

SCTP Policy for Procuring SCTP CPD Delivery

Introduction

This policy provides a process that addresses the potential sensitivities surrounding SCTP's approach to selecting individuals and organisations to deliver CPD courses and seminars to SCTP members. It seeks to overcome difficulties associated with two existing approaches namely:

1. Using non-members to deliver to the exclusion of members.

This has caused discontent among some SCTP members wishing to put themselves forward as potential deliverers but who have not had the chance to do so. This has led some associate members to conclude that they might be have a better chance of delivering for SCTP if they left the network.

2. Open tendering opportunities for all members.

In order to ensure impartiality between members this would require the setting up of an impartial tendering process which could be slow and expensive. Whatever the outcome, the process would require SCTP to favour one member over another which would be potentially divisive.

The Process

The SCTP board agreed the following process to be followed in order to maximise the quality of SCTP's delivery and minimise potential negative impacts and meet the training needs of members.

1. SCTP's Executive Management Group (EMG) to identify the CPD courses required.
2. The EMG to determine the best likely deliverers and whether these might come from the SCTP membership.
3. If it is believed that an SCTP member or members could effectively deliver a given CPD course then either:
 - A course specification can be sent to all SCTP members asking for proposals or
 - Individual SCTP members can be approached and asked to submit proposals

It is for the EMG to determine which of the above is most equitable for the membership.

4. The best deliverer to be chosen, whether a member or not on the basis of:
 - Track record, especially in delivering effectively to providers or their networks.
 - Proposed content and relevance to work based learning and pre-employment sectors.
 - Specialist knowledge e.g. a Matrix or Health & safety specialist might be preferred.
 - Cost & viability
 - Availability
 - Flexibility to meet SCTP's requirements including cancellation arrangements.

5. The decision of the EMG will be based on the information acquired about potential deliverers and will be final.

6. Any provider who is unhappy with the decisions made under this process can contact either of SCTP's Executive Directors in the first instance. If not satisfied with the outcome the provider can write to the SCTP Chair who will resolve the matter via the EMG and/or SCTP Board.

By order of the SCTP Board:

Date: 10/8/17

Signed: 

Designation: Chair