

WEST DUNBARTONSHIRE COUNCIL

Report by Executive Director of Social Work and Health

Tendering Committee: 5 September 2007

Subject: Scottish Vocational Qualification Training Tendering Procedures

1. Purpose of Report

- 1.1 This report provides information to Committee regarding the requirement go out to tender to secure contracts for the provision of Scottish Vocational Qualification training for Social Work Services employees.
- 1.2 The report seeks Committee approval to proceed with the tendering process in order to secure the appropriate training for employees.

2. Background

- 2.1 All employees who work in Social Services require to register at some point in the future with the Scottish Social Services Council in terms of the Regulation of Care (Scotland) Act 2001. The Social Work Services Department require to assist existing employees who do not already have the relevant level of qualification to gain a relevant Scottish Vocational Qualification award (“award”) for their post.
- 2.2 The Department currently runs a Scottish Vocational Qualification training programme which involves the use of three external providers.
- 2.3 Approximately eighty employees are currently being supported each year to gain an award.
- 2.4 Due to the value of this training it is necessary to seek tenders for its provision.
- 2.5 In order to secure contracts for session 2008 and beyond, it is now necessary to begin the process as laid out in the timetable below.

3. Tendering Procedure/Timeline

- 3.1
 - a) **August 2007** – present information on existing provision to the Tendering Committee and seek approval to put tendering process into operation;
 - b) **September 2007** – place adverts in European Journal and local press inviting tenders;

- c) **November 2007** – all tenders to be returned to Legal and Administrative Services;
- d) **December 2007** – report to the Tendering Committee on contracts, listing the summary of preferred tenders 2008; and seeking Members' approval to award contract(s).
- e) **December 2007** – letters issued to contractors informing them of the outcome of the tendering process.

3.2 It should be noted that the duration of the contract(s) is for 3 years plus the option for an extra 2 years, renewed on an annual basis. The length of the overall contract(s) will depend on the final number of Council employees requiring Scottish Vocational Qualification training.

4. **Personnel Issues**

4.1 It is anticipated that 85 members of staff each year will be trained by the successful provider(s).

5. **Financial Implications**

5.1 It will be necessary to secure contracts within the existing budget of £100,000 per annum. The total overall cost for the 5-year period could be in the region of £500,000.

6. **Risk Analysis**

6.1 If we do not support our employees to gain a Scottish Vocational Qualification we will fail to meet the registration requirements for the Care Commission and Scottish Social Services Council.

6.2 To perform their role and register with the Scottish Social Services Council, in terms of the Regulation of Care (Scotland) Act 2001, employees will be required to hold a Scottish Vocational Qualification.

7. **Conclusion**

7.1 The Council had a duty to assist employees obtain relevant qualifications to allow them to continue to work in Social Services.

7.2 In order to meet this duty the Council provides training opportunities for employees. The cost of the training required is such that it is necessary to seek a supplier or suppliers through a tendering process.

8. **Recommendation**

It is recommended that:-

- 8.1** The Director is given approval to proceed with the necessary arrangements to secure tenders for the provision of Scottish Vocational Qualification training beginning in 2008.

William W Clark
Executive Director of Social Work and Health

Person to Contact: Max Agnew, Section Head, Quality Assurance & Training Section, Department of Social Work Services, 7 Bruce Street, CLYDEBANK, G81 1TT. Telephone Number (0141) 951 6140

Appendices : None

Background : None

Wards Affected : All