

Better value, delivered.



# Apprenticeships and Associated Training User Guide

Ref No: 1086

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Giving you a helping hand to choose the right  
framework for your school





# About YPO

**We provide contractual solutions for schools all around the UK, helping you set up or renew contracts for a wide range of products and services.**

Established in 1974 by a group of 13 local authorities, we’re the UK’s largest public sector buying organisation and we’re still 100% publicly-owned today. We work closely with our suppliers and collaborate with other public sector buying organisations to achieve efficiencies and value for money, returning all our profits back into the public purse.

We can negotiate the best deal for you by combining your demands with those of other customers to create economies of scale. This means that you receive the best possible solutions and prices without ever having to compromise on service or quality.

Our team of experienced and qualified procurement professionals can offer you advice, guidance and expertise on procurement, as well as supporting you through the process if you need any extra help.

## Framework overview

**We’ve got a range of frameworks to help schools set up contract agreements with our supply base. But what exactly is a framework?**

**Framework:** A framework is an agreement put in place with a supplier or a range of suppliers, allowing you to place an order for products (e.g. furniture, first aid equipment), services (e.g. energy, electronic kitchen management, cleaning etc) or works (e.g. building works) in a quick and easy way.

Apprenticeships and Associated Training - 1086   Professional Services Framework	
Start date:	1 August 2023
Expiry date:	31 July 2027
Extension(s) if applicable:	None
Contract notice ref no:	2023/S 000-005546
Potential maximum value:	£10,000,000,000
Rebate:	1% for Apprenticeships Training and EPA only and 0.5% for Associated Training payable by the provider.
Geographical location(s):	National





## Framework summary

Apprenticeships are a great way to get hands on experience and earn while you learn. We work closely with many training and apprenticeship providers both nationally and locally, ensuring we can offer you the best range of courses across a number of sectors. We've simplified the apprenticeship application process for you, and created a bespoke portal so you can browse all the apprenticeship standards available. You will also be able to procure end point assessment and associated training against each of the standards.

The framework covers all apprenticeships that are listed by the Institute for Apprenticeships & Technical Education (ifATE).

Here are just a few examples of the apprenticeship standards available through our portal:

- Accountancy
- Community Sport and Health Officer
- Facilities Manager
- Groundsman (Sports Turf Operative)
- Lab Technician
- Learning and Development Practitioner
- Schools Business Director (Chartered Manager Degree)
- School Business Professional
- Teacher
- Teaching Assistant

Take a look at the other apprenticeship standards available on the portal here:

 [www.ypo.co.uk/apprenticeships/standardssearch](https://www.ypo.co.uk/apprenticeships/standardssearch)

### Benefits of using our professional services frameworks:

1. Support on setting up contracts for all your apprenticeship standards
2. Wide choice of local and national providers
3. Innovative and flexible approach to helping you with your procurement activities
4. Specialist teams on-hand to guide you through the complex world of corporate and professional services
5. Bespoke solutions created with you in mind





# Step by step guide...

on how to select your preferred supplier from the framework

## Further competition:

This simple to run procurement exercise is in-place to help you select the most suitable supplier to meet your requirements creating fair ‘competition’ between them, to make sure you get the best value for money. All the suppliers have been through a thorough vetting process before being awarded onto our frameworks – one less thing for you to worry about.

### Step 1: Initial enquiry

- Customer contacts YPO for information
- The relevant team discusses the requirements with you and provides a user guide for more information
- If you’re happy to go ahead, you must complete an access agreement which the team will send to you

### Step 2: Meeting customer requirements

- We can offer support and provide templates, helping to write individual specifications and requirements, tailoring your contract to your exact needs
- Further catch ups or discussions may be required and we can go through anything you’re not sure of. We’re here to offer you as much or as little support as you need
- Initial timescales are then proposed
- Draft documents are created





### Step 3: Further competition

- You will need to create a further competition either via your own internal processes or via the YPO apprenticeship portal at [www.ypo.co.uk/apprenticeships/standardssearch](http://www.ypo.co.uk/apprenticeships/standardssearch).
- Further competition closes
- You'll go through and evaluate the submissions and select the most suitable supplier to meet your requirements

### Step 4: Contract award

- There's an optional 10-day standstill/cooling off period which we advise you take. During this time you can't have any contact with the winning or losing suppliers
- The chosen supplier is then awarded and you can start working with them
- Once your contract is set up, we're still on-hand to help you with any questions you may have

#### Direct award:

To carry out a direct award all you need to do is complete an access agreement form and return this to us, then select the supplier you'd like to work with from the pre-approved list on the apprenticeships portal.

Get in touch with the education procurement team using the contact details below and they'll send you a form to fill out.

Once an agreement is in place, please let us know who you've chosen as your supplier.





## Suppliers on this framework

Suppliers are added quarterly, please speak to the education procurement team for the most up to date list on the contact details below.

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## Terms and conditions

Suppliers awarded to the framework agreement have agreed to and signed YPO's standard terms and conditions. These can be amended by the customer and supplier by mutual agreement to include additional terms to supplement the standard terms and conditions. A variation form is included in the standard terms and conditions document to allow customers and suppliers to amend any terms if required.

If the customer proposes any amendments to the call-off terms and conditions, these must be provided to suppliers in the further competition documentation. This will then allow all suppliers on the framework to consider any amendments and bid accordingly.

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## Contact information

You can get in touch with the education procurement team for more information using the contact details below:

@ [educationprocurement@ypo.co.uk](mailto:educationprocurement@ypo.co.uk)





# Glossary

## Framework

A framework is an agreement put in place with a supplier or a range of suppliers, allowing you to place an order for products (e.g. furniture, first aid equipment – something you can touch), services (e.g. energy, electronic kitchen management, cleaning etc) or works (e.g. building works) in a quick and easy way.

Frameworks are usually set up with large volume buying in mind. This doesn't mean that you need to purchase a large amount but when you add together all the potential customer spend or volume, you can often achieve better prices and/or value for money for everyone through buying in this way.

A framework agreement will contain a set of agreed terms and conditions that apply to any contract awarded under it. All our frameworks have been put in place to comply with the Public Contract Regulations. Any supplier awarded onto one of our frameworks will have had due diligence undertaken on them and each supplier will have been evaluated to make sure they have the right policies and procedures in place to deliver quality products, services and works to our public sector customers whilst achieving value for money.

## DPS

DPS stands for 'Dynamic Purchasing System'. A DPS is a procurement technique used by the public sector to purchase commonly used goods, works or services. A DPS differs from a framework because it's open to new suppliers to join at any time, as long as they meet our selection criteria. This means any new suppliers or a local suppliers you might already use (e.g. gardener, food provider etc) can apply to join at any time. We've got a number of DPS frameworks in place to meet the needs of our customers and allow for added flexibility.

## Contract

This is a legally binding agreement between you and one supplier. You're able to call off any framework agreement or DPS to meet your school's needs and only when a call off order is placed and accepted is a contract created. The five rules of contract formation will then be met.

These are:

1. Offer (The offer of work you've placed with the supplier)
2. Acceptance (by the supplier to fulfil your order)
3. Consideration (price)
4. Intention to be legally bound (issuing of the call off contract)
5. Capacity to contract (e.g. authorised signatures to the call off contract)





A framework on the other hand is not strictly a contract as no money has changed hands but is an overarching umbrella agreement under which contracts can be created. The framework doesn't commit either party to actually enter into a contract, but it does set out the terms and conditions, which will apply if a contract is created.

### Call Off

A call off is another way of saying 'placing an order'. You're able to call off any framework agreement or DPS to meet the needs of your school. Depending on how the framework's been set up, you might be able to carry out a direct award.

### Direct Award

A direct award is when all award criteria have already been evaluated for you. A direct award allows you to make an award to your chosen supplier without opening up your procurement exercise to other suppliers. This can be a fast and straightforward way to procure goods in a compliant way. This process is quick and easy and can be done in a matter of days. Frameworks can be set up in two ways to either allow for a direct award or a further competition.

### Further Competition

A further competition is where you'll set out your exact requirements and allow suppliers appointed onto a framework or DPS to give you their best solution and price for what you need. You can then evaluate the suppliers against your bespoke requirements. This is slightly more time consuming, but it's still quicker than doing your own procurement. A further competition is also referred to sometimes as a mini competition.

### Lot

This is usually part of the framework that's been broken down into smaller sections/ categories. Think of it like the YPO catalogue that's broken down into sections e.g. pens, paper, chairs. Frameworks are often broken down this way into smaller areas, to encourage small and medium sized enterprises or organisations the opportunity to bid for public sector contracts and encourage competition so we can deliver the best value to our customers.

