



Successful Commissioning: Preparing Your Children's Service Tenders

Is your organisation commission-ready?

The way in which local authorities commission children's services is changing. Following the highly successful VCS Engage programme, NCB are now offering a new series of training courses to support voluntary and community sector (VCS) organisations.

This two-day training course will enable you to enter the new commissioning process with confidence, equipped with the tools to understand what commissioners want and how you can deliver within the Every Child Matters (ECM) framework.

The training will help participants to:

- Identify the key skills, characteristics and standards that organisations need to demonstrate when responding to Pre-Qualification Questionnaires (PQQs), Expressions of Interest (EOIs) and commission tenders.
- Identify the evidence they will need to support their application within local commissioning arrangements.
- Provide a checklist for writing a successful commissioning tender.

Why attend?

This training provides the opportunity for participants to explore the commissioning requirements, as well as undertake practical exercises around commissioning applications. The course will also offer the chance to meet colleagues, exchange experiences and share knowledge with others working in the children's services field.

There are a number of reserved **free** places for voluntary and community sector organisations on each course. To be eligible, your organisation must have an annual turnover of less than £200,000 and no more than 5 paid employees (unpaid volunteers do not count as paid employees).

Who should attend?

The training is designed for strategic managers and infrastructure support organisations that have a role in commissioning children, young people and family services. Training is suitable for organisations of all sizes, and will benefit voluntary and community sector (VCS) organisations, local authorities and other organisations involved in commissioning.

How to book

Please book your place online by visiting www.vcsengage.org.uk or email vcstraining@ncb.org.uk

If you do not have access to the internet, please call the NCB Training Team on 0207 843 6084 and we will make the booking for you.

Course content

Legislation and context

Delegates will explore the legal and policy context for commissioning. They will also examine some of the quality standards, outcomes and outputs, and the basic requirements to satisfy Pre-Qualification Questionnaires (PQQs) and Expressions of Interest (EOIs).

When and where?

2008 dates

London: Central London
2-3 October

South East: Brighton
7-8 October

North West: Manchester
21-22 October

Yorks & Humber: Leeds
4-5 November

West Midlands: Coventry
18-19 November

North East: Middlesbrough
19-20 November

East: Norwich
2-3 December

East Midlands: Nottingham
3-4 December

South West: Bristol
9-10 December

2009 dates

London: Central London
20-21 January

East Midlands: Birmingham
3-4 February

North West: Liverpool
10-11 February

Costs

£350 inc. VAT
(15% discount for NCB members)

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Each training day is open to 25 delegates, and places are booked on a first come, first served basis.

How commission-ready is your organisations?

This theory-based session will identify the key skills, characteristics and standards that VCS organisations need to demonstrate in order to be commission-ready.

How do you write a successful commission application?

Using case studies, delegates will be asked to write sample tenders. They will then present these tenders to the group, who will be asked to evaluate each other's submissions. At the end of the practical exercises, delegates will have developed a clear idea of how to write a successful tender and will leave with a comprehensive checklist.

The training course will conclude with the opportunity for delegates to consolidate their knowledge and discuss their learning with colleagues.

Please note that in order for delegates to benefit fully from this training, a small amount of pre-training reading is required. It will take a maximum of two hours and NCB will supply all documents two weeks prior to the course date.

NCB Training Update

