

**Specification:**

Autism Spectrum Disorder Accreditation Framework - Pilot

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#  Overview

## Background

* 1. Department for Work and Pensions (DWP) (including Jobcentre Plus) is responsible for welfare, pensions and child maintenance policy. Our responsibilities include encouraging disabled people and those with ill health in to work and making work pay. Jobcentre Plus helps people move from benefits into work, helps employers advertise jobs and administers benefits for people who are unemployed or unable to work because of a health condition or disability. One of our main priorities is to deliver an outstanding service to our customers.
	2. Government strategy strives for 1 million more disabled people into work by 2027. Based on the latest data available from the Office for National Statistics published in February 2021, the rate of employment for people with Autism Spectrum Disorder (ASD) is 21.7% compared to an employment rate for all disabled people of 53.6%. DWP is committed to improving our employment support offer for people with ASD.
	3. ASD is a lifelong neurological condition affecting how a person communicates and experiences the world around them. It is a spectrum condition meaning that it affects people differently and is a hidden condition meaning it is difficult to easily recognise. The National Autistic Society estimates that there are around 700,000 autistic adults and children in the UK.
	4. People with ASD can experience significant barriers due to difficulties in developing social relationships and communication which may impact their ability to find or stay in work.
	5. To build on our employment support offer for people living with ASD, we want to enhance our current service delivery by reviewing current capability and learning available for Jobcentre Plus colleagues, strengthening our employer and partnership relationships and creating the right environment in our Jobcentres.
	6. DWP has carried out an internal assessment of our employment support offer to people with ASD within our Health Model Office (HMO) Jobcentre sites. To continue to improve our service, we are testing the design and development of an Autism Spectrum Disorder framework which will include assessment and accreditation.

## Introduction

* + 1. DWP seeks to contract with a single supplier with a proven track record of providing advice, support and assurance to improve external organisation’s service delivery for people with ASD.
		2. The successful supplier will shape a service delivery framework for people with ASD, taking account of DWP business models, working practices and current learning. The supplier will support colleagues in Jobcentre Plus test sites to follow that framework. The organisation will then be asked to accredit those test sites’ compliance with that framework. The whole process must be completed by the 31st March 2022, no extension will be possible.
		3. Following completion of the test, DWP will evaluate and assess the impact. Any decisions about any future national approach will be subject to a separate commercial exercise.

### The Specification

* + 1. The ‘Autism Spectrum Disorder Accreditation Framework’ is a new initiative that aims to support Jobcentre Plus to deliver the best employment support service to individuals with ASD. For information around Intellectual Property Rights please refer to the core terms of the Test and Learn Dynamic Purchasing System (DPS).
		2. The provider must be able to:
* Design a bespoke ASD Accreditation Framework that will enhance Jobcentre Plus current working practices.
* Provide expert advice to build on the current learning available to Jobcentre Plus colleagues in specific test sites.
* Give expert advice on how to create the right physical environment and practices to deliver excellent services to people with ASD in specific test sites.
* Provide expert advice to the specific Jobcentres Plus test sites on how to improve our provider and employer relationships in their local communities.
* Carry out an assessment of each Jobcentre Plus test site in person or through a comparable or better method to ensure compliance with the framework.

## Key Deliverables

* + 1. Key Deliverables, which will be used by DWP to track the suppliers performance and assess the effectiveness of the ASD Accreditiation framework, are set out below. DWP will use the bidding process to establish how bidders intend to deliver against these key deliverables:
		2. **1**. **Review of working practices and of design of accreditation**

Provider to undertake a review of Jobcentre Plus current ASD learning and working practices. The review and associated findings to be presented to the DWP sponsor. Utilising findings from the review, to then design and develop an ASD Accreditation Framework to enhance Jobcentre Plus support for people with ASD, at least but not limited to the following areas:

* Employee awareness and training
* Creating the right Jobcentre environment
* Partners and Employers
* Customer Service

The framework is to be designed and provided to the DWP sponsor by the **30th November 2021**. DWP sponsor and internal DWP Panel to review and approve by **10th December 2021**.

* + 1. **2. Guidance to JCP sites and assessment**

Ensure each Jobcentre Plus test site understands the expectations and activities required from the framework to achieve the ASD Accreditation. The provider, in person or virtually, must work with the Jobcentre Plus test site champion to establish areas within the framework that require advice and guidance to achieve the necessary standard. The provider must be available in person or virtually throughout the contract to ensure every Jobcentre within the test has access to expert support. Provider advice and guidance will be validated against each Jobcentre via monthly reports to the DWP sponsor.

When assessing the JCP test sites the provider **must assess and** **should visit all 15 sites** to ensure that they are all following the terms of the framework, however if the provider is able to show that physical visits to some sites coupled with other methods such as virtual walk through to other sites would produce **comparable or better results** we would be willing to consider these. The accreditation must be applied using the agreed framework standards and validated by the provider. In the instance of a Jobcentre Plus test site not meeting the accreditation standard the provider must provide a formal remedial action plan containing feedback on what the site needs to do to improve. They must share this report with the test site and the DWP sponsor and undertake a reassessment visit within the contract.

The provider can arrange site visits as soon as the Jobcentre Plus site is ready. All work must be completed by the **31st March 2022**.

## Contract Area

* + 1. The provider must be able to operate across England, Scotland and Wales (see Annex B for all 15 test sites).

## Scope

* + 1. The contract will involve 15 Jobcentre Plus test sites with a mix of large, medium and small sites. Approximately 1,500 DWP employees in total will be employed within these sites.

## Funding

* + 1. HMT The Innovation Fund has approved maximum funding of £98,000 including VAT to finance this test during 2021/2022 Financial Year. Therefore, the maximum charge exclusive of VAT is £81,667.
		2. Any further expansion of the programme would be subject to further funding approval.

## Duration

* + 1. The provider must be ready to commence delivery of the contract on the 4th October 2021. All activities must be completed by the 31st March 2022.

## Contract Performance

* + 1. The provider will submit monthly progress reports to the DWP sponsor using the template provided (see annex A). These reports will be used by the DWP sponsor to track progress of the accreditation overall and how the 15 Jobcentre Plus test sites will be progressing towards achieving their ASD Accreditation status.
		2. Impact and success of the application of this framework will be evaluated by DWP.

## Confidentiality

* + 1. Any confidenital material examined by the provider throughout the course of the contract is not to be shared with any other party.

# Service Requirements

##

## Aim of the ASD Accreditation Framework

* + 1. The ASD Accreditation Framework will support Jobcentre Plus to deliver outstanding services to people with ASD when looking for work. The design of the framework and compliance with it will strengthen Jobcentre Plus services to support people with ASD by:
* Reviewing current ASD learning available to DWP and if applicable recommend changes.
* Reviewing the Jobcentre Plus physical environment and if applicable recommend improvements.
* Reviewing Jobcentre Plus working practices and using the provider’s expertise make recommendations to improve practices.
* Give advice on how to maximise relationships with external stakeholders.
	+ 1. **To note:** Any recommendations will be reviewed by DWP, who will make a decision on whether or not to adopt these proposals.

## The Framework and Accreditation Process

* + 1. The ASD framework and accreditation process and associated activities are divided into 4 specific sections:
1. Provider to work through Jobcentre Plus environment and working practices. The provider to work with DWP sponsor to review current learning and working practices that help DWP colleagues to support people with ASD look for and move into employment.
2. Provider to design and develop an ASD accreditation framework with clear recommendations and associated actions to meet a required standard that will strengthen the Jobcentre employment support offer for people with ASD.
3. Provider to supply support and guidance that will enable each Jobcentre Plus test site to meet the standards set within the framework.
4. Provider to assess each site’s compliance with the standards set in the framework, and award accreditation. When assessing the JCP test sites the provider should visit and assess all 15 sites to ensure that they are all following the terms of the framework, however if the provider is able to show that physical visits to some sites coupled with other methods such as virtual walk through to other sites would produce comparable or better results we would be willing to consider these.
	* 1. Provider to assess each site’s compliance with the standards set in the framework, and award accreditation. In the instance of a Jobcentre Plus test site not meeting the accreditation standard the provider must give feedback to each site as well as the DWP sponsor and undertake a reassessment within the contract. The provider should factor in the time to do a reassessment of each site in their planning in order to allow for this. Any site that fails to meet accreditation status will be provided with a remedial action plan by the provider.
		2. **A.** **Review current learning available and working practices**
			1. To establish a baseline of current products and services delivered, the provider will receive a range of relevant resources from the DWP sponsor to review. The provider will liaise with the DWP sponsor to arrange any virtual or physical visits to Jobcentre Plus test sites to enable them to receive a first-hand insight into current working practices.
			2. As part of the review the provider, as the subject expert, will be expected to make recommendations to support with:
* The language and behaviors that would promote positive interactions for people with ASD.
* Tools to maximise engagement for people with ASD.
* Advice for work coaches on their interactions to create the right environment for people with ASD to enable them to move towards and into employment, training programmes or other opportunities.
* How to increase Jobcentre Plus understanding of how people with ASD can best access our services.
	+ - 1. The provider will be expected to report findings and make recommendations to the DWP sponsor through a series of digital or face to face meetings.
			2. **To note:** Recommendations will be reviewed by DWP, who will make assessments on how they can be applied in the working environment.
		1. **B. Design** **and develop an ASD Accreditation Framework for Jobcentre Plus**
			1. Once a baseline is established, the provider will design the ASD Accreditation framework and supporting materials (e.g. checklist, action plan, workbook) to improve the current delivery model within Jobcentre Plus. When designing the framework the provider can visit sites as necessary but these should be arranged with the DWP sponsor and site champions prior to the visit. The framework will include sections on:

Employee Awareness and training

The provider is to put forward recommendations on existing DWP products about ASD that should be used to increase staff awareness of ASD issues. In addition, provider should develop any additional products that would be neccesary to increase knowledge, such as: fact sheets, video clips, podcasts, case studies, quizzes and short presentations.

Creating the right Jobcentre environment

The provider is to make recommendations on how to create a Jobcentre environment that will enable people with ASD to engage effectively. This might include advice on topics such as: designated quiet areas, clear signage, route ways displayed to quiet areas, arranging appointments at quiet times and asking ASD customers about their experiences. All of which should be designed to work with Jobcentre Plus working practices.

Partners and Employers

The provider is to include advice to support Jobcentre Plus with employer conversations that encourage understanding of ASD in the workplace. This could include key topics such as: myth busting around preconceptions of ASD, sensory differences, work place stresses and work place adjustments. Provider to also identify supporting products that could help employers recruit people with ASD such as appropriate job descriptions and appropriate methods of interview.

Provider is to give advice on national and local partners who support people with ASD, that Jobcentre Plus staff might wish to make contact with and advice on local provider networks that Jobcentre Plus may consider joining.

Customer Service

The provider to develop information on supporting people with ASD to understand what to expect when attending the Jobcentre Plus office. This might include key topics such as: information on quiet times, displaying clear signage and offering quiet areas at local Jobcentre events.

Provider to supply advice on how best to engage people with ASD to attend appointments with work coaches and access information or advice on looking for work.

**To note:** Recommendations will be reviewed by DWP, who will make assessments on how they can be applied.

* + 1. **C. Provide tailored support and guidance that will enable each Jobcentre Plus test site to meet the standards set within the framework**
			1. Once the provider and DWP sponsor have agreed the framework in section B, the provider will be responsible for supporting each of the 15 Jobcentre Plus test sites to apply this framework in their site. This might include attending some meetings and answering specific questions raised by Jobcentre Plus.
			2. To support the JCP test sites’ progress towards achieving ASD Accreditation the provider can visit sites as neccesary to offer further support but these should be arranged with the DWP sponsor and site champions prior to the visit.
			3. Each Jobcentre Plus test site will nominate a champion who will be responsible for collaborating directly with the provider and DWP sponsor to facilitate activities within each site and maintain the standards going forwards.
	1. **D. Assess** **each Jobcentre Plus test site and award ASD Accreditation**
		1. When the DWP sponsor has signed off the ASD Accreditation framework, the provider and DWP will collectively agree the assessment process. As a minimum this process must include:
* All 15 Jobcentre Plus test sites to be assessed.
* When assessing the JCP test sites the provider **should visit and assess all 15 sites** to ensure that they are all following the terms of the framework, however if the provider is able to show that physical visits to some sites coupled with other methods such as virtual walk through to other sites would produce **comparable or better results** we would be willing to consider these.
* Provider to ensure DWP sponsor receives a copy of the assessment made by the provider for each Jobcentre Plus test site.
* The provider will issue a certificate of achievement to each Jobcentre Plus test site that meets the Autism Accreditation standard. The certificate should be in laminated coloured A3 format and clearly display the Jobcentre Plus test site name, date, accreditation title, DWP and provider branding. This product will be reviewed by the DWP sponsor to ensure that this meets our requirements.
* Any Jobcentre Plus test site that does not meet the standard set will be issued with a remedial action plan.
	1. Following evaluation of the success of the pilot, there may be a requirement for external ASD Accreditation across the Jobcentre Plus network, subject to further funding becoming available. There will be a separate commercial and bidding process if full national rollout is deemed appropriate.

## Key Requirements of Successful Bidder

* + 1. The provider must:
* Work with DWP sponsor to review current learning and working practices that help DWP staff to support people with ASD look for and move into employment.
* Design and develop an ASD Accreditation Framework for Jobcentre Plus with clear recommendations and associated actions to meet a required standard that will strengthen the Jobcentre employment support offer for people with ASD.
* Provide support and guidance that will enable each Jobcentre Plus test site to meet the standards set within the framework.
* Collaborate with each Jobcentre Plus test site champion.
* Assess each Jobcentre Plus test site to ensure the framework standards have been met and award each Jobcentre Plus test site with their accreditation.
* Keep the DWP sponsor regularly informed of progress.

## DWP Requirements

* + 1. The DWP will:
* Provide a named DWP sponsor throughout the length of the contract to liase with the provider, review any reccomendations on learning products and working practices.
* Review the ASD Accreditation Framework, once designed by the provider a Senior Civil Servant will sign off the framework and assessment process.
* Ensure each Jobcentre Plus test site has a named single point of contact (the champion) at all times throughout the contract. The single point of contact for each Jobcentre Plus test site will work to meet the standards set out in the framework.
* Take responsibility for all recommendations put forward by the provider.
* Check progress of the ASD Accreditation across all of the test sites.
* Maintain the ASD Accreditation standards set out in the framework.

## Start and End date

* + 1. The programme will commence on 4th October 2021 and end on 31st March 2022. See Annex C.

## Change in Providers Circumstances

* + 1. Providers must have processes in place to receive changes of circumstances from DWP, consider them, and take action when appropriate.

## Completing the ASD Accreditation

* + 1. The ASD Accreditation is complete when the provider has assessed and reported against each of the 15 Jobcentre Plus test sites, and each of these sites have met the required standard and received their certificate or followed the remedial action plan as far as possible.

## IPR, Communications, Marketing and Naming Convention

* + 1. Intellectual Property Rights (IPR) of this accreditation to be owned by DWP so that it can decide how best to deliver accreditation in the future.
		2. DWP will have the right to determine the formal name, associated branding, and internal and external communications programme for this accreditation exerecise.

## Implementation

* + 1. The award for contract signature will be the 29th September 2021.
		2. The contract goes live on 4th October 2021 at which point the provider will commence activities outlined in section 2.2.3 of this document, in accordance with the timelines outlined in Annex C. All activities must be completed by 31st March 2022.

# The Commercial Approach

## Overview

This is a Call-Off competition from the Test and Learn Dynamic Purchasing System.

* 1. The Commercial Process will consist of:
* Issue of an Invitation to Tender (ITT) to relevant bidder(s),
* Submission of quality proposals and finance proposals,
* Evaluation and commercial clarifications as deemed appropriate,
* Internal approval of recommendations,
* Contract award.
	1. DWP reserves the right to undertake formal clarification meetings during evaluation if required. Further information on the criteria and scoring methodology is outlined in the ‘Instructions to Autism Spectrum Disorder Accreditation Framework Pilot Bidders’.
	2. Any clarifications or updates to documents will be issued to all Bidders who remain in the ASD Accreditation Framework Pilot procurement process at the time DWP issues the clarification or update at the same time to ensure transparency and equal treatment.

## The Commercial Timeline

|  |  |
| --- | --- |
| **Activity** | **Date** |
| ITT Launch – Tender Live | 02.09.2021 |
| ITT Launch Event  | 03.09.2021 |
| Bid Submission Deadline | 20.09.2021 |
| Contract Award | 29.09.2021 |
| Contract Signature  | 29/09/2021 - 01/10/2021 |
| Go Live | 04.10.2021 |

# Payment Model

## Background

The Supplier must show that they are able to deliver the specified requirements and submit all invoices for payment as soon as each Milestone is complete, within the maximum contract value. The invoice will be signed off by the DWP sponsor. The contractual payment model is set out in the terms and conditions. Payment will be linked to successfully completing each Milestone as detailed within the table below:

|  |
| --- |
| **ASD Accreditation Pilot Timescales and Milestones** |
|  | **Milestone Activity** | **Period** |
| 1.  | The provider will review current working and learning practices that support people with ASD to look for and move into employment. Recommendations will be made in a report to the DWP sponsor who will sign off and finance team will pay invoice once received by provider. Any payment is subject to approval that the report is deemed satisfactory by the DWP sponsor.Design and develop an ASD Accreditation Framework for Jobcentre Plus. DWP sponsor to review and sign off and finance team will pay invoice once received by provider. Any payment is subject to the framework is deemed satisfactory by the DWP sponsor. | Start 4th October Completion by 30th November 2021 |
| 2. | The provider will offer support and guidance that will enable each Jobcentre to meet the standards set within the framework. Assess each Jobcentre to ensure the framework standards have been met and award each Jobcentre with their accreditation, or a remedial action plan if they are not yet ready to be accredited. DWP sponsor to review and sign off and finance team will pay invoice once received by provider. Any payment is subject to the support, guidance and action plans being deemed satisfactory by the DWP sponsor.The provider will provide monthly performance and progress reports to the DWP sponsor with details of their activities and the status of JCPs in reaching accredited status. Payment will be made to the provider once the DWP sponsor verifies that the final progress report submitted by the supplier for month six evidences that the supplier has delivered services and performance to the standards outlined in the specification. Any site that fails to meet accreditation status will be provided with a remedial action plan by the provider. DWP sponsor to review and sign off and finance team will pay invoice once received by provider. Any payment is subject to progress reports being deemed satisfactory by the DWP sponsor. | Start as soon as milestone 1 is complete. Completion by 31st March 2022.  |

* + 1. Milestone payments will be paid in 50% increments of the TCV and must be completed by the Contract end date or the supplier will forfeit the payment.

## Legislation

* + 1. Providers must ensure that they remain compliant with current and future changes in the law including any DWP Policy, supporting the Secretary of State in meeting all obligations under the relevant legislation and regulations as set out in the Terms and Conditions. For example:
* Ensuring provider supports the DWP’s Public Sector Equality Duty as outlined in the Equality Act 2010;
* Providing appropriate services to ensure compatibility with the Equality Act 2010 for example, to enable communication with Participants who do not speak English as a first language, or who are deaf, hearing impaired or have a speech impediment;
* Where the Provider is operating in an area with a high minority ethnic population, materials in the appropriate ethnic minority language must be made available on request; and
* The requirements set out in the General Data Protection Regulation.

## Reference Material

* + 1. **Jaggaer**

[https://dwp.bravosolution.co.uk/web/login.shtml](https://dwp.bravosolution.co.uk/web/login.shtml%20)

* + 1. **Procurement at DWP**

<https://www.gov.uk/government/organisations/department-for-work-pensions/about/procurement#terms-and-conditions>

* + 1. **DWP Provider Guidance**

<https://www.gov.uk/government/collections/dwp-provider-guidance>

* + 1. **Equality Act 2010 Guidance**

<https://www.gov.uk/guidance/equality-act-2010-guidance>

* + 1. **Office for National Statistics**

<https://www.ons.gov.uk/employmentandlabourmarket/peoplenotinwork/unemployment/timeseries/mgsx>

<https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/employmentandemployeetypes/datasets/labourmarketstatusofdisabledpeoplea08>

* + 1. **Tenders Electronic Daily**

<https://ted.europa.eu/TED/browse/browseByMap.do>

* + 1. **The Public Contracts Regulations 2015** <http://www.legislation.gov.uk/uksi/2015/102/contents>
		2. **The Public Contracts (Scotland) Regulations 2015**

<http://www.legislation.gov.uk/ssi/2015/446/contents/made>

4.3.9 **Gov.uk – Information on National Strategy for Autism**

https://www.gov.uk/government/publications/national-strategy-for-autistic-children-young-people-and-adults-2021-to-2026

# Glossary:

|  |  |
| --- | --- |
| **Acronym/ Term** | **Description** |
| Accreditation process  | The accreditation process is designed to be supportive, consistent and objective. This process involves designing and developing a framework. Accreditation is awarded after successful documentation of compliance with standards set out. |
| ASD | Autism Spectrum Disorder |
| CV | Contract Variation |
| DPS | Dynamic Purchasing System. |
| DWP | Department for Work and Pensions |
| DWP Sponsor | Department for Work and Pension team to support the provider in the development of the product. |
| FY | Financial Year |
| GB | Governance Board  |
| JCP | JobCentre Plus |
| HMO | Health Model Office are health based jobcentre test sites. |
| IPR | Intellectual Property Rights |
| ITB | Instructions to Bidders |
| ITT | Invitation to Tender  |
| PbR | Payment by Results |
| SEIS | Self-Employment Income Support |
| SRO | Senior Responsible Officer |
| TCV | Total Contract Value |
| T&L DPS | Test and Learn Dynamic Purchasing System |
| TLGB | Test and Learn Governance Board |
| VfM | Value for Money |
| Working Practices  | All Jobcentre Plus offices follow the same delivary model based on national guidance, however there is scope for local flexibilities. |

**Annex A - Monthly Progress Report Document**



# Annex B - Jobcentre Plus Test Sites

|  |  |  |
| --- | --- | --- |
| **England** | **Scotland** | **Wales** |
| Gosport | Alloa | Aberdare |
| Slough | Falkirk |  |
| Leeds Eastgate | High Riggs |  |
| Croydon | Leith |  |
| Grantham | Musselburgh |  |
| Wigan | Paisley |  |
| Stourbridge | Fraserburgh |  |

# Annex C: Supplier Task Schedule and Indicative Timelines

|  |  |  |
| --- | --- | --- |
| **Key dates** | **DWP Sponsor Actions** | **Provider Actions** |
| 29th September 2021 | Award contract | Receive and sign contract. |
| 4th October 2021**Contract Go Live**  | Share current learning, working practices, key contacts and site champions with the provider | Provider reviews learning and working practices. |
| 11th October | Arrange progress review with provider | Provider reviews learning and working practices. |
| 18th October | Arrange progress review with provider | Provider reviews learning and working practices. Visit sites. |
| 25th October | Arrange progress review with provider | Provider reviews learning and working practices. Visit sites. |
| 1st November | Arrange progress review with provider | Provider reviews learning and working practices. Visit sites. |
| 8th November | Arrange progress review with provider | Provider reviews learning and working practices. Utilising findings from the review, design and develop an ASD Accreditation Framework. |
| 15th November | Arrange progress review with provider | Utilising findings from the review, design and develop an ASD Accreditation Framework. |
| 22th November  | Arrange progress review with provider | Utilising findings from the review, design and develop an ASD Accreditation Framework. |
| 29th November | Arrange final progress review with provider | Final draft of framework. |
| 30th November  |  | **Submit final draft to DWP sponsor by 9am.**  |
| 10th December | Review and approve framework | **Invoice DWP.** |

|  |  |  |
| --- | --- | --- |
| **Key dates** | **DWP Sponsor Actions** | **Provider Actions** |
| 13th December 2021 | Launch framework to champions. | Attend launch event. |
| 20th December 2021 | Launch framework to champions. | Attend launch event. |
| 27th December 2021 | Arrange progress review with provider. | Work with JCP champions to achieve framework standard. |
| 3rd January 2022 | Arrange progress review with provider. | Work with JCP champions to achieve framework standard. |
| 10th January 2022 | Arrange progress review with provider. | Work with JCP champions to achieve framework standard. |
| 17th January 2022 | Arrange progress review with provider. | Work with JCP champions to achieve framework standard. |
| 24th January 2022 | Arrange progress review with provider. | Work with JCP champions to achieve framework standard. |
| 31st January 2022 | Arrange progress review with provider. | Work with JCP champions to achieve framework standard. |
| 7th February 2022 | Arrange progress review with provider. | Site visits and assessments. |
| 14th February 2022 | Arrange progress review with provider. | Site visits and assessments. |
| 21st February 2022 | Arrange progress review with provider. | Site visits and assessments. |
| 28th February 2022 | Arrange progress review with provider. | Site visits and assessments. |
| 7th March 2022 | Final meeting in the event a JCP site(s) do not pass the accreditation. | Follow up reassessment’s and action plans. |
| 14th March 2022 |  | **Final invoice window.** |
| 31st March 2022 | **All work completed** | **All work completed, no extension is possible.** |

**ANNEX D: JCP Site and District Assumptions for Question 2.4.4**

|  |  |
| --- | --- |
| **Districts** | **Assumptions on Number of Sites per District**  |
| Birmigham and SolihullBlack CountryMercia | 48 |
| Berkshire Buckinghamshire and OxfordshireLeicestershire and NorthamptonshireLincolnshire Nottinghamshire and Rutland MerciaStaffordshire and Derbyshire | 45 |
| Durham and Tees ValleyNorth East Yorkshire and HumberNorthumberland Tyne and Wear | 59 |
| Lincolnshire Nottinghamshire and Rutland South YorkshireStaffordshire and DerbyshireWest Yorkshire | 55 |
| CheshireCumbria and LancashireMerseyside | 48 |
| Greater Manchester | 28 |
| Avon Somerset and GloucestershireDevon and CornwallDorset Wiltshire Hampshire and Isle of Wight | 55 |
| Berkshire Buckinghamshire and OxfordshireDorset Wiltshire Hampshire and Isle of Wight Surrey and Sussex | 48 |
| Central & West London - Covering East LondonNorth LondonSouth LondonWest London | 29 |
| South & East London - Covering East LondonNorth LondonSouth London | 20 |
| **Districts** | **Assumptions on Number of Sites per District**  |
| Bedfordshire and HertfordshireDorset Wiltshire Hampshire and Isle of WightEast AngliaEssexKentSurrey and Sussex | 64 |
| North and Mid WalesSouth East WalesSouth West Wales | 61 |
| Central Scotland  | 9 |
| East Scotland  | 16 |
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