

Request for Proposals – Basic Training in Working with Young People

The Request for proposals is aimed at youth work and youth engagement professionals either as a consultant and/or as an organisation working in the sector. We are looking for a maximum 4 A4 page proposal that includes:

- An introduction to you / your organisation,
- An insight into your / your organisation's experience and skills in delivering youth work or youth engagement,
- Who would work on the project and their credentials,
- An outline project plan for delivering the project,
- Outline of the proposed work against the deliverables and project specification, and how it will meet the needs outlined,
- The proposed budget, with a cost breakdown.

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Project Specification

We are looking for a blended training offer for volunteers in how to effectively work with young people in the Sea Cadets.

We would like the chosen youth engagement professional to provide the following deliverables:

- 1) Off-the-shelf videos or transcripts we can use to produce our own videos, totalling up to 60 minutes
- 2) The session plans and resources for a 1.5 day face to face course, building on the online (video) learning

These will be used to give new volunteers a basic toolkit for interacting with and instructing our young people (cadets aged 10-17).

We see our volunteers' role as a mixture of youth work and non-formal education. They instruct the cadets in subjects on and off the water with the goal of giving them a head start in life.

We are also committed to the following themes being embedded throughout our volunteer training:

- Safety and Safeguarding
- Our Ethos (based on Customs and Traditions of the Royal Navy), which is something we can inject when we personalise the materials created
- Diversity and Inclusion

Content

The proposed offer should include as much as is feasible of the following:

60 minutes' eLearning (off-the-shelf videos or transcripts for) –
<p>Qualities of youth workers:</p> <ul style="list-style-type: none">• Principles and practice of youth work• Setting professional boundaries <p>Young people:</p> <ul style="list-style-type: none">• Introduction to youth development – ages / stages. Why won't every young person be at the same stage at the same age?• Awareness that young people may have SEND / social and emotional differences or difficulties• Awareness of warning signs, i.e. safeguarding, mental health awareness, past trauma etc.• Awareness of influences (inc social media) / peer relationships – where behaviour comes from <p>Planning process using the Sea Cadets' training programmes:</p> <ul style="list-style-type: none">• <i>This is something Sea Cadets will produce</i>• What makes a fun session! Our programmes / tools for planning• Follow up task – come to face-to-face course with a 5 minute fun activity based on a session from one of our programmes to share with the group <p>Reflection:</p> <ul style="list-style-type: none">• A basic toolkit for reflective practice• Importance of being open to feedback / self-development

Session plans / resources for a face-to-face 1.5 day course *with the option to deliver the second half day virtually via Zoom or similar platform
<p>Qualities of an effective youth worker / instructor</p> <ul style="list-style-type: none"> ○ Reflect on professional boundaries ○ Diversity and inclusion (valuing diversity in young people and adults) ○ Sea Cadet Ethos – what does it mean to be a positive role model in Sea Cadets? <p>(bearing in mind we are looking for someone with the qualities of an effective volunteer youth worker, not just an instructor in the traditional sense)</p>
<p>Soft skills</p> <ul style="list-style-type: none"> ○ Developing a relationship / inspiring young people ○ Listening and communicating ○ Giving and receiving feedback
<p>Planning and delivering fun and engaging sessions*</p> <ul style="list-style-type: none"> ○ Opportunity to deliver 5 minute activities (task) ○ Reflection and feedback on one another's sessions ○ Input on delivery / facilitation skills? ○ Discussion around teaching the same sessions in creative ways (sharing experiences) ○ Inclusion – how do we adapt sessions to include young people with additional needs? <ul style="list-style-type: none"> ○ Opportunity to make participants aware of additional optional eLearning available for supporting additional needs in Sea Cadets
<p>Understanding young people's behaviour*</p> <ul style="list-style-type: none"> ○ Discussions around what causes behaviour / participants' experiences ○ Reflect – how could our behaviour / stress levels affect young people's behaviour? ○ How to set boundaries ○ Practical tools for de-escalating situations
<p>Reflecting</p> <ul style="list-style-type: none"> ○ Watching and reflecting on example mini-sessions in/out of Sea Cadets (we will need to identify and film what effective practice looks like in Sea Cadets) ○ A practical reflection session ○ What do we do with reflection to make positive changes? ○ Awareness of need to manage self when working with young people ○ Awareness of how to signpost / get help

*Sea Cadets do have sessions in these areas which are currently being used and are effective, so if possible we would like to amalgamate these with the proposed new content.

We would like content of the face to face sessions to build on, and give participants an opportunity to explore, the content introduced through the eLearning / videos.

Ethos / experience

We want our learners' experience to be:

- Interactive and engaging
- Welcoming
- Reflective
- Practical
- Fun
- Accessible and inclusive
- Collaborative / networking

- A toolbox
- Informative and valuable

We do not want our learners' experience to be:

- Lots of information, theories and jargon
- Sitting still and listening
- Overwhelming
- A pitch that excludes participants with additional needs or little prior experience

Accessibility

We have high proportions of cadets and adults with the organisation with learning needs, so our training must be accessible for everyone.

We also have a significant proportion of cadets who transition into volunteers on their 18th birthday, so the offer needs to be suitable for a young adult audience.

eLearning

Videos should be –

- Bite sized
- Easy to navigate between (i.e. learning outcomes at the start)
- Ideally subtitled or with a transcript provided
- Use clear and simple language
- Suitable for use with audio-description or with audio-described alternatives if action is included or the visual element is significant.

Session plans and resources

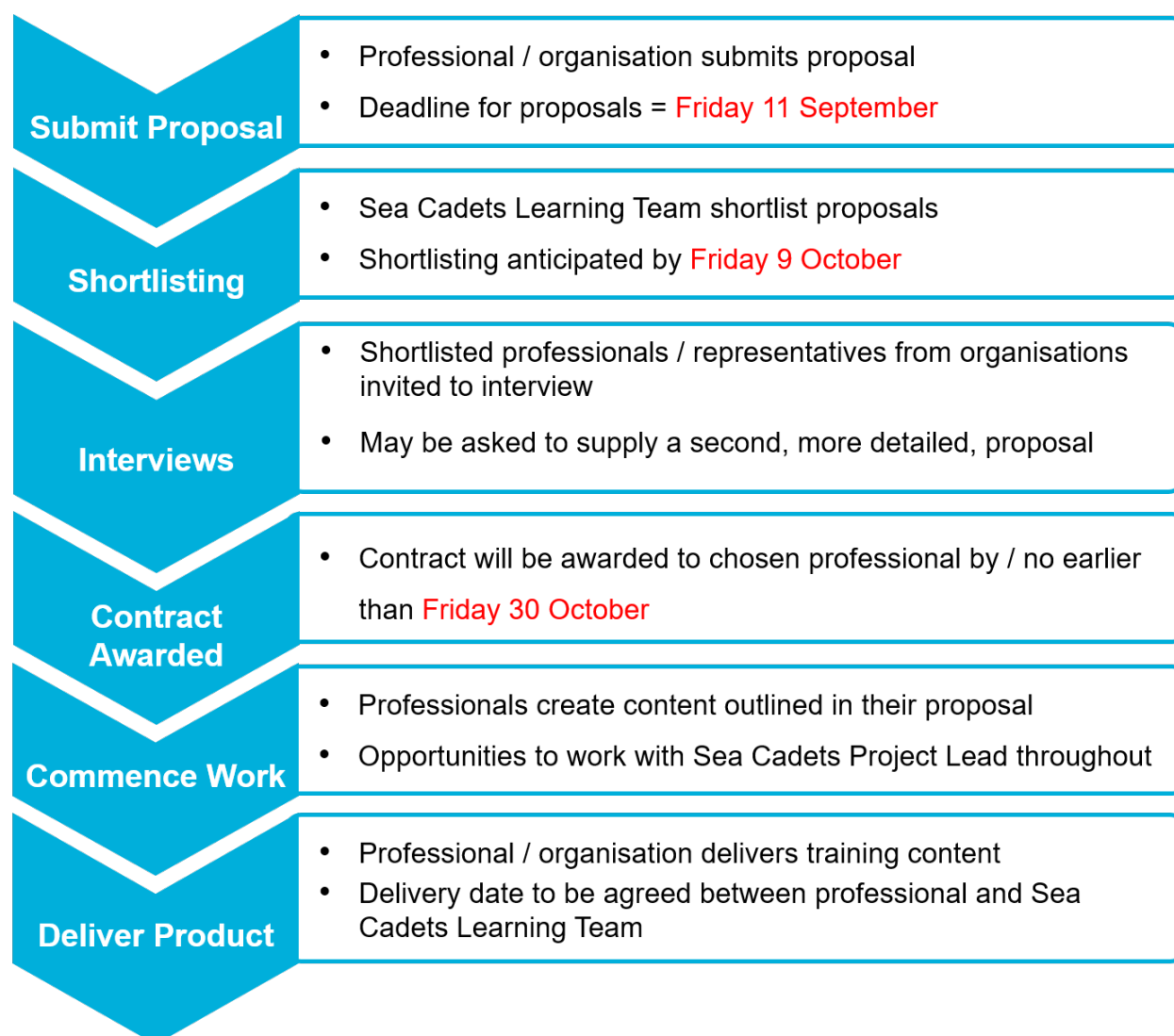
Sessions should be –

- As interactive as possible
- Pitched towards participants with limited experience of working with young people
- Flexible enough to be delivered online, via Zoom or similar, if circumstances require.

Resources and handouts should be –

- Visual (as little continuous text as possible)
- Written using clear and simple language
- Not overly in-depth
- Dyslexia and visual impairment friendly (font and text colour / size).

Request for Proposals Process



The decision to award the contract will be based on the following:

- Budget (50%)
- How well suggested content meets the above specification (30%)
- Credentials of supplier (20%)

Proposals should be emailed to trainingdept@ms-sc.org, copying in the Project Lead, Charlie Maling (cmaling@ms-sc.org).

These will be shared with the project's volunteer working group and the wider Learning Team as part of the shortlisting process.

Use of the Content Developed

Content developed for this offer will be branded with the Sea Cadets logo for use throughout the charity; the professional developer's logo can appear alongside but not in place of this.

Once we have selected the provider and they have delivered the content, we reserve the right to make some changes so that it aligns with our Ethos and meets the specific needs of the Sea Cadets as a nautical uniformed youth organisation. For example: tailoring scenarios so that they reflect the type of training we do. This can be done in collaboration with the developers.