

# Apprenticeships and Associated Training Framework Agreement

## User Guide Ref No: 833





**NFCC**  
National Fire  
Chiefs Council

The National Fire Chiefs Council (NFCC) in partnership with YPO was keen to ensure that an approved procurement framework for apprenticeship training providers was established to include all the required Fire and Rescue Apprenticeship Standards and enables fire rescue service's to utilise apprentice levy funds for all apprenticeship types. The aim provides UK wide, regional and local opportunities, ease of appointment with standard templates and guidance for fire rescue services (FRS) to use and to support collaboration across fire rescue service's where appropriate.

## Background to YPO and the benefits of using our framework agreements

YPO provides frameworks 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 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.

In this easy to follow user guide, we've outlined all the key information you need to know with regards to apprenticeships, the apprenticeship levy, how to source an apprentice using our tailor-made contract and everything in between!

We've also included a glossary at the back of the user guide because you might come across some technical procurement jargon, which can be quite confusing, if you're not sure what it all means.

Follow our six simple steps but remember the YPO apprenticeships team are always on-hand in case you have any questions along the way.

We've listed below the most relevant apprenticeship standards for fire and rescue services which are all available through our contract. There are hundreds of other standards available too which are being added all the time to our portal, but here's a starting point for you...

1	<b>Level 3 Operational Firefighter</b> <a href="https://www.instituteforapprenticeships.org/apprenticeship-standards/operational-firefighter/">https://www.instituteforapprenticeships.org/apprenticeship-standards/operational-firefighter/</a>
2	<b>Level 3 Business Fire Safety Advisor</b> <a href="https://www.instituteforapprenticeships.org/apprenticeship-standards/business-fire-safety-advisor/">https://www.instituteforapprenticeships.org/apprenticeship-standards/business-fire-safety-advisor/</a>
3	<b>Level 3 Community Safety Advisor</b> <a href="https://www.instituteforapprenticeships.org/apprenticeship-standards/community-safety-advisor/">https://www.instituteforapprenticeships.org/apprenticeship-standards/community-safety-advisor/</a>
4	<b>Level 3 Emergency Service Contact Handling</b> <a href="https://www.instituteforapprenticeships.org/apprenticeship-standards/emergency-service-contact-handling/">https://www.instituteforapprenticeships.org/apprenticeship-standards/emergency-service-contact-handling/</a>
5	<b>Level 4 Fire Safety Inspector</b> <a href="https://www.instituteforapprenticeships.org/apprenticeship-standards/fire-safety-inspector/">https://www.instituteforapprenticeships.org/apprenticeship-standards/fire-safety-inspector/</a>
6	<b>Level 6 Fire Engineer</b> <a href="https://www.instituteforapprenticeships.org/apprenticeship-standards/fire-engineer/">https://www.instituteforapprenticeships.org/apprenticeship-standards/fire-engineer/</a>

**Step 1 - Be in the know**

Read the information in this user guide where we've broken it all down for you on pages 3-4.

**Step 2 - Browse before you buy**

Take a look at the apprenticeship standards available to you.

**Step 3 - Read the 'Specification document'**

Once you have a better idea about which apprenticeship standard/ training your service requires, you'll then need to read the specification document. All providers will deliver your service in-line with this specification. It covers all high level information relevant to delivering an apprenticeship. This document can be viewed under the 'Download Documents' area of the website.

**Step 4**

Now you're ready to select the training provider for the relevant standard you've chosen. It's your decision whether you carry out a direct award or further competition for this. Take a look at both the documents on the landing page where we've given an overview of each option for you. This document can be viewed under the 'Download Documents' area of the website.

**Step 5 - Form filling**

Once you've decided whether you want to go for a direct award or further competition, you then need to fill out the relevant form.

**Step 6**

Once you've completed the above steps, your last step is emailing the YPO apprenticeships team to advise them of the provider you're wanting to work with:

- Notify the team at: [apprenticeships@ypo.co.uk](mailto:apprenticeships@ypo.co.uk)
- The team will send you across an order form and guide you through the process of completing it
- Contact your chosen provider, advise them of the award and send the completed order form to them

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## Framework overview

<b>Start date:</b>	1 August 2018
<b>End date:</b>	31 July 2020
<b>Contract award notice:</b>	2017/S 241-499917
<b>Extension opportunities:</b>	2 x 12 month options to extend. Potential framework end date is 31 July 2022

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## Call-off period

YPO has not set a minimum or maximum length for any call-offs created by FRS. FRS can create a call-off agreed based on the term they believe will suit their requirements.

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## Value of framework

The apprenticeship marketplace is constantly changing due to the changes 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 £100m and £8bn across apprenticeships and associated training.

## Rebate

The framework rebate is 1% on spend payable by the provider.

## Specification

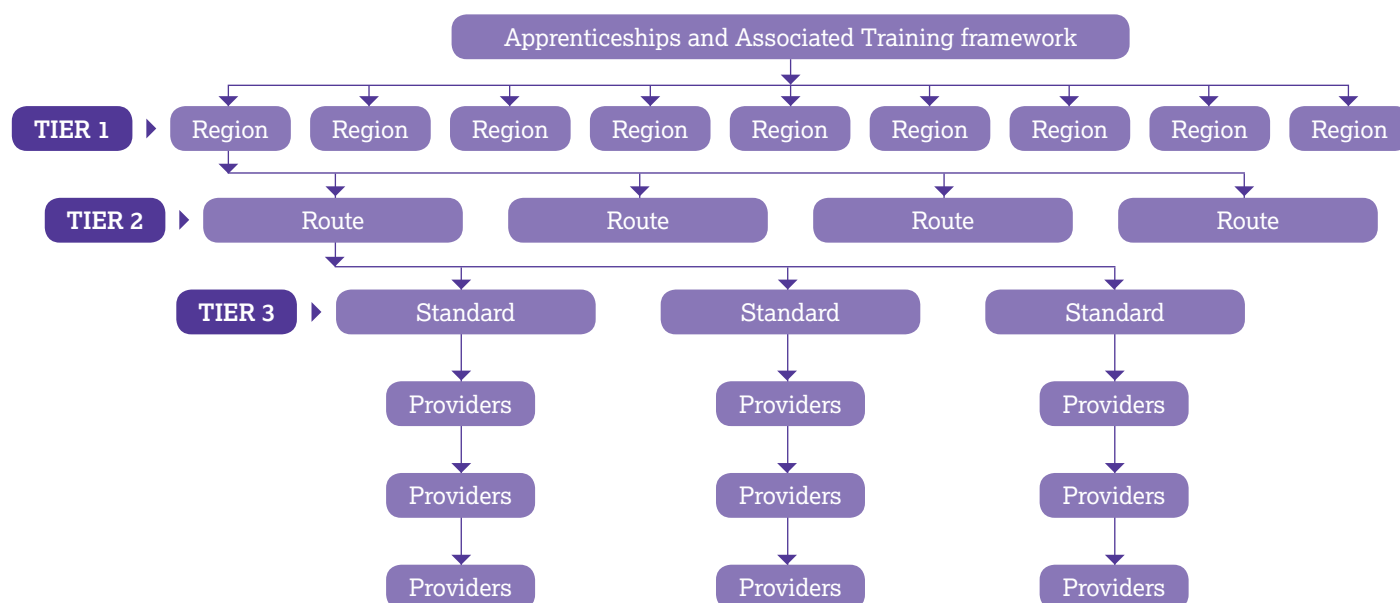
YPO created an over-arching specification that providers must deliver against when delivering an apprenticeship standard, end point assessments or associated training. Please see the full specification on the 'Framework Information' section of the YPO apprenticeship website.

The over-arching specification is then supported by the individual specifications for each standard - the specifications are mainly the requirements of the standard. This information can be viewed on each individual standard on the YPO apprenticeship website.

The standards will be listed under the relevant route as mentioned above in the second tier. The standards are each listed under a route by the Institute of Apprenticeships, these can be found at: [www.instituteforapprenticeships.org/apprenticeship-standards/](http://www.instituteforapprenticeships.org/apprenticeship-standards/)

Due to the constantly developing market of apprenticeships, the framework will also be opened on a quarterly basis for providers to be able to bid against both current and new standards.

The structure of the framework is shown below:



### Provider sub criteria

YPO decided to create a sub-criteria that would help FRS to make a more efficient decision when looking at carrying out a direct award or a further competition. 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

FRS 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.

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## How to use the framework agreement

Providers were assessed on their quality and pricing ability to deliver the relevant standard on the framework.

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.

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.

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.

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## Direct award

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

FRS 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

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

FRS 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.

### Carry out a direct award

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:

- Advise the provider of the direct award
- Complete the call-off contract that is provided on the YPO website
- Complete the order form that is provided on the YPO website

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## Further competition

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

FRS 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
- References that will be submitted and added on a quarterly basis based on the delivery of new standards

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

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

This criteria for FRS to carry out further competitions are 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%.

**Example 1** – 10% price / 90% quality

**Example 2** – 50% price / 50% quality

**Example 3** – 40% price / 60% quality

FRS 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.

### Carry out your further competition

FRS will need to create a further competition either via their own internal processes or via the YPO website.

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). FRS 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 FRS 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:

- Award to the provider
- Complete the call-off contract that is provided on the YPO website
- Complete the order form that is provided on the YPO website

## Types of call-offs

FRS 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

FRS may wish to have a single provider to deliver numerous standards. In these circumstances the FR 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.

FRS 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 FR. A call-off for different standards will then be completed by the FRS.

### Cross region call-off

FRS 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 FR 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

FRS 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 FRS 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 FRS for the same standard.

### One-off call-off

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

### Long-term call-off

A FRS 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 FRS was to procure a long-term contract, they would procure for a provider to deliver all apprentices for a standard/standards over a period of time.

A long-term call-off could be for one or more standards.

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## Contact details

To speak to the YPO team please contact us on [apprenticeships@ypo.co.uk](mailto:apprenticeships@ypo.co.uk)

## Glossary

### Apprenticeship route

The apprenticeship standards are grouped together into similar categories – these are called apprenticeship routes. This is to make it easier to find similar apprenticeship standards.

### Apprenticeship standard

An apprenticeship standard is the new terminology used to describe an apprenticeship Programme. The standards are created and led by employers to ensure that apprentices are learning the relevant skills to be successful in the workplace. A standard contains a list of the skills, knowledge and behaviours an apprentice will need to have learned by the end of their apprenticeship.

### Associated training

The apprenticeship standards are broken into sections of learning material. Some of your current staff may need some refresher training in some of these areas. You can ask providers on the YPO contract to deliver you this refresher training too.

### Direct award

You can carry out an assessment of the providers that can deliver your apprenticeship standards, review the pricing and quality information which they've submitted to YPO. Once you've reviewed this information you can decide to directly work with one of the providers. This decision should be justifiable, and we advise that you make a note of why you decided to work with the provider.

### End point assessment

This is the name given to a series of tests an apprentice must take to prove their ability to do the job they have been training for. This normally takes place at the end of the apprenticeship.

### Framework

If you see the word framework mentioned in any of our documents, it's just procurement terminology for a large contract where multiple organisations can buy goods or services. A framework is a compliant agreement put in place with a potential supplier or group of suppliers, who normally provide a common product or service. Frameworks give buyers a route to market to buy goods and services without running lengthy full tendering exercises and provides a time and cost effective way of testing the market to ensure best value is achieved.

### Further competition

A further competition is a competed procurement exercise between the approved training providers on the contract (framework) and gives you the ability to ask questions and pricing specific to your fire service needs. You can create a set of questions and pricing unique to you, which is then completed by all the providers that can deliver your specific requirements. You can evaluate their responses and decide on the most appropriate provider to meet your needs.

### Standstill period

This is a 10-day period that starts when you advise the successful provider of the contract award. It then gives other providers 10 days to understand why they weren't successful. This is not a compulsory process for a direct award or further competition, but we do advise that you take this 10-day period to develop and support unsuccessful providers.

### Tender process

A tender document is a written document that informs providers about the service that the buying organisation wants to source. The document details the buyer's requirements and asks providers how they would deliver the service. The full tender process then includes evaluating and awarding this contract to the successful provider.

### Training providers

Training providers are organisations that YPO has pre-approved onto the YPO Apprenticeships and Associated Training framework.