

# Degree Apprenticeship Deep Dive Project

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## 1 Introduction

### 1.1 Purpose of document

This document is a Request for Proposal (RFP) to appoint a high-quality provider to support the Chartered Society of Physiotherapy (the CSP) in the delivery of the **Degree Apprenticeship Deep Dive Project** aims and objectives.

The organisation intending to respond to this RFP is referred to throughout as *the Partner*.

This document is intended to provide the Partner with sufficient information to allow them to produce and deliver a formal proposal to the CSP.

The document is structured so that the Partner is provided with the following information:

- Background.
- Why this document is being issued.
- The process for review and selection.
- Detailed requirements (expectations of the proposal and evaluation criteria).

### 1.2 Background for the Degree Apprenticeship Deep Dive Project tender

#### What is an apprenticeship?

An apprenticeship is a paid job where an employee learns and gains valuable experiences within their place of work. Alongside on-the-job training, apprentices spend at least 20% of their working hours completing classroom-based learning (off-the-job) with a college, university or training provider which leads to a nationally recognised qualification [1]. An apprenticeship is an opportunity for people over the age of 16 to be in paid employment whilst undertaking a qualification in England. Scotland, Wales and Northern Ireland have similar opportunities but not necessarily as extensive as England.

There are different apprenticeship levels that equate to different qualification levels. An apprenticeship can start at any level, but many require previous qualifications, such as English or Maths GCSE or additional training in English or Maths to ensure the apprentice is at the right academic level.

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Apprenticeship levels include:

	Level	Equivalent education level	Physiotherapy	Typical Funding/Duration for Physiotherapy
Intermediate	2	GCSE		
Advanced	3	A level	Senior healthcare support worker Level 3	£5,000 24mths
Higher	4,5,6 and 7	Foundation degree and above	Assistant practitioner (Health) Level 5	£14,000 24mths
Degree	6	BSc	Physiotherapist Degree apprenticeship Level 6	£24,000 48mths
Non degree	6	N/A	Enhanced Clinical Practitioner Level 6	£7,000 18mths
Advanced	7	MSc	Advanced Clinical Practitioner Level 7	£12,000 36mths

### Funding

The funding model for apprenticeships is via the apprenticeship levy, which is paid by employers with an annual pay bill of more than £3m. Funding varies depending on the level and duration of the programme-see table above.

### Benefits

An apprenticeship can offer structured career development to individuals looking to upskill in their current job or enter a new profession. For employers, they provide the potential to address workforce gaps or skills shortages through improving supply and retention, whilst potentially diversifying the workforce which then benefits the populations they serve [2].

There is a growing evidence base for the wider impact of degree apprenticeship training in industries outside of health such as improved economic stability, social mobility, workforce resilience and diversification [3]. However, the impact within Health is less well documented. The nursing profession have started to explore the challenges that this type of programme delivery brings for the apprentice, provider and employer [4], but there is very little about the impact of physiotherapy degree apprenticeships for all stakeholders including effects on patient care.

### Degree apprenticeships for Physiotherapy

Apprenticeships feature strongly in the NHS England Long Term Workforce Plan (2023), identifying that up to 5% of physiotherapy pre-registration learners should be training via a degree

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apprenticeship format by 2031. Whilst this is not an overly ambitious target, it signifies the direction of travel. In 2022/23, CSP data showed there were over 4500 pre-registration learners in England with over 200 training via a degree apprenticeship route (4.4%), hinting that the target of 5% will be achieved in the next few years. Many of the degree apprenticeship learners come from the support worker workforce, creating a different route into the profession, and potentially diversifying the workforce demographics.

Physiotherapy is the 4th largest AHP group with degree apprenticeship learners. Paramedics have the greatest numbers, followed by OT and ODP. Year on year there has been growth of the degree apprenticeship offering by HEIs. The trailblazer work started at Sheffield Hallam University with the original degree apprenticeship route commencing in 2018/19. Today, there are 10 HEIs providing this offer, with graduates from earlier programmes now part of the workforce. All degree apprenticeship programmes are accredited by the CSP to assure quality education.

### Relevance

**With the establishment of physiotherapy degree apprenticeships as a recognised way of training, there is now an opportunity to understand more to ensure delivery of high-quality education. Exploring the experiences and impact of this training offer for apprentices, employers, providers and patient care; within England, will allow for member interventions and resources to be designed to support sustainability of this approach to pre-registration training.**

#### 1.2.1 Project Aim:

To explore how degree apprenticeships are being delivered, implemented and experienced at a member, system and policy level through an evidence review and insight activity.

To provide recommendations to ensure the quality, sustainability and expansion of physiotherapy pre-registration education programmes.

An award of £30,000 if being offered to HEIs or independent consultants interested in evaluating physiotherapy degree apprenticeships. Duration of award TBA (July/August 2024-February 2025).

#### 1.2.2 Project Objectives

1. To review relevant evidence (including grey literature) and data sources surrounding implementation of degree level apprenticeships in healthcare.
2. To scope and establish key lines of enquiry to inform the development of an insight programme of activity., e.g, delivery and implementation of programmes, perceptions of all stakeholders, challenges and benefits.
3. To scope, identify and engage relevant stakeholders through insight activity within England, e.g employers, providers, apprentices and work-based educators/practice supervisors.
4. To explore the impact of degree apprenticeships, e.g, retention, diversity, wellbeing, patient pathways.
5. Based on the insight findings and evidence review, develop recommendations to inform sustainability, expansion and quality of degree apprenticeship programmes at apprentice, employer, provider and system level.
6. To summarise all work into a project report and include case studies where available.

7. To support the CSP in dissemination of the findings as determined by an agreed communication plan.

### 1.2.3 Project Deliverables

1. To provide a written report including case studies that the CSP will use for future project planning and comms.
2. To produce an executive summary with high level recommendations for apprentice, employer, provider and system level.

### Link with CSP Strategic Aim and Workstream

Aim: A-Improve the health of communities through high quality physiotherapy

- Workstream: A2-Promote physiotherapy staffing levels that meet current and planned service needs.

Aim: B-Enable members to achieve their full potential at work or when learning

- Workstream: B3-Support more chartered members to fulfil their career potential.

### 1.3 Why this document is being issued?

The CSP are now looking to work with a Partner, who can conduct an insight piece with a wide range of stakeholders, to deliver the aims and objectives of this work.

The CSP invites interested parties to submit an electronic written proposal.

Return via email to: [tenders@csp.org.uk](mailto:tenders@csp.org.uk)

Deadline: Tuesday 4<sup>th</sup> June 2024, 12.00pm (midday)

This document sets out requirements and asks Partners to outline how they can meet these requirements, and to provide associated timescales and costs.

The RFP is intended to provide the Partner with sufficient information to allow them to produce and deliver a formal written proposal that is acceptable to the CSP for the purposes of comparison and evaluation. Following the evaluation of responses, the CSP will select a shortlist of Partners to move to the next stage in the process.

### 1.4 Introduction to the CSP

The CSP is the professional, educational and trade union body for the UK's 65,000 chartered physiotherapists, physiotherapy students and support workers and our strategy for the next three years focuses on building a thriving physiotherapy community, championing physiotherapy, maintaining an effective and sustainable organisation, and supporting members in their professional and working lives.

### **Our mission and vision**

The mission and vision set out what we are here to do as an organisation, and what we are aiming to achieve as a profession.

#### **Our mission for the CSP**

- To transform the health and wellbeing of individuals and communities by empowering our members and exerting our influence.

#### **Our vision for physiotherapy**

- To transform lives, maximise independence and empower populations.

### **Our strategic aims**

- A. Build a thriving physiotherapy community.**
- B. Champion physiotherapy**
- C. Maintain an effective and sustainable organisation.**
- D. Support members in their professional and working lives.**

It is key that this work also aligns with the values of the CSP which are central drivers to the vision of the project overall. The CSP values are:

- **Learning**
  - With curiosity and innovation
  - Through empowerment and collaboration
  - To drive adaptation and remain highly relevant
- **Courage**
  - To lead change and do things differently
  - Through standing tall, embracing different perspectives and having difficult conversations
- **Integrity**
  - With a responsibility to drive high moral and professional standards
  - To be accountable, respectful and deliver to our commitments as the professional and educational body for physiotherapy
- **Inclusion**
  - Through embracing diversity in meaningful ways
  - To ensure different opinions are heard, considered, voiced and -when needed- amplified
  - With respect to all people and communities

## 2 Instructions for Completion

### 2.1 Overall selection timetable

Key stages in the selection process are as follows. At all stages the CSP are seeking to reduce the number of Partners to reach a final preferred selection.

**Issue RFP** – (this document). This stage sets out the CSP’s detailed requirements, and the responses will allow a detailed analysis of the Partner’s suitability as a provider.

**Return RFP** – Responses are to be returned as per the instructions in section 2.4

**Presentations** - If selected to move to the next stage, the CSP will ask Partners to attend an interview with the project team. See section 2.7.2.

**Selection of Preferred Partner:** It is anticipated that a preferred Partner will be identified and informed by **Thursday 27<sup>th</sup> June 2024**, but the CSP reserve the right to change or amend this date if they need to for any reason.

### 2.2 Contact

All queries and responses to this RFP must be to both the following contacts:

**Primary Contact** Anita Watson-Programme Manager  
[watsona@csp.org.uk](mailto:watsona@csp.org.uk)  
Zoom Call: 02073066158

**Secondary Contacts** Abigail Henderson-Head of Workforce and Education  
[hendersona@csp.org.uk](mailto:hendersona@csp.org.uk)  
Zoom Call: 02073066603

No other contact should be made to members of staff from the CSP without express permission from either the primary or secondary contact as above.

### 2.3 Additional information

Submissions received after the deadline will not be reviewed/accepted. Following shortlisting, successful applicants will be notified by **Monday 17<sup>th</sup> June 2024** and asked to attend a virtual interview via MS teams.

Interviews are expected to take place week commencing **Monday 24<sup>th</sup> June 2024**. We welcome and strongly encourage an informal conversation about the project. Please contact Anita Watson [watsona@csp.org.uk](mailto:watsona@csp.org.uk)

There will be a period for clarity questions and an online Q&A at **Thursday 9<sup>th</sup> May 2024, 10-11.30am** related to this tender and other tender opportunities for interested parties.



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Click here to register for the webinar: [Webinar Registration - Zoom](#)

Please submit any questions to [watsona@csp.org.uk](mailto:watsona@csp.org.uk) . We will aim to respond to the questions to all who expressed interest in the tender by **Thursday 9th May 2024**.

## 2.4 Responses

As previously stated, providers wishing to be considered for this commission should submit an electronic written proposal to the CSP, answering the evaluation criteria descriptors in Section 4, along with the **confidentiality agreement attached below in Appendix 1**, to [tenders@csp.org.uk](mailto:tenders@csp.org.uk)  
**Deadline: Tuesday 4<sup>th</sup> June 2024, 12.00pm (midday).**

Please ensure the email is clearly marked **Degree Apprenticeship Deep Dive Project** to ensure it is not opened prior to the Tender Submission Date.

**Interviews are expected to take place in week commencing Monday 24<sup>th</sup> June 2024** (excluding Bank Holiday Monday).

### Submission Timescale

<b>Tender released</b>	Monday 29 <sup>th</sup> April 2024
<b>Webinar Q&amp;A</b>	Thursday 9 <sup>th</sup> May 2024, 10-11am
<b>Respond to Q&amp;A from interested parties</b>	Thursday 9 <sup>th</sup> May 2024
<b>Deadline for tender submission</b>	Tuesday 4 <sup>th</sup> June 2024, 12.00pm (midday).
<b>Notification of successful shortlisting</b>	Monday 17 <sup>th</sup> June 2024
<b>Interviews</b>	W/C Monday 24 <sup>th</sup> June 2024
<b>Interview outcome</b>	Thursday 27 <sup>th</sup> June 2024
<b>Contract duration</b>	TBA (July/August 2024-Feb 2025).

Written proposals must be returned at the latest by **Tuesday 4<sup>th</sup> June 2024, 12.00pm (midday)** to [tenders@csp.org.uk](mailto:tenders@csp.org.uk)

A copy should be sent via email to the primary contact [watsona@csp.org.uk](mailto:watsona@csp.org.uk)

The CSP reserves the right to request hard copies of proposals are sent to its London address.

Your document should include answers to all sections of the tender proposal (Section 3) and evaluation criteria (Section 4). Please respond with clear, concise, complete answers and ensure that all points are addressed. You should specify any assumptions you make when answering the questions. Any relevant schedules should be included as required.

A full breakdown of costs of providing services required should be provided.

## **2.5 Clarification**

If clarification of any aspect of this document is required, queries should be directed to the contacts as set out in Section 2.2. Partners should be aware that the CSP reserves the right to circulate any such queries and answers to all prospective Partners on a Partner confidential basis.

Questions for clarification of process or requirements should be made in writing by email to the primary contact.

## **2.6 Contractual Issues**

The successful Partner shall be deemed to be contractually bound to the responses to this RFP and any accompanying schedules and to have accepted all the provisions and the principles contained in this RFP. To the extent that any replies to this RFP derogate from the terms that potential Partners are required to accept under this RFP process then such derogations shall be considered in evaluating the applicable Partner's response.

The CSP reserves the right to suspend or abandon this procurement exercise at any time. The existence of this RFP does not indicate or imply an intention by the CSP to enter a contract with any Partner. The CSP shall have entire discretion regarding the decision to conduct a competitive exercise in relation to all or any of the subject matter in this document. In responding to this document each potential Partner shall accept that it shall bear the costs of responding to the document and engaging in the next phase of this procurement process.

All proposals must be valid for a period of no less than 120 days from the submission date.

### **No obligation to contract**

The CSP is not obliged to accept any of the proposals it receives relating to this RFP.

The CSP may negotiate further with any or some of the Partners during the course of this process. In the event that a particular Partner is selected for further negotiation, and those subsequent negotiations result in the failure to reach full agreement, the CSP reserves the right to resume negotiations with other Partners who have submitted proposals.

The CSP may, upon receipt of any proposal, decide to contract for either the entire project or portions of it depending on the suggestions made and the budget available to the CSP.

All costs of preparing proposals in response to this RFP should be borne by the Partner and will not be reimbursed, regardless of whether the Partner is subsequently awarded any contract as a result of this process.

In recognition of this, the Partner will retain all IP rights in their proposal documents and the CSP will not reuse Partner documents for any other purpose, although noting that there are not any IP rights accrued in ideas, only their specific form as presented in Partner proposal documents.

## 2.7 Next steps

### 2.7.1 RFP Return

Any Partner wishing to offer a written proposal must ensure this is received by **Tuesday 4<sup>th</sup> June 2024, 12.00pm (midday)** to [tenders@csp.org.uk](mailto:tenders@csp.org.uk) as noted at section 2.4. Any proposals received past this cut-off date will not be considered, nor returned. We will confirm receipt electronically of the email RFP as soon as possible.

### 2.7.2 Presentations

If selected to move to the next stage, we will invite you to interview with the CSP project team. The interviews are to be held w/c **Monday 24<sup>th</sup> June 2024**. Interviews will last no more than 60 minutes in duration (including time for questions to the CSP panel).

Interviews will be held via MS teams and Partners will be sent an invite.

### 2.7.3 Client References

We will request details of up to 3 clients that the CSP can contact for references.

### 2.7.4 Selection of Preferred Partner

The CSP expects to select a preferred Partner by **Thursday 27<sup>th</sup> June 2024**, all responders will be notified of the decision as to whether they have been successful or not.

## 3 Tender Proposal

In submitting your tender, we are seeking a written submission (1,500-2,000 words) which will detail how you will deliver the contract to fulfil the evaluation criteria (detailed in Section 4). It will need to provide sufficient detail for us to understand how your proposal will work and specifically how you would achieve the stated research aims and objectives within this specification.

In addition, the submission should include the following supporting documents:

1. A page that includes an indication that the document constitutes a formal response to the CSP's invitation to tender to undertake the project: 'Preceptorship Insight Project' and the name(s) of the organisation submitting the tender.
2. The individual with whom all communication should be made regarding the progress of the tender's consideration, and the supply of their contact details.
3. Include a contents page, with the structure and sections of the document clearly specified and providing responses to the evaluation criteria, including the provision of any additional information as appendices (see point 6 below).
4. All pages to be numbered.
5. Tender documents should be titled including the name of your organisation/institution and submitted to [tenders@csp.org.uk](mailto:tenders@csp.org.uk)
6. Additional information can be provided as appendices, submitted in electronic form. Each appendix should be clearly labelled and referred to in the text/presentation of the main submission, so that the nature and purpose of the additional information is clear.
7. Specific appendices should be provided that provide the summary curricula vitae for each team member who would be materially involved in undertaking activity within the project.

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Additional information can be provided in the form of digital links to other resources (for example, material that the tenderer has produced previously). Where provided, care should be taken to ensure the following:

- Permission has been secured to provide the link (where required).
- The link is operational.
- The purpose of supplying the additional information is clear.

Tender documents and supplementary appendices should be submitted in an electronic format and sent to [tenders@csp.org.uk](mailto:tenders@csp.org.uk) by the **Tuesday 4<sup>th</sup> June 2024, 12.00pm (midday)**.

#### 4 Evaluation Criteria

The contract will be awarded to the contractor that is best able to meet the CSP's needs and aims as defined in this document and can demonstrate that their proposal is best value. The evaluation criteria also align with the CSP values. Failure to provide all or part of the information may result in your submission being excluded from the evaluation process. Please provide details on the following criteria:

NOTE: All information received must be relevant to this procurement and concise. Excessive corporate information that is not tailored to the specifics of this procurement and tailored to describing how your bid meets our needs will be disregarded.

##### 4.1 Overall Approach to Business (45% weighting)

Let us understand more about your ways of working:

1. Please explain why you would like to work with the CSP and why your organisation will be a good fit for this procurement.
2. Please describe your overall approach of how you would deliver the project.
3. What are your organisational values and how do you ensure these are reflected in how you do your work?
4. How does your organisational culture fit with CSP values?
5. What is your understanding of the project brief and objectives of this work in relation to the tender.
6. What would be your methodological approach to addressing the research brief?
7. Please outline your proposed project design with detail of methods and methodology, in line with the tender specification, objectives and deliverables to address the project brief and considering the needs of the CSP and the intended professional audience
8. Please outline your intended plans to meet the objectives and outputs of the project.
9. Outline how you have considered equality, diversity and belonging within your processes and planning.
10. Please describe how you will implement sustainable working practices.

##### 4.2 Services to CSP (20% weighting)

Tell us more about what you can offer us:

1. Please explain your proposed processes for reporting project progress and data to the CSP.
2. How will you work with the CSP Project Team to ensure the project meets the objectives set?
3. How will you ensure delivery of project outcomes within the defined timescale?

##### 4.3 Stakeholder Experience and value for money (30% weighting)

Tell us how you support high quality service and engage with the CSP.

1. How will you document/measure stakeholder engagement as part of projects like this? Include consideration of data protection measures.
2. How will your team ensure inclusive stakeholder engagement is of a high level?
3. What is your preferred communication strategy to ensure optimal working relationships between the CSP and yourselves (e.g, how often do you believe we need to meet? How would you respond to business-as-usual requests from the Team?)
4. Please describe your previous experience of successful project completion and evidence that objectives were met.
5. Please outline relevant experience and expertise (content, technical and contextual) of the project team aligned with this project brief.

#### 4.4 Costs (5% weighting)

Tell us about how you cost your services:

1. Please provide details of your costs and how they are calculated (include details of any wider team delivery and/or additional cost).
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#### 4.5 Relevant Existing Provisions

1. Please provide details of up to 3 clients that the CSP can contact for references.
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#### 5 References

1. <https://www.apprenticeships.gov.uk/influencers/what-is-an-apprenticeship>
2. <https://haso.skillsforhealth.org.uk/wp-content/uploads/2022/04/2022.04.06-An-Introduction-to-AHP-Apprenticeships-NATIONAL-VERSION-.pdf>
3. <https://www.qaa.ac.uk/docs/qaa/members/degree-apprenticeships-voice-from-the-frontline-impact-policy-and-good-practice-guide-2024.pdf>
4. <https://www.nursingtimes.net/roles/nurse-educators/evaluating-experiences-of-a-degree-level-nursing-apprenticeship-24-10-2022/>