# **Fedcap Employment - Expression of Interest**

# **Department for Work and Pensions**

# **Access to Work Holistic Assessments**

Deadline for receipt of the completed Expression of Interest Document is:

**12noon on Friday 21 October 2022**

**Please return completed EOI document to workwithus@fedcapemployment.org**

All information provided will be treated in the strictest confidence.

**Thank you for your interest in working with us**

**Fedcap Employment – Access to Work Holistic Assessments Expression of Interest**

Access to Work (AtW) is a grant scheme supporting the recruitment and retention of disabled people

in paid employment and has been in place since 1994. It is part of the Department for Work and Pension's ultimate strategic goals of lowering unemployment and removing barriers that prevent disabled people from gaining employment.

AtW Holistic Assessments were introduced in 2011 and are a fundamental part of an AtW claim. Assessments must be carried out by suitably trained and experienced assessors who are responsible for recommending correct, high quality workplace adjustment solutions through an objective analysis of how an individual’s disability or health condition affects their ability to do their job. It does not diagnose the individual’s disability or health condition or its causes.

Assessments may be conducted face-to-face in the workplace or virtually via telephone and/or video link as appropriate for the individual undergoing assessment.

**Our Commissioning Approach**

Fedcap Employment are looking to work in collaboration with key partners to support our bid proposal to deliver the Access to Work Holistic Assessments contract. We are keen to engage with organisations with experience of:

* Conducting needs assessments virtually and or in person within a specified timescale.
* Completing needs assessment reports.
* Working with people with varying health needs or disabilities in workplace settings to support their integration into employment.
* Providing advice and guidance on technical and ergonomic issues.
* Engaging with employers to increase their awareness of health/disability in the workplace.

If you are interested in potentially working with us on this opportunity, please complete and submit the below Expression of Interest (EOI) form to[**workwithus@fedcapemployment.org**](mailto:workwithus@fedcapemployment.org) by no later than **12noon on Friday 21 October 2022.**

**Fedcap Employment Commissioning Timetable**

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| **Activity** | **Date** |
| EOI deadline submission | 12noon on 21 October 2022 |
| EOI Evaluation | w/c 24 October 2022 |
| EOI Evaluation Notifications | w/c 31 October 2022 |

**1.** **Organisation Information**

|  |  |
| --- | --- |
| 1.1 Company Name |  |
| 1.2 Registered Company Name if different to 1.1 Company Name |  |
| 1.3 Registered Company Address |  |
| 1.4 Registered Company Number or Registered Charity Number |  |
| 1.5 Primary Contact Name, Job Title, Email Address and Phone Number |  |
| 1.6 Organisation Website |  |
| 1.7 Company type (Private, Charity, Social Enterprise etc.) |  |
| 1.8 Date Organisation Established |  |

**2. Delivery Experience**

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| * 1. Please provide details of your experience in working with customers with disabilities or health conditions, including demonstrating your understanding of the related issues experienced by customers and how you identify appropriate options for support to address the barriers in a customer’s workplace.   (maximum 500 words) |
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**3. Delivery Proposal**

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| Please describe your proposed delivery model (this can include virtual, face to face or both).  Please also include details of how you will ensure your model will remain flexible to deliver assessments. We are interested in organisations who can operate on a national basis or who have specific regional or geographic expertise in operating in rural areas and for those with limited transport links.  Please specify where you will deliver if you can only operate in defined areas of England, Wales or Scotland (this may not preclude you from working with us, but we will need to take this into account in our model).  (maximum 500 words) |
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**4. Staffing Model**

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| 4.1 Please provide details on how you will ensure that Staff carrying out Needs Assessments are suitably qualified, have appropriate expertise and are able to assess customers’ varying needs.  (maximum 300 words) |
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**5. Quality Assurance**

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| * 1. Please describe with examples, how you will manage and monitor the quality of the service delivered.   Please reference any customer feedback, continuous improvement, or quality assurance processes or tools you will use.  (maximum 300 words) |
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I declare that to the best of my knowledge the answers submitted in this document are correct.

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| FORM COMPLETED BY :- | |
| Name |  |
| Job Title |  |
| Date |  |
| Telephone Number |  |
| Signature |  |

For the purposes of this electronically transmitted document it is sufficient that typed names are permitted rather than signatures. A typed name will be deemed to have been signed by the person stated with the necessary responsibility required within the organisation.

All information you give us is deemed confidential.

Thank you once again for your interest in wanting to work with us.

**Please note – it is up to you to update us if the information you have given changes, or if you do not want us to keep your details on file anymore.**