



Leading learning and skills

11 February 2009

Address of organisation

Dear

OLASS Phase Three Presentations for Offenders Learning and Skills (Enter Tender details)

- **Enter list of establishments**

We are pleased to inform you that your organisation has been shortlisted for the above tender and you are invited to attend a Panel to give a presentation on **Enter date** at The Learning and Skills Council (LSC) Offices in **Enter address**. Car parking facilities are available at the LSC premises.

A maximum of 3 representatives from your organisation may attend the Panel and we would be grateful if you could ensure that you report to reception **promptly at: Enter time** and ask for **Enter contact**

The Panel members will comprise members of the LSC and NOMS.

Your presentation must not last for more than 20 minutes. After 20 minutes has elapsed the presentation will automatically be terminated by the Panel Chair, even if you have not finished. Following your presentation members of the Panel may ask questions but only to clarify, as appropriate, their understanding of the points you cover.

You will be required to address the following areas in your presentation and in the order specified:

- How you will manage the integration of the service
- Your plans for the core curriculum mix
- Your plans for partnership management

Power Point facilities will be available should you wish to use these, although this is not a requirement. OHP or Flip chart facilities will not be provided. You must bring with you at least 9 copies with you of either Power Point handouts or other notes pertaining to your presentation.

You will also be required to e-mail any handouts that you distribute to Panel members on the day to **Enter email address** within 24 hours of attending the Panel. The format and content of these must be the same as any hard copies distributed on the day.

Following the presentation, approximately 30 minutes will be set aside for you to respond to questions by the Panel. One question will be asked for each of the following areas relating specifically to **Enter Unit**:

- Quality assurance
- Learner responsiveness
- Use of resources
- Arrangements for subcontracting (if applicable)
- How you will ensure data returns are robust
- Pension comparability

The entire presentation and interview will be audio recorded and a transcript of the proceedings made available to you in electronic format within 7 working days of the Panel taking place and on request.

Please note that the rate proposed per teaching hour, for the first year of the contract, is set as a national rate and there is no flexibility within the process for any changes to this rate.

Pension comparability

The LSC has stated categorically at all stages of this procurement that contracts will not be awarded to any organisation that is unable to offer a comparable pension as confirmed by the Government Actuary's Department.

If you have a Passport Certificate issued by the Government Actuary's Department that your pension offer has comparability for individuals transferring from a public sector organisation then please send a copy of the Certificate directly to:

Learning & Skills Council
Cheylesmore House
Quinton Road
Coventry
CV1 2WT

If you do not have the Passport Certificate then you should forward full details of your pension offer to the same address.

I would be grateful if you would confirm your acceptance of this invitation through BRAVO, indicating the names and positions within your organisation of the individuals who will be attending.

Yours faithfully,

Learning and Skills Council