

Opportunities Fife Partnership
Adult Employability Delivery Group
Commissioning Document

Opportunities Fife Partnership are looking to commission a suitably qualified organisation to deliver training sessions, for front-line staff across a range of organisations/agencies, on the processes and legal awareness relating to criminal disclosure.

The **Aim** of this training is to give participants:

- the confidence to ask/hear about an individual's criminal history
- sufficient knowledge/understanding of the potential impact on an individual's career path and how to address this with them
- the skills and knowledge to be able to formulate an action plan that will support the individual towards and into employment

The training must include the following elements:

- Rehabilitation of Offenders Act 1974 (including Exceptions to the Act)
- Rehabilitation Periods (spent & unspent)
- The system of Disclosure
- What needs to be disclosed
- When to disclose
- How to disclose (including 'sample' covering letters & CV)
- Constructing an effective action plan to support & progress ex-offender

Volumes/delivery/timeframe

Initial request is for delivery of training to 120 members of staff from across a range of organisations/agencies in Fife e.g. Fife Council, DWP, SDS, Work Programme Providers and other front-line services.

Training should be delivered at various locations across Fife to encourage/ease participation and should be completed by 30 April 2015.

Submission of Proposals

Proposals should be subject headed: **"Disclosure Training Submission"** and submitted by email to Adam Dunkerley, Adam.Dunkerley@fife.gcsx.gov.uk by no later than 5pm on Friday 21 November 2014.

One signed hard copy should also be posted to: Adam Dunkerley, Opportunities Fife Partnership Manager, Economy, Planning & Employability Services, Fife Council, Kingdom House, Kingdom Avenue, Glenrothes, Fife, KY7 5LY

Proposals will be assessed on, and should include, the following information:

1. Detailed proposals for achieving the Aim of the training
2. Evidence of knowledge and understanding of the issues around Disclosure for ex-offenders
3. Information on delivery locations, method of delivery and length of training
4. Evidence of previous experience in delivery of training to multi agency organisations
5. Value for Money – please include a detailed breakdown of costs. If including VAT please cost separately.

Contact Details

If you have any questions then please contact Phil Martin

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