

Tender Opportunity: South Wales Shared Apprenticeships Scheme

16th September 2026

Rohan Cheriyan, Commissioner - CITB



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Introduction

- Rohan Cheriyan, CITB Commissioner
- Joined today by Mark Whitby, Regional Engagement Manager and Hayley Monksfield, Commissioning Support Officer
- Q&A available – chat function not available
- Welsh language captions (should be) available for this webinar
- Copy of slides (with Welsh language version) and webinar recording will be available shortly after this session

Background

South Wales Shared Apprenticeships Scheme (SAS)

- Current model in operation since 2013 in South West and 2012 in South East Wales.
- Contract due for renewal and requires an open process to renew – open to current provider.
- Apprentices are employed and paid by current provider and placed with host employers, allowing them to gain experience from multiple businesses and project types while working towards qualification.
- Current model is a merger of existing model in SW and the adoption of Apprentices previously employed by a third party in SE – footprint now across South Wales.
- Current provider is the employer and manages recruitment, payroll, HR, administration, training coordination and apprentice support.

Background (continued)

- Host employers provide workplace experience and supervision. Reduces risk and administrative burden for employers while giving apprentices exposure to a broader range of work.
- Employers can host apprentices for relatively short periods and scale involvement according to workload.
- This tender opportunity results from CITB's wish to renew the Scheme for a further period.

Aims of the investment

- The aims of this investment are:
 - Contract due for renewal, requires open selection process - open to current provider.
 - Continuation of support for existing Apprentices from December 2026 to March 2029 – **maximise successful completions**.
 - Seamless continuity of placements and support - minimal disruption to Apprentices and employers.
 - Continued provision of pastoral care, wellbeing and mental health support.
 - Recruit new Apprentices to the scheme in 2027 and 2028 - **maximise successful completions**.
 - Maintain strong existing relationships with all local, regional and national stakeholders.

Service Requirements

- Appointed provider must quickly embed services and support for existing shared Apprentices and employers.
- Provider must establish and maintain regular contact with existing Apprentices from commencement of contract – approx. 90 existing Apprentices on contract start.
- Continuity of Apprentice wage payments, pastoral care, regular contact with Apprentices and host employers, relationships with stakeholders.
- Service must incorporate:
 - Rigorous financial management of funding.
 - Comprehensive project management, coordination and administration.
 - Regular, accurate and timely reporting to CITB.
 - Flexibility and willingness to adapt to changes in the market or operating environment.

Provider Responsibilities

- The provider will be responsible for establishing links to all South Wales stakeholders.
- Current service and strategy is employer-led (e.g. governance board) – imperative that this continues. CITB will closely monitor.
- The provider must mobilise quickly, engaging relevant stakeholders to ensure:
 - swift engagement of existing Apprentices and employers.
 - timely payment of Apprentices' wages at the first point they are due following project commencement.
 - timely handover of any relevant documentation and records on shared Apprentices, subject to the business and confidentiality constraints of the current provider.
 - Continuity of employer-led governance.

Provider Responsibilities (continued)

- The provider will be responsible for:
 - recruitment and pastoral support of Apprentices throughout their qualification.
 - monitoring quality of placements, ensuring that any issues encountered by Apprentices or employers are resolved quickly.
 - ensuring that work placements are contiguous and, by working closely with employers, that Apprentices are given the appropriate work experience to progress in their training.
- Ensuring that all services are offered in Welsh language, if/as required.
- In advance of each payment, CITB may request evidence of delivery and expenditure (e.g. evidence of course-related and pastoral services).

Performance Measurement

- Quarterly financial claims with provision of evidence to CITB – payments will be linked to outputs.
- **Evidence:** Typically, Apprentice attendance and achievement evidence – periodically, evidence of programme expenditure.
- Delivery schedule will be based on approved bid, which should reflect employer demand.
- Payments will be made on CITB's receipt of evidence compliant with audit requirements.

Funding Model

- A maximum of £1,100,000 of CITB funds is available through this opportunity for provision of the required services.
- Contract duration: 2 years, 4 months (December 2026 to March 2029)
- Tender documents will include a Commercial Proposal template.

Launch Plan

- Schedule:
 - **Wednesday 16th September** – Launch webinar
 - **Friday 25th September 9am** – Tender opens
 - **Tuesday 20th October 9am** – Tender closes
 - **20th to 30th October** - Evaluation and clarification period
 - **Friday 30th October** – Notifications of results issued to bidders
 - **30th October to 13th November** – Standstill period
 - **Week commencing 16th November** – Pre-contract discussion
 - **Friday 20th November** – Contract award
 - **Tuesday 1st December** – Contract and project commences

Bid Submission

- Tender will be published on Find a Tender via Delta eSourcing platform on 25th September.
- Contact us if you have any difficulty accessing the opportunity – or contact Delta for technical or access issues.
- Questions can be submitted via Delta whilst tender is open. NB any email queries received during the tender window will be directed to Delta (rationale: transparency of correspondence with bidders).

Key contacts

Rohan Cheriyan, Commissioner

Email: commissioning@citb.co.uk

Please include “FAO: Rohan Cheriyan” in subject

Hayley Monksfield, Commissioning Support Officer -

commissioning@citb.co.uk

Please include “FAO: Hayley Monksfield” in subject

Q&A

Thank You

