

UK COMMISSION FOR EMPLOYMENT AND SKILLS INVITATION TO TENDER

Sector Skills Council Labour Market Information Review

Ref: PR1 POXX KM

1 GENERAL

- 1.1 You should read the "Submission of Applications" instructions before responding to this invitation to tender, which are available on the UK Commission for Employment and Skills (UK Commission) website www.ukces.org.uk.
- 1.2 If you have completed a pre-qualification questionnaire or tender within the last eighteen months you are not required to complete section 3 (Basic Details of your Organisation) in full. Please state the reference number which you previously submitted a PQQ or tender for and submit any changes to the information previously supplied, including updates to your financial standing.

2 SPECIFICATION AND REQUIREMENTS

Summary

As part of its statutory role to manage the performance of Sector Skills Councils (SSCs), the UK Commission for Employment and Skills (UK Commission) must quality assure Labour Market Information (LMI) collected annually by the 25 SSCs. The UK Commission seeks to commission a comprehensive review of the 2009 SSC LMI. The review will comprise: development of criteria by which SSC LMI is to be assessed; an in-depth assessment of the SSC LMI by those criteria and in consultation with the UK Commission and UK governments; and a process of reporting and feeding back to the SSCs the results of the review. The contract will commence in March 2010 and conclude in August 2010.

2.1 BACKGROUND

This section provides information on the UK Commission and on the commissioning of the survey.

2.1.1 UK Commission for Employment and Skills

Launched on 1 April 2008, the UK Commission for Employment and Skills is a key recommendation in Lord Leitch's 2006 review of skills. The Commission aims to raise UK prosperity and opportunity by improving employment and skills. Its ambition is to benefit employers, individuals and government by advising how improved employment and skills systems can help the UK become a world-class leader in productivity, in employment and in having a fair and inclusive society: all this in the context of a fast-changing global economy. Within this ambition the UK Commission has been remitted to:

- Assess progress of the UK to the 2020 goals to be a world class leader in employment and skills;
- Advise on policies and delivery that will contribute to increased skills, employment and productivity;
- Monitor the contribution of the skills and employment system to making this progress.

The UK Commission has also been remitted to improve the quality of Labour Market Information (LMI) by working in partnerships with other providers and users of LMI.

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The UK Commission annually assesses progress towards making the UK a world-class leader in employment and skills by 2020. Recognising differing aims and priorities in the four UK nations, it works across all four to support this world-class ambition, advising the relevant ministers on the strategies and policies needed to increase employment, skills and productivity. The UK Commission's first assessment, entitled *Ambition 2020*, was published in May 2009 and is available from: http://www.ukces.org.uk/upload/pdf/UKCES_FullReport_USB_A2020.pdf.

2.1.2 The Research and Policy Directorate

Research and policy analysis plays a fundamental role in the work of the UK Commission. Much of the UK Commission's authority, credibility and influence will come from its evidence, and know how. Research and policy analysis is central to its advisory function and developing its reputation for: leading the thinking and agenda setting; providing expert policy advice about what works and offering potential solutions; adding value to current policy and research; and being a prime source of knowledge on the overarching agenda around skills and employment, productivity and economic performance across the UK.

- Research and policy analysis plays a key role helping the UK Commission to discharge its core responsibilities. The current Grant in Aid letter from sponsors has emphasised important aspects of the UK Commission's research and policy role, not least, in: the need to provide authoritative, credible and evidence based advice; assessing progress; reviewing best practice and providing policy innovations to the system; and emphasising the importance of international benchmarking and analysis.
- Critically too, the UK Commission is tackling the most pressing research and policy priorities in the skills and employment policy arena, not least where gaps exist in our understanding (and associated evidence base), to inform its advisory role and future work programme.

Four main research and analytical functions are required within the Research and Policy Directorate of the UK Commission, namely: (1) Labour Market Analysis, (2) Research Development, (3) Policy Analysis and Evaluation and (4) Knowledge Brokerage.

2.1.3 Employer Engagement Directorate

The UK Commission's Employer Engagement Directorate leads on the funding, licensing and regulating of the SSCs.

2.1.4 Sector Skills Councils

The 2006 Leitch report "Prosperity for all in the global economy – world class skills" proposed new and extended roles for SSCs in order to increase employer engagement and investment in skills. The report also recommended that SSCs be relicensed to ensure their ability to meet these responsibilities. SSCs have three key goals:

1. To raise employer engagement, demand and investment in skills;
2. To ensure authoritative Labour Market Information is produced for their sectors; and

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3. To develop National Occupational Standards and ensure qualifications meet employer needs.

The UKCES began the relicensing process in 2008 and it concluded in early 2010. The decision to award or withhold a licence is made by Ministers in the UK Government and the Devolved Administrations based on the recommendation they receive from the UK Commission for Employment and Skills. The relicensing process followed for each SSC can be summarised as follows:

- SSC submits Expression of Interest
- National Audit Office (NAO) undertakes a week long site visit to each SSC and assesses evidence from employers and stakeholders
- NAO writes Report and submits to UK Commission
- UK Commission Commissioner visits SSC
- UK Commission Panel meet SSC
- UK Commission makes recommendations to Government and Devolved Administrations
- Ministerial decision

Ministerial decisions can be read on the UK Commission's website: <http://www.ukces.org.uk/sector-skills-councils/ssc-relicensing-process/relicensing-decisions/>

2.1.5 Sector Skills Council Labour Market Information Reports

Once an SSC has been relicensed it is eligible for strategic (core) funding under a Strategic Funding Contract with the UK Commission.

One of the core specification roles is for SSCs to provide written sector skills assessment reports. It is an annual commitment for each SSC to deliver 5 reports: one for its sector in each of the four nations and one for its sector in the UK as a whole. The SSC reports are required to deliver accurate, timely and comprehensive LMI on their sector employers for use in strategic planning and communication of occupational needs. They contain both information from reputable and recognised secondary sources as well as original research.

In 2009 the UK Commission set out its expectations for SSC LMI in the Common LMI Framework. This set out a shared approach to LMI gathering, analysis and dissemination, recognising that specific classification systems and key official data sources can improve the processes of collection and analysis. There is a requirement for each SSC report to be of a consistently high and robust quality, and the UK Commission therefore has a responsibility in its assessment of the SSC reports to ensure the reports met the LMI framework.

The SSC reports were delivered to the UK Commission in December 2009. It has been used initially to inform the results of the UK Commission's first annual Strategic Skills Audit, due to be published in March 2010. The consultancy working on that project has already had sight of the SSC reports and has made their own comments on their content (although not with the specific purpose of quality assuring the SSC reports).

With these aims in mind, the UK Commission therefore proposes to commission a Review of the 25 UK SSC LMI reports.

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2.2 AIM

The aim of the Sector Skills Councils Labour Market Information Review is to fulfil the UK Commission's remit by quality assuring the LMI output of the 25 SSCs, and to develop a framework for quality assurance of future reports.

2.3 OBJECTIVES

The objectives of the Review are

- to assess the quality of SSC LMI
- to inform the annual assessment process of individual Sector Skills Councils; and
- to help in feeding back to SSCs.
- To develop a framework for quality assurance of future reports

2.4 ISSUES

Issues associated with this Review:

- There will be a General Election in the time period of this Review. As this Review is not for external publication, issues around purdah and external influencing are not relevant. However, election results may alter the make-up of the UK/English government stakeholder departments (although not the devolved administrations).
- There may be issues associated with SSC footprints and their areas of expertise which may arise if a specific section of an SSC report is of particular concern. The SSC footprints used by the UK Commission can be found in Annex One.

2.5 METHODOLOGY

The assessment will consist of the following activities:

- Production of measurable, detailed assessment criteria based on the LMI Common Framework;
- To produce an assessment of the quality of 25 SSC LMI Reports by:
 - Reading and assessing 25 SSC UK LMI reports;
 - Integrating the Strategic Skills Audit consultants' comments where appropriate;
 - Integrating the four national governments' comments where appropriate;
 - Integrating the views of the Migration Advisory Committee where appropriate;
 - Taking into account the views from the consultants working with BIS on translating SSC LMI into the Adult Advisory Careers Service offering.
- Reporting findings to the UK Commission, reporting on the extent to which the 25 SSC LMI meet the criteria laid down in the LMI Common Framework and focusing specifically on areas for improvement and future best practice where appropriate.

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We anticipate that responsibility for feeding back commentary to individual SSCs will be the responsibility of the UK Commission's Performance Consultants. However, there may be a need to support these on specialist LMI input. We would like consultants to offer support in this area where appropriate.

2.6 DISSEMINATION OF RESULTS

The UK Commission takes dissemination of its research and policy outputs seriously and we seek to maximise the impact of our work on the people we need to influence. We recognise that different pieces of work will require different modes of communication and dissemination according to the nature of the messages we need to communicate and the audience.

The prospect for dissemination of this Review is limited. It is intended to be an internal document for UK Commission use, with results fed back only to the SSC which produced the respective LMI report. Other dissemination may be necessary to governmental stakeholders, e.g. UK Commission departmental sponsors in UK, English and devolved governments.

2.7 PROJECT MANAGEMENT

This project will be managed by the SSC Performance Manager from the UK Commission Employer Engagement Directorate. Specialist advice on LMI will be provided by Research and Policy directorate as appropriate.

2.8 TIMING AND OUTPUTS

The required outputs are outlined below:

The project will commence in March 2010 and be completed by the end of August 2010. A suggested time table is as follows:

Action	Timing
ITT issued	March 2010
Contractor appointed	April 2010
Development of review criteria	April-May 2010
Contractor reads 25 reports, combines with IES feedback plus any feedback from four nations and reports to UK Commission	June-July 2010
Feedback provided to SSCs	August 2010
Process and criteria developed for future full thematic review	August 2010

2.9 STAFFING REQUIREMENTS

Proven expertise in the following areas is required:

- Quantitative analysis associated with collection and interpretation of labour market information;
- Report writing and summary of such information;

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- Report presentation to senior managers;
- Experience of and sensitivity to interactions between governments of the four nations

3 CONTRACT AND TENDER PERIODS

- 3.1 You agree that the contents of the tender will remain valid for a period of 6 months from the closing date for submission of the tender.

4 TIMETABLE

The following timetable will apply for this tender.

Activity	Planned Completion Date
Invitation to tender (ITT) sent out	03 March 2010
Closing date for questions on the ITT	10 March 2010
Closing date for UK Commission to respond to questions on the ITT	12 March 2010
Closing date for submission of tenders	1700 hours, Mon 22 March 2010
UK Commission tender shortlisting of tenders	w/e 02 April 2010
Tenderers not shortlisted - notified and debriefed if requested	w/e 02 April 2010
Interviews or Inception meeting (as applicable)	W/c 05 April 2010
Unsuccessful shortlisted tenderers notified & debriefed if requested	April 2010
Commencement of delivery	April 2010
Completion of delivery	August 2010

- 4.1 In the event that contractual terms cannot be finalised with the Tenderer selected, the UK Commission reserves the right to select an alternative. You will be notified if not successful when the UK Commission has made its final choice of supplier and finalised contractual terms.

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FORMAT OF TENDERS AND GUIDANCE ON CONTENT YOU WILL NEED TO PREPARE YOUR TENDER FOLLOWING THE FORMAT OF SECTIONS BELOW.

1 TABLE OF CONTENTS

- 1.1 You will produce an index to aid navigation through the tender document. The table of contents will refer to the following sections and sub-sections and the main tender document will address all of the points required below.

2 MANAGEMENT SUMMARY

- 2.1 You will produce an overall statement, of approximately 1 page, which concisely brings together all of the key points made throughout the detailed tender documentation.

3 BASIC DETAILS OF YOUR ORGANISATION

Please complete this section and include it within your tender. Please update this section if you have not previously provided us with this information in the past 18 months.

Company Name			
Address Line#1			
Address Line#2			
Address Line#3			
Post Code		Website	

	Contact 1	Contact 2	Contact 3
Contact Name / Job Title			
Contact Telephone			
Contact E-mail			

Please put an **x** against the boxes that apply to you.

Company Status:

1	Sole Trader	
2	Partnership	
3	Limited Liability Partnership	
4	Private-Limited by Shares	
5	Public Limited Company	
6	Private-Limited by Guarantee	
7	Charity	
8	Other (Please Specify)	

Company Type

15	Commercial Trading Company	
16	Sector Skills Council	
17	Standards Setting Body	
18	Awarding Body	
19	Government	
20	Other (Please Specify)	

Company Size

9	Up to 50 Employees	
10	51 to 250 Employees	
11	Over 250 Employees	
12	Annual Turnover up to £5.6m	
13	Annual Turnover up to £11.2m	
14	Annual Turnover over £11.2m	

Trading Relationship with UKCES

21	Goods	
22	Services	
23	Funding	
24	Other (Please Specify)	

VAT Registration Number	Company Registration Number	Charity Number
Date of registration	Date of registration	Date of registration

Bankers (Branch address)

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Bank Name		
Contact Name		
Address Line#1		
Address Line#2		
Address Line#3		
Post Code		Website

Ultimate Parent Company (if applicable)

Name		
Address Line#1		
Address Line#2		
Address Line#3		
Post Code		Website

4 FINANCIAL AND COMMERCIAL CRITERIA (PASS OR FAIL)

Please complete this section and include it within your tender.

4.1.1	How many years have you been trading?	
4.1.2	What was your actual turnover in the last 2 financial years?	y/e turnover
4.1.3	What was your actual trading result in the last 2 financial years? (profit/loss)	y/e profit/loss
4.1.4	What were your balance sheet total reserves in the last 2 financial years?	y/e Reserves
4.1.5	If asked would you be able to provide at least one of the following:	
	A copy of your most recent audited accounts.	Yes / No
	A statement of your turnover, profit and loss account and cash flow for the current year of trading.	Yes / No
4.1.6	During the last financial year which single organisation or group was your primary customer? What percentage of your annual turnover did this customer account for?	Name: %:
4.1.7	Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past 12 months?	Yes No N/A
	If "No" what were the reasons and what has been done to put things right?	
4.1.8	Has your organisation met all its obligations to pay its creditors and staff during the past 12 months?	Yes / No
	If "No" what were the reasons and what has been done to put things right?	
4.1.9	Are you currently involved in any legal disputes or are any pending? Have you had any judgements against you for which reparation, compensation or costs are still outstanding?	Yes / No Yes / No
	If "Yes" give brief details – sufficient not to prejudice the legal process.	

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4.2 INSURANCE

Please record the value of insurance cover for current policies where payments are up to date.

4.2.1	Value of Employers Liability insurance cover	
4.2.2	Value of Professional Indemnity insurance cover	
4.2.3	Value of other cover. Please provide details	

5 MEETING THE SPECIFICATION

You will produce a comprehensive but concise document that demonstrates how you will be able to fulfil the requirements of the specification. In particular, the tender will be evaluated with due regard to the following sub-sections. Please note that the order in which the evaluation criteria are listed does not imply relative importance.

NB Please note that the Evaluation Panel may be made up of organisations external to the UK Commission for Employment and Skills. However, the UK Commission understands that some financial information may be commercially sensitive and therefore we request that you submit your proposals in both pdf and word format. This will enable the UK Commission to strip out all account and financial information (which is pass/fail and will be marked only by us) and costing information including staff day rates and other commercially sensitive information which is marked on a formula basis.

5.1 POLICIES AND PROCEDURES CRITERIA (5% OF THE TOTAL SCORE)

Please complete this section and include it within your tender

5.1.1	Does your organisation have a written equal opportunities and diversity policy that is communicated to your staff?	Yes / No
5.1.2	Does your organisation have a written health and safety at work policy that is communicated to your staff?	Yes / No
5.1.3	Does your organisation operate health and safety at work systems and procedures?	Yes / No
5.1.4	Does your organisation have written environmental management and sustainability policy?	Yes / No
5.1.5	Does your organisation operate environmental management systems and procedures?	Yes / No
5.1.6	Does your organisation have written risk management policy and operate risk management systems and procedures?	Yes / No
5.1.7	Does your organisation hold a recognised quality management certification for example BS/EN/ISO 9000 or equivalent? If not, does your organisation have quality assurance systems or procedures?	Yes / No
5.1.8	Does your organisation have Investors in People (IiP) accreditation?	Yes / No
5.1.9	Does your organisation have a policy on training or workforce development?	Yes / No

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5.1.10	What is your organisation's staff turnover?	0-10% 10-20% Over 20%
If you have answered "No" to any of the above, can you describe for each "No" response how you manage your organisation and staff in the absence of the policy, system or procedure?		

5.2 QUALITY CRITERIA (65% OF THE TOTAL SCORE)

The format of your response is at your discretion, but will cover the following:

Background (5% of total):

Understanding the remit of the UK Commission and how delivery of the requirements and specification fits in this context.

Issues (10% of total):

Demonstration of consideration and understanding of the 'Issues' presented in the Invitation to Tender

Methodology (20% - evenly split):

Demonstration of consideration and understanding of data reporting requirements.

Demonstration of consideration and understanding of structure of SSC network

Demonstration of consideration and understanding of LMI Common Framework and associated assessment regimes

Demonstration of consideration and understanding of analysis, reporting and dissemination.

Synergies and risks (15% of total - evenly split):

Identification of efficiencies and synergies that can be applied by you from your experience and client portfolio.

Identifying risks particular to delivering the specification.

Assessment of the resources required to enable delivery

Quality assurance – how the quality of final delivery will be guaranteed, both as a final product and throughout the course of the activities.

Staffing 15% of total):

Availability – indicating that sufficient numbers of appropriately skilled staff will be available until final delivery, including contingency for unexpected delays etc.

Experience – being able to demonstrate a successful track record with similar contracts and consistent with the 'Staffing Requirements' above.

Management Structure – how the contract will be administered. This will include details of

- any dedicated key staff; names, qualifications and experience;
- ability to demonstrate continuity of supply in the event of absences and staff turnover;
- points of contact and names of persons responsible and accountable for delivery.

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NB A MINIMUM SCORE OF 60% OF THE AVAILABLE MARKS IN THE QUALITY CRITERIA SECTION MUST BE OBTAINED IN ORDER FOR YOUR SUBMISSION TO BE CONSIDERED.

5.3 PRICE (35% OF THE TOTAL SCORE)

The format of your response is at your discretion.

5.3.1 Cost of delivery – production of a price for delivery of the output (all costs are to be prepared inclusive of VAT).

Costs and allocation of days should be delineated by:

- Development of Review criteria
- Reading and assessment of reports, combination with consultant and DA feedback
- Reporting to UK Commission
- Discussion with SSCs

Please include a staff breakdown and day rates for the project. Expenses should be estimated separately – i.e. any time or travel costs of attending meetings.

5.4 REFERENCES

These references must be external to the UK Commission. Please provide details of three recent contracts that are relevant to the UK Commission's requirement. Where possible at least one should be from the public sector. If you cannot provide three references, please explain why.

		Reference 1	Reference 2	Reference 3
5.4.1	Customer Organisation:			
5.4.2	Customer Contact Name and Phone Number:			
5.4.3	Date Contract Awarded:			
5.4.4	Contract reference & brief description:			
5.4.5	Value:			
5.4.6	Date contract was completed:			
5.4.7	Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority?	Yes / No		

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6 DECLARATIONS

Please complete this section and include it within your tender. Unsigned declarations submitted with tender documents will be regarded as a non-compliant application.

6.1 I acknowledge that the standard contractual terms and conditions of the UK Commission will form the basis of any contract between the parties resulting from this invitation to tender;

IMPORTANT YOU MUST COMPLETE THIS SECTION FOR YOUR APPLICATION TO BE VALID. THIS IS A LEGALLY BINDING DECLARATION.

6.2 I declare on my honour that, (any of) the director(s) / officer(s) / partner(s) / proprietor(s) of the organisation, are not currently in, or previously have been in any of the following situations. Any of the events below would exclude us from participating in this procurement application:

- Declared bankrupt, being wound up or having any affairs administered by the courts. Entered into an arrangement with creditors, or have suspended business activities. Not the subject of proceedings concerning any such matters and not in any similar situation arising from a similar procedure provided for in legislation or regulations;
- Been convicted of any offence concerning professional judgement by a judgement which has the force of res judicata¹,
- Been found guilty of any grave professional misconduct proven by any means which the contracting authority can justify;
- Failed to fulfil obligations relating to payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country where established or with those of the country or the contracting authority or those of the country where the contract is to be performed;
- Been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity;
- as a consequence of another procurement have not been declared to be in serious breach of contract for failure to comply with contractual obligations,

In addition, the undersigned declares on their honour:

- that on the date of submission of the tender, the company or organisation I represent and the staff proposed for this tender are not subject to conflicts of interests in the context of this invitation to tender; I undertake to inform the UK Commission without delay of any change to this situation after the date of submission of the tender.
- that the information provided to the UK Commission within the context of this invitation to tender is accurate, sincere and complete.
- that the amount or appropriate amount of the tender price has not been communicated to any other party, other than in confidence and for the express purpose of obtaining insurances or a bond in connection with this tender;
- the tender has not been fixed nor adjusted in collusion with any interested party;
- the tender will remain valid for 6 months after the closing date of the tender;

Name	Title
Signature	Date

¹ res judicata – a matter already settled in court; cannot be raised again.

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Annex One

As a guide the table below details the SSC definitions used for two recent UK Commission projects, and each SSC's relative employment (LFS and ABI). Please note these definitions are based on (Spring 2009) pre-relicensed SIC 2003 core contract definitions, some SSCs may now cover additional SIC codes.

Sector Skills Council	SIC 2003	000's	
		LFS (2008) UK Employment	ABI (2007) GB No. of Employees
Asset Skills	70, 74.7	703.76	897.0
Automotive Skills/IMI	50.1-50.4, 71.1	547.21	533.3
Cogent	11, 23-25 (excluding 24.3, 24.64, 24.7, 25.11, 25.12), 50.5	520.47	427.7
ConstructionSkills	45.1, 45.2, 45.32, 45.34, 45.4, 45.5, 74.2	2774.3	1353.0
Creative and Cultural Skills	22.14, 22.31, 36.3, 92.31, 92.32, 92.52, 36.22, 74.4, 92.34	357.8	227.6
Energy and Utility Skills	40.1, 40.2, 41, 90.01-90.02, 37, 60.3	368.06	228.2
e-skills UK	22.33, 64.2, 72,	811.58	745.6
Financial Services Skills Council	65-67	1231.13	1054.1
GoSkills	60.1, 60.21, 60.22, 60.23, 61.1, 61.2, 63.21, 63.22, 63.23, 80.41	734.47	431.3
Government Skills	75.1, 75.21, 75.22, 75.3	1550.33	1047.7
Improve	15 (apart from 15.92, 15.11/3*), 51.38	387.73	413.2
Lantra	1, 2, 5.02, 51.88, 85.2, 92.53, 20.1	455.59	318.3
LLUK	80.21, 80.22, 80.3, 80.42, 92.51	1644.68	1471.2
People 1st	55.1, 55.21, 55.23, 55.3-55.5, 63.3, 92.71, 92.33	1430.32	1976.0
Proskills	10, 12-14, 20.4, 20.51, 21.1, 21.2, 22.2, 24.3, 26 (except 26.82/2*), 36.1	513.64	465.0
SEMTA	25.11, 25.12, 27-35, 51.52, 51.57, 73.10	1762.4	1387.0
Skillfast-UK now transferred to Skillset	15.11/3*, 17-19, 24.7, 51.16, 51.24, 51.41, 51.42, 52.71, 93.01	186.44	210.3
Skills for Care and Development	85.3	1418.15	1146.6
Skills for Health	85.1	2074.05	2045.7
Skills for Justice	75.23, 75.24	505.57	377.4
Skills for Logistics	51 (except 51.16, 51.24, 51.38, 51.41, 51.42, 51.52, 51.57, 51.88), 60.24/9*, 62.1, 62.2, 63.1, 63.4, 64.1	1559.09	1806.7
SkillsActive	55.22, 92.6,	346.3	311.6
Skillset	22.11-22.13, 22.15, 22.32, 24.64, 74.81, 92.1, 92.2, 92.4	348.59	295.9
Skillsmart	52.1-52.6	2960.22	2735.4
SummitSkills*	45.31, 45.33, 52.72	21.5	309.5
Total (including non-SSC)		28273.27	26599.2
*Please note: The ABI employment data by SSC do not match the LFS data by SSC which is presented in this table due to the fact that the ABI data measures employment by jobs and LFS data measures employment by workers. The LFS data presented here does not provide sufficient detail to allow the allocation of SIC 2003 codes 45.31 and 45.33 to the SSC SummitSkills; these activities are allocated to Construction Skills. This explains the small number of workers in SummitSkills presented in the table			