T LEVEL PROFESSIONAL DEVELOPMENT

TEACHER REGIONAL IMPROVEMENT PROJECTS

Invitation to Tender (ITT)
Guidance to support applicants
ITT released Monday 29 April 2019

Funded by Department for Education
Overview

The Department for Education is working in partnership with the Education and Training Foundation to offer high-quality professional development support to teachers, trainers and leaders delivering T Levels from 2020 onwards.

Through the T Level Professional Development offer there is an opportunity for 2020, 2021 and future T Level providers to participate in sector-led, collaborative action research projects, known as Teacher Regional Improvement Projects (TRIPs). TRIPs should aim to improve teaching practice in preparation for T Levels and ultimately ensure that learners undertaking T Levels develop the knowledge, skills, behaviours and competencies required, and understand how they are applied in the occupation they want to progress into.

£45,000 will be awarded to 50 collaborative TRIPs across England. Each TRIP must involve a minimum of four organisations; one of which must be a 2020 T Level provider. One organisation must be appointed as the project lead.

£25,000 of this funding will be allocated for TRIP participants to access remission funding to allow them to participate in the wider T Level Professional Development support offer available in strands 2, 3, 4 and 5. Further information on available CPD can be found on the ETF website. Only providers who participate in TRIPs will be eligible to access remission funds.

In June 2019, 30 projects will be awarded funding. 10 projects will be selected via three T Level Knowledge Hubs:

- Region 1 (North West, North East, Yorkshire and Humberside) – managed by the Association of Colleges
- Region 2 (East and West Midlands, Eastern and London) – managed by Skills and Education Group
- Region 3 (South East and South West) – managed by Creative Education

Applications should be submitted to the T Level Knowledge Hub in the lead organisation’s region.

In September 2019 a separate invitation to tender will be launched for the remaining 20 TRIPs, which can be delivered on a national level and will be allocated to and managed by the appropriate Knowledge Hub.

If you are interested in being involved in a TRIP and would like some further guidance on delivery and sourcing project partners, please contact the T Level Knowledge Hub in your region or attend a Knowledge Hub launch event. Details are provided below.

T Level Professional Development support offer

The aim of the offer is to ensure that further education and post-16 providers delivering T Levels in 2020 and 2021 are ready, as well as supporting future T Level providers. This means ensuring that teachers and trainers have the teaching skills, subject knowledge and confidence needed to deliver a high-quality T Level programme from the outset.
There are five main strands of support. The five strands will not only support teaching staff but also help create the right conditions for effective change management by supporting middle tier leaders and increasing interest and awareness of T Levels across the workforce.

The five key strands of the offer are as follows:

**Strand 1:** Ongoing professional development needs analysis: Building a clear understanding of professional development needs. This will be an ongoing process that will inform the development of the offer and learn from the excellent practice that already exists.

**Strand 2:** Understanding T Levels: Ensuring that all staff understand T Levels and what the introduction of T Levels means for their roles.

**Strand 3:** Teacher development programme: Focusing on pedagogy (core teaching skills and methods); practice (subject knowledge and subject specific teaching); professional knowledge (industrial and employability understanding for teachers); and developing teachers’ capacity to embed Maths, English and Digital skills in technical teaching environments.

**Strand 4:** Knowledge hubs: Embedding learning from the teacher development offer through teacher development networks, focused on T Level pathways and regions, and with input from industry and professional bodies, in order to develop teaching practice.

**Strand 5:** Organisational readiness: Focusing on professional development around leading and managing educational change, targeted at middle managers, with a particular focus on teaching leadership and curriculum planning / timetabling.

This work relates to Strand 4 of the T Level Professional Development offer. Other work delivered in Strand 4 includes regional and national networks, route, pathways and subject specialist CPD activities and industry insight opportunities for teachers and trainers.

**Teacher Regional Improvement Projects (TRIPs)**

The first providers to deliver T Levels in 2020 and 2021 and providers who plan to deliver T Levels in the future will be supported under Strand 4 to work collaboratively to address challenges through evidence-based action research projects known as TRIPs.

The TRIPs will involve a minimum of 4 providers, working in a range of settings with approximately 8 teachers in any one project. Each project must include a 2020 T Level provider. One organisation must act as project lead. Contracts will be issued to the lead organisation.

The focus of the collaborative projects will be to improve technical teaching practice in preparation for T Levels. Projects may wish to focus on the following themes:

- Subject knowledge and practice
- Industry engagement
- Developing teaching in classroom settings
• Embedding Maths, English and Digital skills
• Assessment
• Leadership and Curriculum Management
• T Levels in settings across the post-16 sector.

This list is not intended to be prescriptive and we wish to encourage applicants to develop projects based on their individual requirements. Collaborative practice and innovative ideas for TRIP delivery will also be discussed and identified at a series of launch events delivered across the T Level Knowledge Hubs. Book your place at an event via the links below:

• North West, North East and Yorkshire and Humber
• Midlands, East and London
• South West and South East

TRIPs should be based on the ETF’s Outstanding Teaching Learning and Assessment (OTLA) project model. Following the OTLA model, TRIPs should be aligned to the key principles of effective professional learning and development to ensure:

• There is an overall focus on improving outcomes for learners
• There is collaboration within and across providers
• Activity is research informed and draws on appropriate expertise
• It takes place over a sustained period of time
• Activity is evaluated to assess the impact on learners.

The ETF OTLA Technical Skills programme funded 32 collaborative projects between January 2017 – March 2019. These projects tested approaches to improving teaching, learning and assessment in response to the Post-16 Skills Plan. Applicants are encouraged to familiarise themselves with these projects.

The ETF Teach Too programme funded 18 collaborative projects between June 2018 – March 2019. Projects embedded the Teach Too principles and practice, developing meaningful collaborative arrangements between post-16 providers and employers across local areas and in whole organisations to support preparation for T Levels. Case studies, practical toolkits and the Teach Too framework will support TRIP activity.

Each TRIP will be allocated a Peer Advisor who will offer support and guidance. This support will help to develop evidence-based approaches to action research, refine project scope and delivery plans, monitor ongoing delivery, and evaluate improvements in practice and outcomes for learners.

An inception day will be facilitated by each regional Knowledge Hub for all selected projects in June 2019. Knowledge Hubs will ensure TRIPs are supported through collaborative events to allow teachers and trainers to establish peer networks.

Each TRIP will be asked to produce a case study on project completion, which will be disseminated across the wider sector. Resources produced through TRIP delivery will also be collected and shared on project completion. TRIPs will be asked to present on their work at national and regional conferences, networks and events to facilitate wider sharing.
TRIPs will be required to report to their T Level Knowledge Hub delivery partner and to work regularly with their allocated Peer Advisor to ensure projects are progressing in line with delivery plans, risks are identified and mitigated, and emerging outcomes and impact are captured. TRIPs will be required to participate in a final evaluation and asked to submit final evaluation reports in February 2020.

**Duration and value of contract**

In the first instance, 30 TRIPs will be funded from 10 June 2019 – 28 February 2020. TRIPs should set out what can realistically be delivered in this time.

In October 2019, a further 20 TRIPs will be funded from October – 15 March 2020.

Each TRIP will receive funding to the value of £45,000 (inclusive of VAT). £20,000 of this funding will be allocated to allow all partners to participate in project delivery. Funding cannot be used on capital expenditure.

It is appropriate for the lead organisation to take a somewhat larger share of the project budget to acknowledge the extra effort involved in co-ordinating a project. To ensure that this is not excessive this may not be more than 20% of the average funding per provider.

The remaining £25,000 will be allocated for TRIP participants to attend face to face CPD delivered through the wider T Level Professional Development support offer in strands 2, 3, 4 and 5.

Participants are expected to engage in the wider support offer and £400 remission funding will be allocated to TRIP participants per day, for attendance at CPD activity delivered in strands 2, 3, 4 and 5 of the T Level Professional Development offer. This will allow roughly 60 days of remission across TRIP participants. **Only providers who participate in TRIPs will be eligible to access remission funds.**

**Application Conditions**

- Each TRIP must include at least one 2020 T Level provider as part of its partnership. A 2020 provider does not have to lead the TRIP
- An organisation can only be the lead for one TRIP, but can be involved in more than one
- If a provider is involved in more than one TRIP, the activities of this TRIP application must be substantially distinct

The lead organisation for the project must submit the application to the relevant Knowledge Hub and their TRIP will be managed by this Knowledge Hub for the project duration.

<table>
<thead>
<tr>
<th>Region</th>
<th>Delivery Partner</th>
<th>Application Email</th>
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North East, North West, Yorkshire and Humber  | Association of Colleges | projects@aoc.co.uk
---|---|---
East Midlands, West Midlands, east of England and London  | Skills and Education Group | TLPD@skillsedugroup.co.uk
South East and South West  | Creative Education | projects@creativeeducation.co.uk

**Timelines**

The indicative timeline for key milestones and deliverables of the project are set out in the table below.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
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<tbody>
<tr>
<td>Invitation to Tender issued</td>
<td>29 April 2019</td>
</tr>
<tr>
<td>Promotion of offer at TRIP Launch events</td>
<td>30 April – 9 May 2019</td>
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<tr>
<td>Webinar: support to applicants</td>
<td>14 May 2019</td>
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<td><strong>Deadline for submissions</strong></td>
<td><strong>12pm 24 May 2019</strong></td>
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<tr>
<td>Assessment and appraisal of applications</td>
<td>31 May 2019</td>
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<tr>
<td>Notification of outcome</td>
<td>3 June 2019</td>
</tr>
<tr>
<td>Contract award</td>
<td>10 June 2019</td>
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</tbody>
</table>
| Inception meeting | Northern Knowledge Hub – 12 June 2019  
Central Hub – 13 June 2019  
Southern Hub – w/c 17 June 2019 |
| Project completion with submission of final report, case study and resources | March 2020 |

**Assessment method**

The submission will be assessed using award criteria which relate to the application and are used to identify the applicant that demonstrates best value for money.

Applicants will be scored on the following basis:

<table>
<thead>
<tr>
<th>Question</th>
<th>Maximum Score</th>
<th>Weighting</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Partners</td>
<td>Pass/Fail</td>
<td></td>
<td></td>
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<tr>
<td>Project summary</td>
<td>5</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>Project approach</td>
<td>5</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>Project impact, outcomes and evaluation</td>
<td>5</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>Equality Diversity and Inclusion</td>
<td>5</td>
<td>1</td>
<td>5</td>
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### Assessment Criteria

**Score Weighting:** The various questions in the application will be assessed using the scoring criteria shown below. For all categories 5 is the maximum score.

**Score 5:** The applicant has fully addressed the requirements of the fund and shown a deep understanding of the overall objectives. There is strong evidence to show value for money and long-term commitment to the project.

**Score 4:** The applicant has addressed the majority of project requirements. There is evidence to suggest the project will achieve the intended outcomes.

**Score 3:** The majority of project requirements have been addressed but there is a lack of clarity on how this will be achieved. Evidence is generic rather than specific to the project.

**Score 2:** The applicant has addressed some of the points and demonstrates partial understanding of the fund. Most points remain unanswered.

**Score 1:** There is no evidence to suggest the applicant will meet the requirements of the fund. Little detail is provided.

**Score 0:** The response is not acceptable/no response has been given.