



Invitation to Tender for

- a review of **Write On – personal pathways to work** (LMETF) project; and
- development of Project Guidelines for future use.

The National Adult Literacy Agency (NALA) is commissioning a study of the 2013-2014 Write On Momentum project under the Labour Market Education & Training Fund (LMETF). This project was carried out in conjunction with Southside Partnership Local Employment Service, and supported by SOLAS, the Department of Education and Skills and the European Social Fund through the Momentum programme and the LMETF. NALA invites expressions of interest from appropriate organisations or experienced individual researchers, practitioners and or programme designers.

Background

The Labour Market Education & Training Fund (LMETF) is part of the Government's 2012 Action Plan for Jobs initiative. NALA successfully tendered for a project which blends distance learning (provided by NALA using www.writeon.ie) and job supports (provided by Southside Partnership Local Employment Service – SSP LES).

The project provided 60 long term unemployed under-25s in Dun Laoghaire Rathdown and Bray with flexible learning, accessible certification (Level 3) and personalised supports to find work. The target group included early school leavers and those not in employment, education or training (NEETs).

This project offered a distance learning programme to improve participants' basic skills and gain a qualification at QQI Levels 2 and 3 using an interactive learning website (www.writeon.ie), with telephone tutor support. It also provided additional face-to-face supports on a one-to-one and small group basis from a full time jobs coach to support participants find work placements and employment. A part time educational guidance counsellor also supported progression into further education and training.

Aims of the Tender

The aim of this tender is to enable activation services to adopt a blended learning approach to building literacy and numeracy learning into their programmes and supports for unemployed people. Following a review of effective practice from this project, guidelines will be produced to support future implementation.

Outputs

There will be two distinct outputs from the tender:

1. A summary report with analysis and evidence based recommendations for future development.

NALA and Southside Partnership Local Employment Services will compile and provide data on the project development, the learners, and progress reports, and a briefing on www.writeon.ie and activation supports. This should be further developed and analysed to produce the review and inform the guidelines.

2. A set of guidelines on how to use www.writeon.ie as a distance or blended learning tool to support basic skills development as part of employability and / or activation programmes.

NALA and the SSP LES will collaborate with the researcher on these guidelines.

Who will be consulted?

A project planning and briefing meeting with NALA will agree the final project plan. The researcher/s will then consult with NALA staff, Southside Partnership Local Employment Service, Southside Partnership, and other key stakeholders, including participants, other Local Employment Services and the Department of Social Protection.

Researcher Requirement

We will require an outline of the following from the tenderer:

- Relevant research and third level qualifications;
- Your track record in undertaking similar work or research;
- Your knowledge and experience of adult literacy, youth activation or instructional design;
- A proposal and plan of your methodological approach to the research which demonstrates an understanding of the objectives of the work and detailing your capacity to carry out the work within the agreed timescale;
- An estimate of the number of day's work involved and an overall project costing including VAT.

The successful tenderer will work in collaboration with NALA and the Southside Partnership LES. The lead researcher who will take overall responsibility for the project should be named within the tender document.

Please provide full contact details for two referees.

Timeline and Schedule

The research will begin in June 2014 and be completed in September 2014. The successful tenderer will be expected to provide a detailed work-plan and schedule.

Budgets

It is the responsibility of the tenderer to estimate the costs of the study. However the tenderer must specify how these costs have been calculated. Specifically the tenderer must provide a separate costing in respect of expenses. The submitted sum will include all fees and travel and subsistence costs. The successful tender will be required to submit a current Tax Clearance Certificate prior to the signing of contract.

Monitoring

NALA will oversee the implementation of the study. The tenderer will report progress on the study to NALA.

Deadline for Submission

Please send your submission with details for two referees by post (address below) or email jstewart@nala.ie by 5pm Tuesday 10th June 2014. Shortlisted candidates may be called for interview.

Further information

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Appendix 1 Write On LMETF project

Features of the project

The project aimed to provide 60 long term unemployed under-25s in Dun Laoghaire Rathdown (i.e. those not in employment, education or training (NEETs)) with flexible learning pathways, accessible certification options at Level 3 and personalised supports to find work.

Objectives

1. To provide customised learning and employability needs assessment; individual learning plans; supported programmes with a choice of 3 FETAC Level 3 Major awards; job preparation skills; work experience and employment supports; and progression plans.
2. To support participants to get jobs and support them in those jobs.

Project administration

The project was administered by NALA and Southside Partnership LES following a **project plan** and reporting to a **specific management team** which included timelines and targets. There were regular reports to this group and to the SOLAS Momentum Unit. A **stakeholder group** advised on the project.

Stages

The programme provided an individual needs-based response for young people including:

Recruitment and promotion	Recruit 60 unemployed U-25s and local employers.
Bespoke Assessment	Initial assessment identifying needs, strengths, and ongoing supports for learning and employability.
Job Preparation	A jobs mentor giving one-to-one supports for career preparation and planning, with certification and finding work experience and matching to particular jobs.
Distance learning	Via www.writeon.ie with one-to-one tutoring support, quality assured certification at FETAC Level 3, and RPL1, with a choice of 15 certified modules at FETAC Level 3
Work experience	As an integral part of the learning plans and programme, with certification.
Employment	Individual assistance to find and sustain jobs, with continuing on-the-job supports.
Progression	An end-of-project progression plan, with options in employment and further education and training ² and a freephone referral service.
Evaluation	To assess the success of the project and potential for national mainstreaming.

The targets

Completing the learning programme: 60 participants (100%)	Work placements: 54 participants (90%)
Certification before the project finishes: 45 participants (75%)	Employment: 30 participants (50%)
Progression to FET courses: 30 participants (50%)	

¹ RPL is the recognition of prior learning. NALA is the only FETAC registered provider of RPL at levels 2 and 3.

² including VECs and FÁS programmes, blended learning and NALA distance learning services