Expression of Interest Form 2012 - 2013

Becoming a Sub-contracted (Supply Chain)
MI ComputSolutions Training Provider



Complete and return this form and attachments electronically to:

<u>Val.O@micomputsolutions.co.uk</u> **OR** contact Val on 0778 561 8000. <u>www.micomputsolutions.co.uk</u>

Please read the MI ComputSolutions Provider Policy before completing this document

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Principles of MI ComputSolutions

We will:

- Place the long term training needs of every employer we work with at the heart of our organisation.
- * Be open and transparent with every employer about the government funding we draw down on behalf of that employer.
- * Devote as much of the government funding to training as is possible, minimising the administrative costs as far as we can.
- * Act and report promptly upon any complaint you may have regarding our service.

MI ComputSolutions

Thank you for your interest in working in partnership with MI ComputSolutions.

Who is MI ComputSolutions?

Since 2000, MI ComputSolutions, a social enterprise, has delivered employment and training services to over 4,500 people. MI has an excellent track record of working in partnership with other training providers and employers as delivery partners. MI's main aim is to improve the employment and career advancement opportunities of disadvantaged individuals through inclusive and lifelong learning that enhance the employability of learners and the sustainability of SME businesses. MI ComputSolutions has an excellent working relationship with its funders:

Current examples of services include:

- Integration Programme: working with those with English as a second Language by providing ESOL for Work training.
- Pathways to Employment: employability training for 19+ adults to gain sustainable employment.
- LearnDirect: Basic Skills, vocational skills and employability skills support through e-learning & distance learning.
- UK Online Centres: supporting 'first steps' access to the internet and ICT support for digitally excluded communities.
- E-Learning: Accredited basic skills and Sector Focus Vocational Training and Support through e-learning.
- Workforce Development for SME Employers: Accredited training delivery particularly focused on retail, health and social care, and media sectors.

- Apprenticeships focused on health and social care, retail, media, construction, hospitality & tourism, and financial services sector.
- NEET Young People Engagement, Skills, & Employment Support for young people across London.

MI has been able to innovate and adapt to changes in the employment and skills landscape through diversification from delivery of basic skills and ESOL to designing learning and skills services for SMEs.

MI ComputSolutions has successfully delivered multiple projects and contracts with excellent results demonstrated by over 95% of learners completing and achieving a qualification and progressing onto further education and/or sustainable employment.

MI ComputSolutions delivers a range of education and training, welfare to work and employment services primarily across the City, East, West and South London.

MI ComputSolutions aims to:

- Increase the involvement and capacity of SME employers to take on apprentices and grow the numbers of apprenticeships available.
- Raise the profile of SME employers already involved with apprenticeship programmes sharing and promoting best practice.
- Generate innovative, valuable and progressive apprenticeships across a range of vocational sectors for our SME employers.
- Actively promote equality, diversity and fairness in workforce development.

Moving Forward:

As we move forward as an organisation, we aim to develop a broader network of training providers who share the principles of MI ComputSolutions and who will contribute to the growth in apprenticeships across SME employers. Collectively, MI ComputSolutions supply chain of providers will provide a regional reach and wide sectoral coverage.

The Board has approved a strategy and processes for engaging and supporting Training Providers who wish to work with MI ComputSolutions.

The first stage in becoming part of MI ComputSolutions supply chain of providers is to complete an Expression of Interest Application form (EOI) for internal assessment of our Board. Additional information may be requested from you after submission of the application.

After this point, applicants will be contacted as and when delivery opportunities arise which fit their area of expertise.



Section 1: Your organisation (MAX. 10 POINTS) *

PARTNERSHIP APPLICATION FORM

➤ Please work through the sections of the Application form below, answering each section carefully. Guidance for each section is provided within the form and can be viewed by hovering your mouse over the symbol. You can also save the form at any time and come back to it later using the save button. Good luck, we look forward to receiving your application.

Questions marked with * are considered critical to this application. Failure to provide satisfactory responses will result in your application being rejected.

1. Organisation name		
2. Head office address		
3. Tel number		
4. Fax number		
5. Website address		
6. UKPRN No.		
7. Contact name		
8. Contact job title		
9. E-mail		10 points
Section 2: Staff Strength	and Turnover	
	and Turnover mploy? (Please tick the relevant boxes)	10 points
		10 points
1. How many staff do you en	mploy? (Please tick the relevant boxes)	10 points
1. How many staff do you en	mploy? (Please tick the relevant boxes)	10 points
 How many staff do you er 0 - 20 21-50 	mploy? (Please tick the relevant boxes)	10 points
 How many staff do you er 0 - 20 21-50 51 - 250 	mploy? (Please tick the relevant boxes)	10 points
 How many staff do you en 0 - 20 21-50 51 - 250 251 - 500 	mploy? (Please tick the relevant boxes)	10 points
1. How many staff do you en i. 0 - 20 ii. 21-50 iii. 51 - 250 iv. 251 - 500	mploy? (Please tick the relevant boxes)	10 points

4. What are your main sources of income and how do they break down?		10 points
(Please tick the relevant boxes)	YES	NO
i. Contract holder with SFA directly (WPL, SSR, SSU, Apprenticeships etc.)		
ii. Subcontractor to main contract		
iii. No contract for (WPL, SSR, SSU, Apprenticeships etc) delivery		
iv. Other sources (please specify)		
* Please provide details of main contract holder below		

Section 3: Your capability (MAX. 100 POINTS)				
1. Which employer sectors do you offer? (Please tick the relevant boxes)	10 points			
i. Agriculture, Horticulture and Animal Care (01)				
ii. Arts, Media and Publishing (03)				
iii. Business, Administration and Law (04)				
iv. Construction, Planning and the Built Environment (05)				
v. Education and Training (06)				
vi. Engineering and Manufacturing Technologies (07)				
vii. Health, Public Services and Care (08)				
viii. Information and Communication Technology (09)				
xi. Leisure, Travel and Tourism (13)				
x. Retail and Commercial Enterprise (15)				



☐ Now go to Annex 1 (Excel spreads)	sheet) and complete	the table	es included	l (as per instr	uctions)	
2. Are you accredited to deliver function	onal/key skills? 1			YES		NO
f so, what qualifications do you deliv	er and what accredi	tation bo	dy do you	use?		
Qualifica	tion			Accred	ditation Body	
						20 poin
3. Are you fully compliant with the new Standards in England (SASE)?	w Specification for Ap	prentices	ship	YES		NO
For more information on SASE please	click here ?					20 poin
Section 4: Your capacity and facili	ties (MAX. 100 POIN	NTS)				
What are the minimum and maximum numbers of learners can you accept in one cohort?	Mini	mum			Maximum	
What are the maximum number of learners are you able to train per academic year? (approx)						10 poin
2. Frequency of training starts	Weekly	Fo	rtnightly	Monti	nly	10 point Per Term
			Major tow	ns served		
3. What is your catchment area? 1						5 point
	Location		Post	code	DDA Co	mpliant
4. Location of training facility(ies) and their post codes	1				YES	NO
Are your facilities fully compliant with the DDA?	2				YES	NO
(Disability Discrimination Act)	3				YES	NO 30 point

Please continue with Section 4 on the next page \dagger



5. Transport links	Closest Rail/Tube Station	Bus Route
	Name: Distance (m):	Route number: Distance (m):
	Name:	Route number:
	Distance (m):	Distance (m):
	Name:	Route number:
	Distance (m):	Distance (m): 5 points

or each staff member please

7. Customer groups you support					
	Currently	Willing	Comments / Examples		
Unemployed					
Customers with mental or physical health conditions					
Customers with learning difficulties/disabilities					
Substance misusers					
Young People and NEETs					
Lone parents					
Carers					
BME groups					
Offenders / ex-offenders					
Homeless					
Over 50s					
Customers with Basic Skills needs					
Customers with ESOL needs					
Service / ex-service Personnel					
Refugees and Asylum Seekers					
Other - please specify					



Section 5: Your Health and Safety and Equal Opportunities Policies (MAX. 60 POINTS)					
Are you aware of, and do you comply with, relevant health and safety legislation? Please attach a copy of your H&S policy statement. ①	YES	NO 10 points			
2. Do you have arrangements for ensuring, and monitoring, that learning takes place in safe, healthy and supportive environments? (1)	YES	NO 5 points			
3. If learning takes place at other locations e.g. work placements, work experience etc., do your arrangements include the assessment of health and safety suitability prior to the learning taking place?	YES	NO 5 points			
4. Do you and/or your sub-contractors have arrangements in place to review and adjust risk assessments if a learner has additional needs, a disability, learning/language difficulty or is a young person?	YES	NO 5 points			
5. Can you confirm you and/or your sub-contractors have in place suitable and sufficient insurance (e.g. employers' liability, public liability) as legally required for delivery to learners? 1	YES	NO 5 points			
6. Is it the company's policy as an employer to comply with statutory obligations under the UK Equalities Legislation?	YES	NO 5 points			
7. Do you have an equal opportunities policy? If yes, please attach a copy to this application	YES	NO 10 points			
8. Are all staff who have responsibilities within the training process required	YES	NO			
to receive H&S/equality/diversity training? Are they CRB checked as part of your recruitment process?	YES	NO 10 points			
9. In the last 5 years have any findings of unlawful discrimination been made against the company or has the company been found to be in breach of equal Opportunities legislation?*	YES	NO 5 points			



Section 6: Your Quality Management and accreditations (MAX. 60 POINTS)

1. Please indicate which of the following quality standards your organisation currently holds. Please attach copies of certificates of attainment

Quality Standard	Yes	No	Working Toward	Date achieved/expected
Investors in People				
Positive About Disability				
Momenta Accredited				
Matrix				
Customer First				
ISO27001				
ISO9001				
ISO 14001				
Training Quality Standard				
EQFM Excellence				15 points

2. Do you operate any other recognized quality management system?	0	YES	NO
Please attach a copy of your QMS policy/statement		1E3	15 points

3. Please give details of your last Quality Assessment, including overall grade and date of inspection*					
OFSTED	SAR	Grade (1-4)*	Date		
Outcomes for Learners					
Quality of Provision					
Leadership and Management					
Capacity to Improve					
Overall Effectiveness			20 poin	its	

4. Please give details of framework you have list	20 points				
Qualification title	EV Report outcome	Comments	Date of report	Attached	Direct claim status for qualification



5. Have you ever had a qualif Financial Assurance (PFA) visit	-	a Provide	er 🕦	YES	NO 10 points
Section 7: Your Financial a	and other Information	(MAX.	100 POINTS) 🕦		
Name of the legal entity to this contract will relate*	o which				5 points
2. Please provide your Gross most recent financial year for			for the last three f	inancial years (y	rear 3 should be the
,	Year 1	•	Year 2		Year 3
Gross turnover (£)					
Net profit (£)					5 points
Please provide the following	finance related inform	nation al	oout your organisa	ation.	
3. Company / Charity registration number					5 points
4. Date of registration / incorporation					5 points
5. VAT registration (if applica	ble)				5 points
6. Type of organisation: (limited coy, partnership, registered charity etc.)					5 points
		Insurer			
7. Public liability insurance (Attach copy of certificate)			t		
			late		5 points
		Insurer			
8. Employers liability Insurance (Attach copy of certificate)		Amoun	t		
(Actual copy of certificate)		Expiry	late		5 points
9. Professional Indemnity Insurance (if applicable) (Attach copy of certificate)		Insurer			
		Amoun	t		
		Expiry o	late		5 points



10 Audited accounts* (1) (Attach last three years for which accounts are available. If you do not have audited accounts, please provide management accounts)	50 points					
11. Organisational chart (1) (Attach copy)	10 points					
Section 8: Your Employer Engagement (MAX. 30	POINTS) ()					
1. How do you currently engage with employers with respect to providing apprenticeships (e.g. do you have a business development team, how do you market yourself, do you attend employment events)? (Maximum total word count 500 words)						
	20 points					

Please continue with Section 8 on the next page



2. Please give a brief overview of your experience as a training provider to date, detailing contracts and sub contracts you hold or have held recently.						
3. Which training delivery areas do	you have ex	pertise in?				
Apprenticeships 16-18		Foundation Learning				
Apprenticeships 19-24		Work Based Learning 19-24				
Apprenticeships 25+		Classroom 19+				
Work Programme						
Other (please specify)		-				
4. What is your current ratio of learners to individual assessors/tutors?						

Please start Section 9 on the next page



Section 9: Your Current major contracts (MAX. 40 POINTS) 1. List any relevant contracts that you are currently delivering Contract Start / finish dates Funding body / organisation Value Region Target group Volumes of learners (annual) KPIs (e.g. % job entry rate, % qualifications achieved) Please state Performance against target

10 points per contract - max 40 points



DECLARATION I confirm that this information is correct and complete to the best of my knowledge. I also understand the submission of this information does not guarantee any form of contract. Name On behalf of (organisation) Telephone **Email** Date

CHECK LIST

Please ensure that you have attached the following documents to your application

- 1. Annex 1 Partner Capability spreadsheet
- 2. Annex 2 Staff Qualifications template
- 3. Health and Safety policy statement
- **Equal Opportunities policy statement**
- Evidence of a recognized Quality Management System (if applicable) 5.
- 6. EV reports (as applicable)
- 7. Certificate of Public Liability Insurance
- Certificate of Employers Liability Insurance
- 9. 3 years audited accounts
 - > BEFORE SUBMITTING THIS FORM, PLEASE MAKE SURE ALL THE ABOVE ATTACHMENTS ARE COMPLETE AND READY TO SEND.
 - Please save this form and email it along with the above attachments to training@micomputsolutions.co.uk

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Department for Business

