees Careers Immersion Teams, each led by a Head Teacher Careers, create engaging learning opportunities and pathways for students.
2. **Enhancing SBAT engagement.** Tailored support and mentoring from dedicated SBAT Engagement Officers to increase the uptake of School Based Apprenticeships and Traineeships at participating schools.
3. **Back in the game.** A referral service that provides specialist support to students to help them either re-engage with education, transition to vocational training or find employment.
4. **Job readiness workshops.** Engaging workshops that give students practical tips to help them land their first job and inspire them to explore rewarding vocational career pathways.

Background

Educational Pathways Program Initiatives

5. **Educational Pathways VET Ambassadors.** Inspiring events, talks and mentoring from NSW Training Awards Ambassadors who have explored a vocational education path and gone on to achieve career success.
6. **TAFE NSW YES+.** TAFE NSW's Youth Engagement Strategy Plus (YES+) helps students identify potential career pathways through vocational tasters in a wide range of industries, delivered at a local TAFE NSW campus.
7. **Apprenticeship and traineeship head start.** Group Training Organisations (GTOs) offer fee-free pre-apprenticeship and pre-traineeship courses that include work experience with host employers.
8. **TAFE NSW early school leavers.** Targeted support to help early school leavers under the age of 17 transition from school and complete their first course at TAFE NSW.

Objectives

Objectives for the procurement

Workshops will:

1. provide practical evidence-based skills and tools to build confidence and emotional intelligence.
2. enhance student understanding about essential non-technical skills, personal qualities and values that enable people to thrive in the workplace (employability skills).
3. deliver interactive hands-on exercises for students to explore the core elements of job readiness.
4. create awareness of and enhance access to vocational education and training (VET) career opportunities and emphasise the importance of further education and training.

Objectives

Objectives for the procurement

Workshops will:

5. explain common employer expectations and what employers think makes a good employee.
6. inform students about the importance of attitude, work ethic and physical presentation.
7. demonstrate the benefits of part-time work, School-based apprenticeships and traineeships, work experience and career exploration while still at school.
8. inspire and motivate students to pursue a career pathway that will lead to personal and professional satisfaction.
9. link students to other Educational Pathway Program initiatives, such as the Educational Pathways VET Ambassadors.

Scope and deliverables

Service provider to:

- Deliver up to 2 workshop per school
- Each workshop must:
 - be no longer than 6 hours, including breaks
 - be suitable for students in Year 9 and above
 - be delivered within school terms and during school hours.
 - be delivered on site at the school (unless a strong case is made by the school for the use of an external venue)
 - be delivered to a maximum of 50 students
 - involve at least 2 service delivery staff
 - be tailored to the demographics of the school/region
 - ensure that all relevant Department of Education policies and procedures are implemented

Scope and deliverables

Intended Outcomes:

1. Students will learn skills and knowledge that can be practiced to build confidence
2. Higher confidence will lead to improved wellbeing, mental and physical health, and personal and professional success
3. Students will learn about the importance of mindset and understand that abilities are not fixed.
4. Students will understand common employer expectations and what they can work on to meet these expectations.
5. Students will understand the core elements of job readiness and employability and be better prepared for the workforce
6. Students will learn about vocational education and training pathways

Criteria

Mandatory (10.1.2):

- Agreement to comply with
 - Public Health Orders
 - Acceptable Legal Entity
 - Ability to Meet Insurance Requirements
 - Agreement that the organisation's personnel in child-related roles are not prohibited persons and will undergo the "Working with Children Check" at the cost of either the individual or your organisation prior to commencing support services. Evidence of Working with Children Check to be provided to the Department.

If mandatory criteria is not met, the tender will not be progressed

Criteria

Tender evaluation

Organisation Experience and Track Record

3.1.1 Demonstrate your track-record of delivering similar services to young people in a community environment by detailing at least two similar projects completed within the past five years. Include the objective, scope, approach, and outcomes achieved for each project and how you managed disengaged participants.

- How did you report, monitor, and evaluate these previous projects? How did you determine impact/measure outcomes?
- What resources do you use to ensure your services are relevant, contemporary, and evidence-based? For example, do you track the latest research findings that relate to youth transitions, job readiness (employability), career development or education?

3.1.2 How long have you been in business and have any of your directors been barred from managing a company. Please attach audited financial statements for financial year 2021/2022.

Criteria

Tender evaluation

Key Personnel Expertise and Contribution

3.2.1 Identify the key personnel who will be assigned to the project and provide a description of their skills and experience in relation to the Specifications. Include any relevant qualifications and their Working With Children Check (WWCC) details (please note, all personnel involved in this project, including administration staff, must have a valid NSW WWCC). Breakdown by the region/s you nominate in 3.3.1 if applicable.

- Aside from workshop presenters, are there other team members who will be onsite for the workshop? What would be their role?

3.2.2 Provide a breakdown (including proportion of time) of the proposed resourcing profile that will be assigned to each key stage of the project. Breakdown by the region/s you nominate in 3.3.1.

- Please ensure any costings are included in Part C Price Envelope 2 only.

Criteria

Tender evaluation

Delivery Approach and Methodology

3.3.1. Select which regions you wish to deliver to. **By selecting a region you agree to deliver to all schools within the region** (see appendix A and B for list of schools and map). You will not be assessed on how many, or which regions are selected, but rather your demonstrated ability/capacity to deliver the program to the selected regions.

- Please note, if you select multiple regions you may be awarded a portion of selected regions based on the outcome of the tender and your demonstrated ability to deliver to the selected regions.
- Please demonstrate your capacity to deliver to the regions selected.

3.3.2. Provide a detailed workshop outline based on your understanding of the requirements in PART B – Specifications. Provide a rationale for any content included that is not outlined in PART B – Specifications objectives, outcomes, or in-scope. The workshop outline may be attached separately if required.

- Describe how the outline and content is consistent with best practice and/or draws on an evidence-base framework.
- How does the workshop outline meet the requirement for delivery to be interactive and engaging for students?

Criteria

Tender evaluation

Delivery Approach and Methodology

- 3.3.3. Describe the proposed evidence based approach you will take to deliver the workshops based on your understanding of the requirements of the project including how you will tailor delivery to each region you selected, different student demographics and disengaged students (see Appendix C for School Demographics). Include any past experience and lessons learned that you would implement in your approach.

Criteria

Tips for responding to evaluation criteria

Answer all the questions

**If you're not sure ask
pstenders@det.nsw.edu.au**

Let your referees know you've listed them

Provide supporting information for any claims you make

Only evaluating your tender responses, therefore don't assume the Department has any prior knowledge of your organisation

Criteria

Shortlisted presentation

- Shortlisted tenderer will be asked to deliver a short presentation to explain or demonstrate the delivery approach.
- If you are selected to present, the workshop facilitators outlined in your response to evaluation criteria 3.2.1 must deliver the presentation

Procurement Timeline

Milestone	Indicative Date
Tender Release	20 January 2023
Market Briefing (optional)	1 February 2023
Clarification Deadline	20 February 2023
Tender closure	28 February 2023
Evaluate	March 2023
Negotiations	March 2023
Contract Commencement Date	April 2023

Tender documents

1. Conditions of Tendering (Part A)
2. Specification (Part B)
3. (Part C) Response – Envelope 1
4. (Part C) Response – Envelope 2
5. Draft Standing Offer Agreement (PART D)

Application response

- Electronic submission of responses via NSW e-Tendering ONLY
- Must complete all the mandatory requirements
- Tenders must be submitted by the specified closing date and time
- Please ensure the legal entity submits the tender via eTendering
- **Late responses will not be accepted**

Clarification questions

Deadline: 20th February 2023

- All questions, enquiries and clarifications must be sent to pstenders@det.nsw.edu.au
- For NSW e-Tendering technical support, please call **1800 679 289** or e-mail [**nswbuy@treasury.nsw.gov.au**](mailto:nswbuy@treasury.nsw.gov.au)
- Significant answers to clarifications or additional information will be released as an **Addendum** to all potential respondents via e-tendering

Questions

