

Better value, delivered.



User Guide | Ref No: 1086

# Apprenticeships and Associated Training Framework





### This is an interactive PDF

You can click on the items listed above, and they will take you to the relevant page. You can also click on **Contents** in the top right of every page and it will bring you back to this contents page.

## About YPO

YPO provides procurement solutions for public sector organisations to set up or renew contracts for a wide range of services.

Established in 1974 by a group of 13 local authorities, we're one of the UK's largest public sector buying organisation and we're still 100% publicly owned today. We work closely with our suppliers and collaborate with other public sector buying organisations to achieve efficiencies and value for money, returning all our profits back into the heart of the public sector.

Our team of qualified procurement professionals can offer advice, guidance and expertise on procurement, as well as regular engagement and communication to make sure your objectives are achieved.

## Overview

### Start date

1 August 2023

### Expiry date

31 July 2027

### Extension(s) (if applicable)

N/A

### Contracting authority (CA) call-off period:

4 years

### Contract award notice ref. no:

2023/S 000-005546

### Potential maximum value

The apprenticeship marketplace is open to continuous change due to the fluctuations in the apprenticeship levy. The spend in this area is difficult to predict due to the market conditions and is anticipated to be between approximately £8 billion and £10 billion across apprenticeships and associated training.

### Rebate

The framework rebate is 1% for Apprenticeships Training and EPA only and 0.5% for Associated Training payable by the provider.

### Geographical Location(s)

National

# Specification, overview and structure

YPO has developed a new iteration of the successful long-standing apprenticeships and associated training framework that has been running since 2018.

This has been developed and improvements made to support the needs of the public sector when procuring apprenticeship standards. We have worked closely with providers in the market and customers and have listened and learnt from their experience to enhance the previous solution with an improved online apprenticeships platform.

A key element of the solution allows customers to search by standard and tailor their procurement needs using the unique subcategory function, giving complete transparency of the provider's offerings, showcasing the delivery and pricing model for standards within their offering, with an enhanced automated online process of being able to carry out a direct award or run a further competition.

The upgraded solution also brings flexibility for providers and streamlined processes whilst offering a compliant route for the public sector.

The framework will cover all apprenticeships that are listed by the Institute for Apprenticeships & Technical Education (ifATE), please refer to page 4. Contracting Authorities will also be able to procure end point assessment and associated training against each of the standards. As part of the evaluation process each provider has been asked to advise the "type of provider" they are to support the delivery of the standards within their offering and can be found under each standard

listed on the YPO website as per the following types.

- Apprenticeship and Associated Training Provider (some providers are able to support with the EPA assessment (where applicable) this is reflected in their pricing schedules shown against the relevant standard.

- End Point Assessment only Provider (EPAO)

YPO created an over-arching specification that providers must deliver against when delivering an apprenticeship standard, end point assessments and/or associated training. The full specification is detailed on our YPO apprenticeships website [HR and People / Apprenticeships and Associated Training - 1086](https://www.ypo.co.uk/HR-and-People-Apprenticeships-and-Associated-Training-1086) (ypo.co.uk) under the "Secure Downloads" section.

**NB Please note customers will need to register prior to view these documents.**

The standards are each listed under the routes specified and supported by the Institute for Apprenticeships & Technical Education (ifATE), these can be found at:

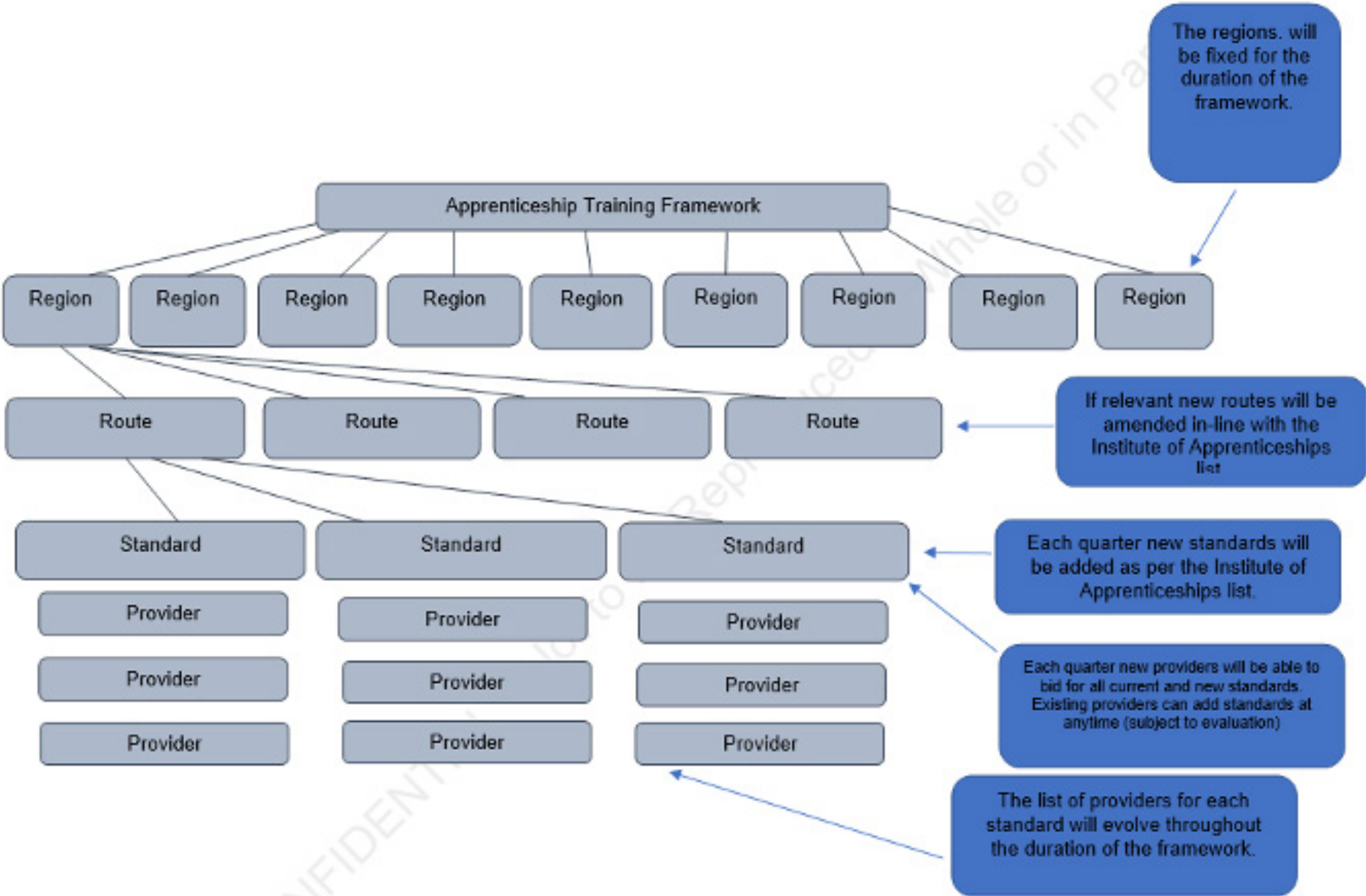
[www.instituteforapprenticeships.org/apprenticeship-standards/](https://www.instituteforapprenticeships.org/apprenticeship-standards/)

The list of standards offered will be developed over the duration of the framework. Due to the constantly developing market of apprenticeships we want to ensure the framework is as flexible as possible, the structure of the framework allows existing providers to add standards to their offering at anytime (subject to successful evaluation). All live standards and providers offerings on the framework will be live on our bespoke apprenticeships website and updated accordingly when required.

All new providers wishing to be part of the framework will still be required to bid for the opportunity in line with the Rounds timetable which are opened up on a quarterly basis as detailed on our YPO apprenticeships website under the "Documents" section at: [HR and People / Apprenticeships and Associated Training - 1086 \(ypo.co.uk\)](https://www.ypo.co.uk/HR-and-People-Apprenticeships-and-Associated-Training-1086)



# Structure of the Framework



# How to use the Framework

CAs will be able to procure via direct award and further competition for all standards on the framework.

Providers were assessed on their capacity and capability as a training/EPA provider through a quality and pricing evaluation based on the delivery of standards within their offering which is shared on YPO's apprenticeship website at: [HR and People / Apprenticeships and Associated Training - 1086 \(ypo.co.uk\)](https://www.ypo.co.uk/HR-and-People/Apprenticeships-and-Associated-Training-1086). This webpage is updated accordingly to reflect any changes to an offering.

The apprenticeship market is constantly changing due to the implementation of the apprenticeship levy, with new standards being created on a weekly basis and new providers aiming to deliver against each standard. We are committed to ensuring our wider offering remains reflective of the market.

The aim of this YPO framework is to give CAs the ability to assess providers' capabilities to meet against

their requirements, through utilising national and regional providers.

CAs will have the ability to carry out a direct award or further competition through their own internal process or via the YPO website. The YPO website can be used to collect information to allow you to assess providers or it can be used to carry out the direct award or further competition.

A direct award is where a CA carries out an assessment on the criteria set in the YPO framework documentation to decide which provider they would like to award a call-off to.

A further competition gives contracting authorities the ability to create a specification, method statements (questions) and pricing that is relevant to their own organisations.

## Provider sub criteria

YPO's apprenticeships website offers a sub-criteria functionality that allows CA's to tailor their requirements accordingly to support

The sub-criteria can filter providers on each standard based on the below criteria:

- Ofsted rating
- Provider location
- In-take capacities
- Cohort capacities
- Minimum intake
- Facilities
- Delivery model options
- Start dates

CAs would then only need to carry out an assessment for a direct award or carry out a further competition based on the providers that met their sub-criteria. All filters can be applied via the YPO website on the apprenticeships page.

The aim of this YPO framework is to give CAs the ability to assess providers' capabilities to meet against their requirements, through utilising national and regional providers.



# How to carry out a direct award

CAs will be responsible for their assessment of providers for a direct award, it can be based on quality and price.

CAs will be able to see the following documentation to assess the quality of the provider:

- Provider response documentation including method statements (questions).
- Provider overview
- Provider supporting documentation in relation to apprenticeship deliveries.

CAs will be able to evaluate direct award pricing based on the pricing that is submitted as part of the tender process.

CAs can carry out the assessment for a direct award on all providers that are listed on the standard, or they can utilise the sub-criteria that was created and evaluated as part of the YPO tender process.

At direct award stage you need to provide the provider with the relevant information to deliver the service you require.

The following needs to be completed for a direct award by advising the provider of the following:

- Complete the order form that is provided on the YPO website under the “Secure Documents” section on the apprenticeships website [HR and People / Apprenticeships and Associated Training - 1086 \(ypo.co.uk\)](https://www.ypo.co.uk/HR-and-People/Apprenticeships-and-Associated-Training-1086).
- Review the call off terms and conditions provided on the YPO website under the “Secure Documents” section on the apprenticeships website and ensure you add within the order form any bespoke terms

and conditions within your order (please note these must be agreeable by both parties being the customer and provider prior to commencement of the call off agreement).

The above process is also available as an offline version for those authorities that prefer this method and require a wet signature the order form and terms and conditions can be downloaded under the secure documents section on the apprenticeship’s website.



# Carrying out your further competition

CAs will be able to evaluate providers on both quality and price in their further competition. The CA will be responsible for the further competition process, with assistance from YPO on documentation review if required.

CAs will be able to see the following documentation to support the creation of their further competition:

- Provider response documentation including method statements (questions)
- Provider overview
- Provider supporting documentation in relation to apprenticeship deliveries.

CAs can carry out a further competition based on the below price and quality criteria:

Criteria for further competitions	Range
Cost	10% - 70%
Quality	30% - 90%

This will allow for authorities to carry out further competitions with weightings of between 10% to 70% for cost and weightings of between 30% to 90% for quality, the total percentage must add up to 100%. Examples:

Example 1 – 10% Price / 90% Quality

Example 2 – 50% Price / 50% Quality

Example 3 – 40% Price / 60% Quality

CAs can carry out a further competition on all providers that are listed on the standard, or they can utilise the sub-criteria that was created and evaluated as part of the YPO tender process.

CAs will need to create a further competition either via their own internal processes or via the YPO website. NB Please note if uploading your documents on the YPO apprenticeships website the maximum zip file size is 10mb.

YPO has provided further competition template documents that can be downloaded on the YPO website or sent by the YPO team, please contact [apprenticeships@ypo.co.uk](mailto:apprenticeships@ypo.co.uk).

CAs can use their own template documents if they prefer. The further competition should include price and quality assessment based on the sub-criteria provided in this document.

The specification detailed in the further competition template should give providers a good understanding of the specific services you want them to deliver. There are no set questions for CAs to include in their further competition, we would suggest that these are related back to your specification. Once you have created your further competition document you are required to publish the documents to all providers that meet your sub-criteria. This document can be published via your own internal processes or by following the guidance on the YPO website.

There are no minimum or maximum timescales that a further competition should be published within, however YPO would suggest that the timescales are relevant to the detail of the specification and documents you publish. Please ensure that providers have sufficient time to respond to your further competition template.

Once the deadline has ended, the response documents should be evaluated in accordance with the criteria in the further competition.

A 10 day standstill period is then voluntary under the YPO framework. YPO would suggest carrying out a standstill period for a long term or high value call-off contract.

When you have your successful provider, the following needs to be completed for a further competition and sent to the provider and a copy to YPO at: [apprenticeships@ypo.co.uk](mailto:apprenticeships@ypo.co.uk)

Complete the order form that is provided on the YPO website under the “Secure Documents” section on the apprenticeships [HR and People / Apprenticeships and Associated Training - 1086 \(ypo.co.uk\)](#).

Review the call off terms and conditions provided on the YPO website under the [“Secure Documents”](#) section on the apprenticeships website and ensure you add within the order form any bespoke terms and conditions within your order (please note these must be agreeable by both parties being the customer and provider prior to commencement of the call off agreement).

The above process is also available as an offline version for those authorities that prefer this method and require a wet signature. The order form and terms and conditions can be downloaded under the [secure documents](#) section on the apprenticeships website.

# How to call-off from the framework

CAs may wish to carry out a further competition or direct award against only one standard but below are other potential scenarios, and that can be procured through the framework.

This is an indicative list and any queries in relation to the different types of call-off can be discussed with YPO directly at [apprenticeships@ypo.co.uk](mailto:apprenticeships@ypo.co.uk).

## Multiple standard call-off

CAs may wish to have a single provider to deliver numerous standards. In these circumstances the CA will analyse which providers can deliver the numerous standards and then carry out a further competition or direct award assessment with the appropriate providers. Only the providers that are listed across both/ all the relevant standards will be assessed for a further competition or direct award.

CAs may also want to carry out a multi standard call-off and decide to invite bids or assess providers that can only deliver one of the standards. These may be

procured through the same procurement process for ease to the CA. A call-off for different standards will then be completed by the CAs.

## Cross region call-off

CAs may be based across numerous locations in the UK and may require a single provider to deliver either a single standard or numerous standards. In these circumstances, the CA can assess which providers can deliver across the relevant regions and then carry out a further competition or direct award with the appropriate providers. Only the providers that are listed across both/all the relevant regions will be invited to bid or be assessed.

## Collaborative call-off

CAs may decide to collaborate when procuring standards, and this may mean that some of the collaborating authorities aren't in the same region. In these circumstances, the lead CA will assess which providers can deliver across the relevant regions and

then carry out a further competition or direct award assessment with the appropriate providers. Only the providers that are listed across both/all the relevant regions will be invited to bid.

A collaborative call-off will include apprentices from different CAs.

## One-off call-off

CAs may procure through the framework for one-off requirements. This may be for an individual standard or multiple standards.

## Long-term call-off

A CA may utilise the framework to procure a long-term call-off to deliver all apprentices over a long-term period. There is no maximum call-off period on the framework. If a CA was to procure a long-term contract, they would procure for a provider to deliver all apprentices for a standard/s over a period of time. A long-term call-off could be for one or more standards.



## Providers

YPO has created a dedicated section on our website to allow you to filter through the providers on each standard - all contact details and provider overviews are available at:

[HR and People / Apprenticeships and Associated Training - 1086 \(ypo.co.uk\)](#)

As part of the tender process YPO asked each provider to give an overview of their organisation, this should support CAs to understand the providers in more detail where they have shared information about their capability and experience within the apprenticeships market.

Due to the constantly developing market of apprenticeships we want to ensure the framework is as flexible as possible, the structure of the framework allows existing providers to add standards to their offering at anytime (subject to successful evaluation). All live standards and providers offerings on the framework will be live on our bespoke apprenticeships website and updated accordingly when required.

If you would like your local providers to have the opportunity to bid on the framework, then please direct them to the Pro Contract portal the platform used by YPO for all tendering opportunities.

<https://tendering.ypo.co.uk>

## Terms and conditions

YPO has agreed a set of framework terms and conditions; these are between YPO and the provider. These framework terms and conditions cannot be amended by the contracting authority or the provider.

To supplement the framework terms and conditions, YPO has created call-off terms and conditions for contracting authorities to put in place with the provider.

The call-off terms and conditions can be utilised to ensure that they fit your requirements and if both parties agree, they can be amended to support the delivery of the service.

Once the call-off terms and conditions are agreed you will need to specify these within the order form under the “amendment to terms and conditions” section. This can be completed either through the YPO apprenticeship website or through the offline process detailed above. The order form then forms the legally binding contract between you the customer and the provider.



