



Provider Improvement Fund (PIF)

TENDER OPPORTUNITY

**UTN 17**

**Intensive Mental Health Practical First Aid Training (For Single Learning Provider)**

APPROVED TENDER



## 1. Introduction

### PIF Overview

**The Provider Improvement Fund (PIF)** offers a comprehensive programme of training and development to local learning providers who operate in the post-16 learning sector.

The programme is funded by the **European Social Fund (ESF)** and the **Strategic Investment Fund (SIF)** through the **Liverpool City Region Skills and Apprenticeship Hub** project. **GMLPF** manages the **Provider Improvement Fund (PIF)**, working in conjunction with the **Liverpool City Region Mayoral Combined Authority**.

The **Provider Improvement Fund (PIF)** programme runs from June 2021 to September 2022.

### PIF Aims

The **PIF** programme aims to facilitate improvements in the local learning sector, including:

- Improving the quality and delivery of local learning programmes
- Supporting the growth and development of learning providers and their learning programmes
- Supporting the post-16 sector to adapt to change and become more responsive by completing training and development that builds their capacity and capability
- Increasing the proportion of LCR learning providers with an Ofsted Grade 2 or above
- To capacity build the learning provider base
- To provide a strong legacy dimension to all the training delivered
- To improve the experiences of learners.



## 2. Tender Opportunity

Title

**UTN 17**

### **Intensive Mental Health Practical First Aid Training (For Single Learning Provider)**

#### Overview

Building upon the successful delivery of previous mental health training programmes and in line with responding to the needs of learning providers locally GMLPF wishes to appoint an experienced supplier to deliver **Intensive Mental Health Practical First Aid Training** to a single LCR based learning provider. In discussions with the learning provider, based in Liverpool, the training will need to be:

- Delivered on site at the provider's premises on an "Inset Day" – a day identified by the provider for CPD activity – either Wednesday 20<sup>th</sup> April or Wednesday 1<sup>st</sup> June 2022 (Tendering organisations should have the capacity and capability to deliver on one of these days)
- Last approximately half a day
- Refresh participants' knowledge of mental health conditions and ability to spot the signs of learners presenting with emerging, existing and / or deteriorating mental health issues
- Focus on practical responses to learners presenting with mental health; the How (to respond), the What (to do), the Who (to involve, work with and refer to) etc

Recipients of this training will be the employees of the learning provider – approximately 10 in number.

This training will complement other safeguarding and relevant training undertaken by local learning providers to support learners.

#### Background

GMLPF research undertaken with local learning providers before the Covid-19 pandemic revealed an increase in learners experiencing poor mental health. Anecdotal evidence suggests the pandemic has exacerbated this situation. Whilst providers already take measures to support these learners, they cite a lack of in-depth skills and understanding of this critical issue.

The impact of poor mental health on learner progress and achievement is well-recognised, and Ofsted is keen to understand how providers are responding to this. Undertaking training in mental health with a strong focus on practical solutions, will enable learning providers to take effective steps to address poor learner mental health and resulting under-achievement, reduced participation and retention rates.

GMLPF is commissioning this programme in response to requests from the local provider base. We anticipate that the training session will focus heavily on practical solutions and responses to learners presenting with mental health needs and enable trainers to respond more effectively.



Participants will develop the skills and knowledge to identify individuals facing mental health challenges and identify appropriate interventions to keep them actively engaged in learning which has a positive impact on mental health.

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### 3. Tender specifics

GMLPF is inviting suitably experienced and qualified organisations to tender for the delivery of Intensive Mental Health Practical First Aid Training (For Single Learning Provider)

#### Requirements

We wish to procure the delivery of 1 Half Day workshop for a group of circa 10 personnel from a single learning provider based in Liverpool.

The training may / will draw upon the MHFA curriculum but will have a strong focus on practical responses and interventions enabling trainers to respond more effectively to the needs of learners.

In detail:

#### *Volume*

We wish to procure the delivery of 1 Half Day training for up to 10 participants.

#### *Timing*

The successful tender organisation will work with GMLPF and the learning provider to agree a date for delivery – it is anticipated that the workshop will be delivered on an “Inset Day” identified by the learning provider benefiting from the programme. Suggested dates are either Wednesday 20<sup>th</sup> April or Wednesday 1<sup>st</sup> June 2022 (Tendering organisations should have the capacity and capability to deliver on one of these days)

#### *Focus*

We are looking for a training programme that is highly practical in nature, builds upon or refreshes existing knowledge and focuses on How to respond, What to do and Who to engage.

#### *User-focus*

GMLPF will work with the chosen supplier and learning provider to tailor the content of this CPD programme to meet the needs of the learning provider in question. We welcome innovation in the design and delivery of this training programme, including a robust interactive dimension. Indeed, the session may involve role playing and make use of relevant examples and case studies

#### *Delivery*

We anticipate that the supplier will deliver the training on a face-to-face basis. Should the Covid situation change and additional restrictions be introduced, we would expect delivery to switch to remote using Teams or Zoom.

#### *Emphasis*

The emphasis is upon the training of participants to develop and roll out practical responses to mental health issues.



*Take away*

The supplier should provide participants with a resource pack to take away from the course, incorporating guidance, slides, notes and tips that they can then use in the learning workplace

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## Pre-course

Before the course takes place, we anticipate a period of collaboration between the chosen supplier and GMLPF (which can be factored into the course costing) where together, we will:

- Ensure the structure and content of the training programme is appropriate to the local learning provider market.
- Agree dates for delivery
- Circulate pre-course paperwork required for evidence requirements
- Decide on an appropriate participant pack of support materials to take away

GMLPF will broker the relationship between supplier of the mental health training and the beneficiary learning provider. We will also manage the booking/registration process.

## Content

Details about a **potential** model and what themes it might focus on are detailed below. GMLPF is looking for suppliers to suggest creative content and curriculum and incorporate other relevant themes such as Equal Opportunities and Social Inclusion and Sustainable Development. These themes will be assessed as part of the tender appraisal process.

The Intensive Mental Health Practical First Aid Training (For Single Learning Provider) programme should ideally cover the following, non-exhaustive list of topics, contextualised for providers of learning as far as possible:

- an introduction to mental health first aid that provides an appropriate context to the training
- the increasing prevalence of mental health issues affecting learners
- the potential impact of mental health on learning, participation, and attainment.
- mental health conditions such as depression, anxiety, psychosis, eating disorders, suicide and self-harm
- referral agencies with whom providers might or should work locally

The training should:

- Last approximately half a day
- Refresh participants' knowledge of mental health conditions and ability to spot the signs of learners presenting with emerging, existing and / or deteriorating mental health issues
- Focus on practical responses to learners presenting with mental health; the How (to respond), the What (to do), the Who (to involve, work with and refer to) etc

The training must:

- Build personal knowledge
- Drive organisational change and build capacity to respond
- Improve the safeguarding and support of learners



- Build organisational capacity and capability, equipping learning providers to address this sensitive issue in an effective and timely manner

We expect the training programme to make provision for discussion and consideration of the sectors of the community that learning providers support, e.g. apprentices, individuals with additional learning needs etc

### Post-course

Participants will need to complete a post-course questionnaire. GMLPF will provide the evaluation forms, but it is the provider's responsibility to ensure participants complete them at the end of the training session.





## Costings

The total budget for this training is £1,200 Or (£1,000 plus VAT for VAT registered organisations).

The budget has been calculated to cover **the cost of development and delivery of training**, including the provision of training materials, and production of all funding evidence.

Room hire and associated refreshments costs for face-to-face learning will be met by GMLPF or the learning provider if it is delivered on their premises, but all other expenses should be covered by the above budget

Tendering organisations should be aware that the programme is supported by ESF and SIF. Therefore you will be required to capture and provide participant information i.e. learner enrolment forms, learning plans, timesheets, evaluation forms as part of the delivery of the programme. Examples of the paperwork to be completed are attached in appendix A. Payment will be made upon successful and complete delivery of this paperwork alongside a claim and invoice.

## Sub-Contracting

This project is ESF and SIF funded; therefore, ***no further sub-contracting is permitted.***

Suppliers can use associates to deliver this project provided an associate contract or agreement is in place between the supplier and their associate(s). Please reference this in your tender submission, i.e. details of staff who will deliver the training. You will be asked to provide copies of associate contracts.

## Submission of Tender

Please read this guidance document carefully, in addition to the **PIF Tender Evaluation Methodology** document. You must use the **PIF Supplier Questionnaire and Tender Response** form to submit your proposal. You must also complete and submit the **PIF Tender References** form.

The **PIF Supplier Questionnaire and Tender Response** has two sections:

- **Section 1 - Supplier Details and Due Diligence**

Organisations interested in tendering for this opportunity should note that we can only contract with organisations that will be able to provide evidence of having the following:

- **Insurance cover** (see Question 2): Public liability, professional indemnity, and employer's liability are all required. However, if the tendering organisation does not employ staff (i.e. sole trader), employers liability insurance is not required.
- **Financial evidence** (see Question 2): Acceptable forms of financial evidence are listed on the PIF Supplier Questionnaire and Tender Response form.
- **GDPR** (see Question 4.2): All organisations are required to be ICO registered.



- **DBS** (see Question 4.4): All staff responsible for delivering training must have a current enhanced DBS (Disclosure & Barring Service – formerly CRB) certification.
  - **Health & Safety** (see Question 5): All organisations are required to have a basic health and safety policy/policy statement regardless of the organisation's size. Please supply this as part of the tender pack along with a named individual with responsibility for health and safety within the organisation.
  - **Equality & Diversity/Safeguarding** (see Question 6): We expect tendering organisations to respond to all parts of Question 6.2 with "YES". Please also provide a copy of your Equality and Diversity policy/policy statement with reference to safeguarding/anti-bullying/harassment.
- **Section 2 – Supplier Technical Response**  
In this section, you must document how you would deliver the training required. Please take care to weave sustainable development and equal opportunities into your response, as these are key themes for this project.

Suppliers should return their completed tender response:

To: [ian@gmlpf.net](mailto:ian@gmlpf.net)

By: 5.00 pm Friday 11<sup>th</sup> March 2022

With: **PIF Tender UTN 17** Intensive Mental Health Practical First Aid Training (For Single Learning Provider) in the e-mail subject heading