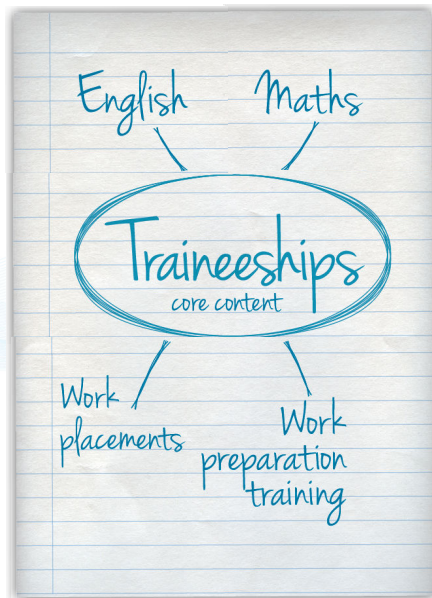




Agenda (slides will also be emailed to you after the event)

- 10:30 Traineeship provider and learner eligibility
- 11:50 Break for refreshments
- 12:10 Calculating EFA (16-18) traineeship funding
- 13:00 Break for lunch
- 13:50 Calculating SFA (19+) traineeship funding
- 14:30 Funded examples of effective traineeship programmes
- 15:00 Recording traineeship ILR data and other 'tip and hints'
- 15:30 End

What are traineeships?

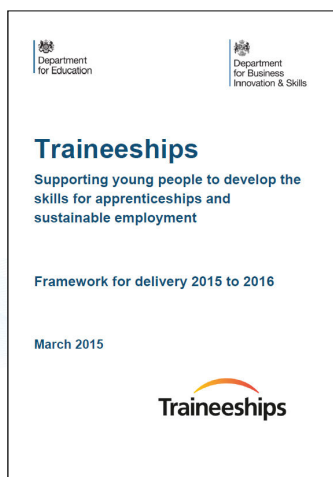


Aimed at 16-24 year-olds not currently in a job, have little work experience, but who are focused on work or the prospect of it and “a reasonable chance of being ready for employment or an apprenticeship within six months of engaging in a traineeship”

EFA funded as a Study Programme for 16-18 year olds (or if no EFA contract then SFA funded at EFA rates) and SFA funded for 19-24 year-olds

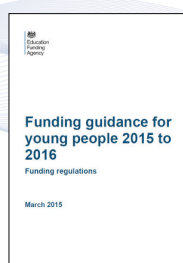
Started from 1 August 2013, with changes for 2014/15 and 2015/16

Key document for 2015/16

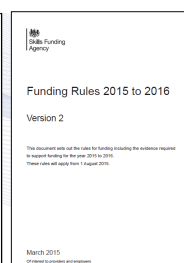


https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/410737/Framework_for_delivery_2015-2016.pdf

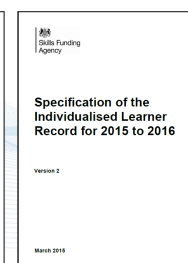
“This Framework for Delivery consolidates recent policy changes in a single document, showcases best practice and highlights examples of how partners have developed their offer.”



<https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>



<https://www.gov.uk/government/publications/sfa-funding-rules-2015-to-2016>



<https://www.gov.uk/government/publications/individualised-learner-record-specification-validation-rules-and-appendices-2015-to-2016>

Eligibility

Traineeship funding is complicated, because there are significant differences between the EFA (16-18) and SFA (19-24) approach (more on this later)

But Traineeship eligibility is also complicated, so it helps to describe it in terms of:

- Prime provider
- Subcontractor
- Learner
- Employer
- Course
- And compliance with DWP rules

Prime provider eligibility

Only Ofsted grade 1 and 2 providers eligible for traineeship funding

Providers that drop to grade can continue, with conditions

Ineligible providers cannot subcontract to an eligible provider

Providers without EFA contracts but that have 16-18 apprenticeship contracts can still do 16-18 traineeships, but have specific funding from the SFA (apprenticeship funding cannot be used) and are funded at EFA rates

The SFA publish a list eligible providers in a spreadsheet

<https://www.gov.uk/government/publications/traineeships-eligible-providers>

Traineeship providers & delivery

Eligible provider intention (16-18) - Jan 2015 spreadsheet

Yes	278	52%
No	100	19%
Not said	157	29%
Total eligible providers	535	

Eligible providers intention (19+) - Jan 2015 spreadsheet

Yes	456	63%
No	181	25%
Not said	85	12%
Total eligible providers	722	

13/14 starts	
Under 19	7,000
19-23	3,400
Total	10,400

14/15 1st 6 months	
Under 19	6,200
19-23	3,000
Total	9,200

And there were 3,400 completions and 2,500 (74%) progressions in the first half of 2014/15

Source: March SFR: <https://www.gov.uk/government/statistics/learner-participation-outcomes-and-level-of-highest-qualification-held> and https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/416516/traineeships-completions-and-progressions-note-march15.pdf

Skills Minister said: "The Deputy Minister set a challenge to the FE sector to double the number of quality traineeship opportunities available in 2014/15. I look forward to seeing that challenge being met because it will mean over 20,000 young people are supported"

Subcontractor eligibility

An eligible lead provider can subcontract, with conditions

1. If the subcontractor was declared on their SFA subcontractor declaration form as of 1 June 2013, even if never inspected by Ofsted (as long as they don't have a grade 4)
2. a new subcontractor with an Ofsted grade 1 or 2 **[A new rule for starts from 1 April 2015]**

The subcontractor does not have to deliver all of the traineeship (eg could just be organising and delivering the work placement)

EFA funding traineeship providers (eg colleges) can (using rules above) subcontract to their SFA funded subcontractors, but EFA subcontracting audit and funding guidance applies

Learner eligibility

Discretionary learner eligibility

- Not ready to start an apprenticeship or enter work
- Has a reasonable chance of being ready within six months

Technical learner eligibility for 2014/15 and 2015/16

Age	Definition of age	Prior attainment	No or little existing employment
16-18*	Age as at 31 August 2014	Below full level 3	Working less than 16 hours per week (less than £330 a month)
19-24	Age as at start date	Below full level 3 [NEW rule for starts from 1 Jan 2015]	Working less than 16 hours per week (less than £330 a month)

* Plus those 19 to under 25 with a Learning Difficulty Assessment (LDA) or Education, Health and Care Plan (EHCP) issued by their home local authority

Employer eligibility

Work placement is a mandatory element of a Traineeship

Employers do not need to comply with wage legislation, and the norm is for a traineeship to be unwaged

There is no limit on the number of trainees per employer

Simulated work placements are ineligible for traineeships

“We will not offer central financial incentives to organisations hosting work placements as part of Traineeships, but there is nothing to stop providers using the funding they receive to offer support and incentives locally if they decide that is what is needed to generate high quality placements.”

Course eligibility - English and maths

“All learners must be assessed for English and maths. Any learner without a minimum GCSE grade C in English and maths must be supported to progress.”

16-18 year-old learners must comply with the Study Programme English and maths Condition of Funding (CoF). However, Traineeships do not need to comply with the new rule that GCSE grade D students must study GCSE

Typical E&M quals that meet the CoF:

- > GCSE or iGCSE.
- > Entry-level, level-1 or level-2 Functional Skills.
- > Foundation, intermediate or advanced freestanding maths quals [check LARS]
- > English for speakers of other languages (ESOL) qualifications.

If the learner has already achieved the functional skills at level 2, they must study GCSE

19+ learners “must start learning on one or more of the regulated English or ESOL qualifications and maths qualifications”

Course eligibility - work preparation

This would typically be skills to find a job (eg job search techniques, CV writing and interview skills) and skills to keep a job (eg planning, time-keeping, team working, self-confidence, resilience and strength of character)

In 2014/15 the work preparation for 19+ needed to be a separate assessed unit or qualification eligible for the unemployed

However, for 2015/16 starts there need be no qualification for 16-18 or 19+. You can choose if you wish to do a qual. Now “the content of the work preparation training is for providers and employers to design and agree.”

So this is **NEW for 2015/16**: “Fund work preparation and work placement elements as a single programme for traineeships for 19 to 24 year olds rather than funding each component separately.”
See next slide

Course eligibility - work placement

“Our expectation is that work experience placements will last between 100 and 240 hours. Longer placements may be necessary to prepare young people for work, but these would need to be based on clearly identified learner needs.” **Note: 240 hours for 30 hours a week is 8 weeks.**

“For young people in receipt of benefits, the work experience placement can last up to 240 hours (or extended if the offer of an apprenticeship place is accepted) at a maximum of 30 hours a week.”

Work placements “should be with an external employer, external to the learning environment and at an external site.”

“We expect all traineeships programmes to offer an exit interview with the work experience host at the end of the placement.” and “young people should receive meaningful written feedback from the employer reflecting the time spent on their placement to help them improve their performance.” I’d also suggest getting written references.

Changes to work placement rules

Identifying the lead employer “we have introduced flexibility to enable providers to identify the employer providing the work experience placement up to four weeks after the Traineeship has started”

Duration and intensity “We have removed the six weeks minimum and five months maximum duration for work experience and in 2014/15 will expect work placements to last between 100-240 hours. Longer placements may be necessary to prepare young people for work, but these would need to be based on clearly identified learner needs”

Recording work placements in the ILR

Learning aim	Hours
Z0007834 (not SFA)	0 to 49
Z0007835 (not SFA)	50 to 99
Z0007836	100 to 199
Z0007837	200 to 499
Z0007838	500+

And every work placement will require a 9 digit Employer ID number from the Employer Data Service (EDS) in the ILR employer identifier field

Also: **New** traineeships and DWP rule

“Over the last year, the Department for Work and Pensions (DWP) has removed the 16-hour training limit for Jobseeker’s Allowance (JSA) claimants and made the work experience rules more flexible. This is to increase the flexibility for colleges, training organisations and businesses to tailor traineeships for benefit claimants.”

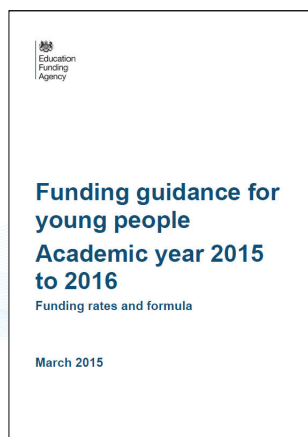
“To further increase access to the programme DWP has now set regulations that will **come into effect on Friday, 27 March 2015**. These changes will enable all young people to benefit from full-time participation while maintaining entitlement to their benefits, including those described as Qualifying Young People (predominantly 16- to 18-year-olds).”

So there is now no reason why anyone should lose their JSA when they participate in a Traineeship programme

EFA funding for traineeships

LSECT
LEARNING & SKILLS
EVENTS, CONSULTANCY & TRAINING

The EFAs funding rate documents



<https://www.gov.uk/government/publications/funding-guidance-for-young-people-2013-to-2014-rates-and-formula>

“For funding purposes a traineeship programme uses the same principles as any other 16 to 19 study programme, apart from some additional situations in which we count students as retained.”

“When a student progresses from a traineeship to another 16 to 19 study programme, the second programme must have a new core aim of its own as set out in the section ‘Students doing more than one programme in a year’. The planned hours must also be updated to include the additional activity planned for the year.”

EFA (16-18) traineeship funding rates

Traineeships are a form of the new EFA Study Programme, but only eligible providers can use the



Therefore, 16-18 traineeship funding is calculated in exactly the same way and rate as all EFA Study Programmes, based on **planned learner hours** between 1 August and 31st July (academic year)

Student status band	Hours required per academic year	Hours funded at	National funding rate
Full time	540 +	600	£4,000*
Band 4	450-539	495	£3,300
Band 3	360-449	405	£2,700
Band 2	280-359	320	£2,133
Band 1	up to 280	% of 600	£6.67 per hour

* £3,300 for full time 18 year-olds

Planned learning hours

“Planned hours include those where the student is doing their work experience as well any activity delivered within the institution. This includes learning that supports the student such as maths and English.”

Planned hours are two **learner** ILR fields added together:

1. Qualification based hours (such as English and maths)
2. Employability, enrichment and pastoral hours (EEP) hours, such as the work preparation (if not a qual) and work experience

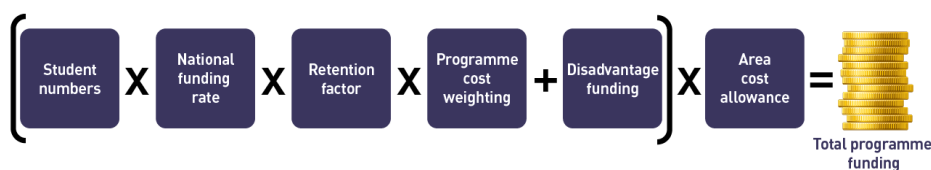
To avoid funding audit problems the EFA say planned hours need to be “credible, deliverable and realistic.” However they are based on a plan, and should not typically be changed if not all delivered (e.g. if a learner does not complete their traineeship)

Note: Traineeships must have work experience as the core aim

<https://www.gov.uk/16-to-19-funding-planned-hours-in-study-programmes>

EFA (16-18) traineeship funding formula

The EFA multiply the funded student numbers in each planned hour band by the corresponding national funding rate, and then apply historical institutional weightings which are pre-determined as part of the lagged student number approach to setting allocation.



For EFA contract holders (such as colleges) there was no additional nor separate funding allocation for traineeships

For SFA only contract holders extra ring-fenced funding is allocated (as 16-18 apprenticeship allocation cannot be used), but will be funded at the EFA equivalent rate

EFA **new** traineeship retention criteria

“Traineeships have different retention criteria. Within six months of leaving a traineeship, the student must have met ONE of the following criteria. (see <https://www.gov.uk/government/publications/16-to-19-vocational-qualifications-technical-guidance>).

They must have had 8 consecutive weeks of employment, or 8 consecutive weeks of self-employment of 16 hours a week or more. If they are 16 or 17 years old, they must have also have sufficient training to meet the requirements of the raised participation age.

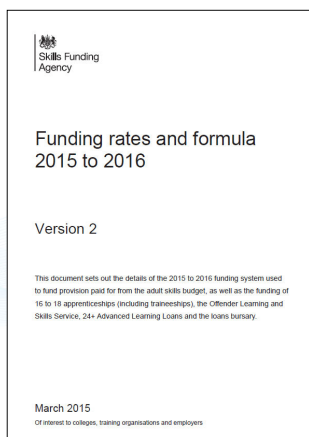
They must have started on an apprenticeship by passing the qualifying period to count for funding.

They must have started on another programme at level 2 or level 3 and have passed the qualifying period to count for funding. The programme should include a substantial qualification recognised in the performance tables

SFA funding for traineeships

LSECT
LEARNING & SKILLS
EVENTS, CONSULTANCY & TRAINING

The SFAs funding rate document



“This document sets out the principles behind our funding system and describes the features of the funding system for adult skills for the 2015 to 2016 funding year.

“For a complete understanding of how the funding system works in practice, read this document along with our Funding Rules 2015 to 2016, our Operational Performance Management Rules 2015 to 2016 and the Individualised Learner Record Specification 2015 to 2016.”

<https://www.gov.uk/government/publications/sfa-funding-rates-and-formula-2015-to-2016>

SFA (19-24) traineeship funding (1 of 3)

Traineeships are funded like all other Adult Skills Budget learners, on an in-year per enrolment basis with rates from the new QCF based matrix:

Funding band (2014/15 and 2015/16)	Base rate (1 PW)	Low rate (1.12 PW)	Medium rate (1.3 PW)	High rate (1.6 PW)	Specialist rate (1.72 or 1.92 PW)
Awards (1 credit)	£50	£56	£65	£80	£86 or £96
Awards (2 credits)	£100	£112	£130	£160	£172 or £192
Awards (3-5 credits)	£150	£168	£195	£240	£258 or £288
Awards (6-8 credits)	£300	£336	£390	£480	£516 or £576
Awards (9-11 credits)	£450	£504	£585	£720	£774 or £864
Awards (12 credits)	£600	£672	£780	£960	£1,032 or £1,152
Certificate (13-24 credits)	£724*	£811	£941	£1,159	£1,246 or £1,390
Certificate (25-36 credits)	£1,265	£1,417	£1,645	£2,025	£2,176 or £2,428
Diploma (37 to 48 credits)	£1,987	£2,225	£2,583	£3,179	£3,417 or £3,815
Diploma (49 to 72 credits)	£2,573	£2,882	£3,345	£4,117	£4,425 or £4,940
Diploma (73 to 132 credits)	£4,170	£4,670	£5,421	£6,671	£7,172 or £8,006
Diploma 133 credits or more)	£6,602	£7,395	£8,583	£10,564	£11,356 or £12,675

* Rate for Functional Skills Eng and Math and GCSEs is £724

Funding work preparation (only for Traineeships)

In 2014/15 the work preparation is funded like any other SFA funded qualification, with a rate taken from the matrix.

From 2015/16 the work preparation AND work placement, is funded at a rate of **£970**

“All work preparation activity delivered within a traineeship, including non-regulated aims, should be recorded using the appropriate SSA code 14.2. These aims will not attract individual funding values as they will be included within the single traineeship rate for work placement and work preparation.”

So if a qualification, the qualification learning aim must be in SSA 14.2

You will need to search LARS for the correct non-regulated learning aim. Try putting this into the aim search field: *%Non regulated SFA formula funded provision%work%*

<https://hub.imservices.org.uk/Learning%20Aims/Pages/default.aspx>

Funding work placement (only for Traineeships)

In 2014/15 the mandatory work placement element sits outside the matrix and is one of these three learning aims and rates:

Learning aim	Hours	Rate
Z0007836	100 to 199	£500
Z0007837	200 to 499	£700
Z0007838	500+ hrs	£900

In 2015/16 the mandatory work placement AND work preparation is £970 regardless of duration

Learning aim	Hours	Rate
Z0007836	100 to 199	£970 (incl. work preparation)
Z0007837	200 to 499	
Z0007838	500+ hrs	

SFA (19-24) traineeship funding (3 of 3)

The base rate and programme weighting form part of a larger formula



DU = Based on learner's home postcode. If in one of the 27% most deprived areas (based on IMD 2010) then the DU is between 1.08 and 1.32

ACU = Based on delivery location, this is a South East weighting, which rises the closer the delivery to central London (1.2 max)

Funding instalments

On-programme payment (OPP) funding is 80%, and paid monthly, with a double payment in month one. Eg £1,000 over 3 months would be £800 OPP, with £400 for month one, £200 for month two and £200 for month three

Achievement funding (SFA)

"You will earn the [20%] achievement payment for the work-placement and work-preparation element when the learner has a positive destination recorded on the ILR, for example, progressing to an apprenticeship, job or further learning as defined in the Funding Rules"

Note: "For 19- to 24-year-olds, progression to further learning will need to be a regulated qualification at level 2 or above that we have approved for funding outside of an apprenticeship. The qualification must be one that is 15 credits or more for qualifications regulated by Ofqual or at least 150 glh."

The achievement element of qualifications (20%) can be claimed on passing. If they do not pass but progress to an eligible job (see above) the provider can claim half the achievement element of the quals as a 'job outcome payment'



Example

$$\left(\begin{matrix} \text{Student} \\ \text{Numbers} \end{matrix} \times \begin{matrix} \text{National} \\ \text{Funding} \\ \text{Rate per} \\ \text{Student} \end{matrix} \times \begin{matrix} \text{Retention} \\ \text{Factor} \end{matrix} \times \begin{matrix} \text{Program} \\ \text{Cost} \\ \text{Weighting} \end{matrix} + \begin{matrix} \text{Overseas} \\ \text{Funding} \end{matrix} \right) \times \begin{matrix} \text{Area} \\ \text{Cost} \\ \text{Allowance} \end{matrix}$$

Activity	Planned Hours
Induction and work preparation – 3 weeks at 15 hours a week	45 Hours
Functional Skills Level 1 Maths 3 hours a week for 14 weeks (starts week 2)	42 Hours
Functional Skills Level 2 English 2 hours a week for 12 weeks (starts week 4)	24 Hours
Work placement average of 20 hours for 16 weeks	320 Hours
Total hours	431 Hours

EFA slide

Example traineeship funding 15/16

Using the EFA slide example

Activity	Total hours	Learning aim	Learning aim title	EFA (16-18) unweighted funding	SFA (19-24) unweighted funding
Induction and work preparation	45	Z0003511	Non regulated SFA formula funded provision, Level 1, Preparation for Work, 45 to 68 hrs, PW A	431 hours so in the 360-449 band	£970
Work placement	320	Z0007837	Work placement (200 - 499 hours)		£724
Maths	42	50123257	L1 Functional Skills in Mathematics		£724
English	24	60001409	L2 Functional Skills in English		£724
				£2,700	£2,418

Excludes learner and provider specific weightings for disadvantage and area cost

Example traineeship funding 15/16

Using more likely scenario (10 week traineeship)

Activity	Total hours	Learning aim	Learning aim title	EFA (16-18) unweighted funding	SFA (19-24) unweighted funding
Induction and work preparation 2 weeks (5hrs x 5 days)	50	Z0003511	Non regulated SFA formula funded provision, Level 1, Preparation for Work, 45 to 68 hrs, PW A	314 hours so in the 280-359 band	£970
Work placement (28hrs x 8 weeks)	224	Z0007837	Work placement (200 - 499 hours)		£724
Maths (2.5hrs x 8 weeks)	20	50123257	L1 Functional Skills in Mathematics		£724
English (2.5hrs x 8 weeks)	20	60001409	L2 Functional Skills in English		£724
				£2,133	£2,418

Excludes learner and provider specific weightings for disadvantage and area cost

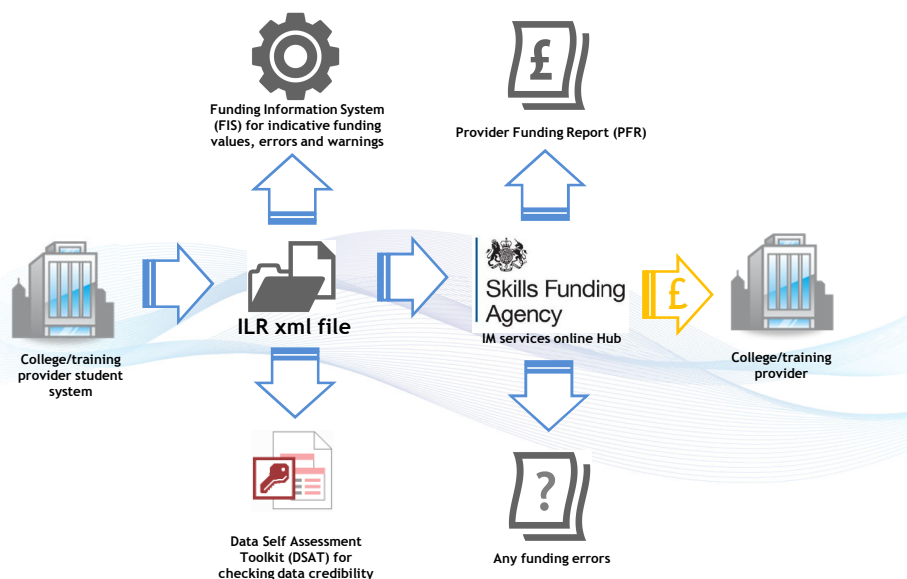
Example traineeship funding 15/16

10 week traineeship but learner already has English and maths

Activity	Total hours	Learning aim	Learning aim title	EFA (16-18) unweighted funding	SFA (19-24) unweighted funding
Induction and work preparation 2 weeks (5hrs x 5 days)	50	Z0003511	Non regulated SFA formula funded provision, Level 1, Preparation for Work, 45 to 68 hrs, PW A	330 hours so in the 280-359 band	£970
Work placement (35hrs x 8 weeks)	280	Z0007837	Work placement (200 - 499 hours)		
				£2,133	£970

Excludes learner and provider specific weightings for disadvantage and area cost

Using FIS other data tools for ILR returns



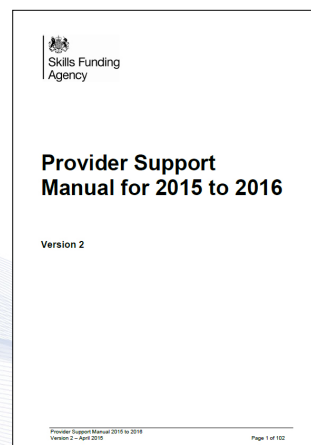
Recording ILR data

Since 2014 to 2015 Traineeships are recorded on the ILR using the same programme structure used for Apprenticeship data.

“For 16 to 18 year old traineeships the work experience aim must be recorded as the core aim (Aim Type = 5). For 19 to 24 year old traineeships the work experience aim must be recorded as a component aim (Aim Type = 3).”

“A destination and progression record must be recorded for all traineeship learners at the end of the programme regardless of whether they have achieved a positive destination or not. Destination and progression data will be used to 2016 to calculate and publish provider level outcomes for traineeships and to apply minimum standards of performance to providers.”

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/423656/ILRProviderSupportManual_2015_16_v2_April2015.pdf



NAS traineeship adverts (handy to see what others are doing!)

The screenshot shows the NAS Apprenticeships and Traineeships website. The top navigation bar includes 'Apprenticeships' and 'Traineeships' logos. The main content area is titled 'Search Result' and displays the following information:

Your Search resulted in **638 adverts** with **1374 vacancies** with an Apprenticeship Type of 'Traineeship'

Advert	Vacancies	Location	Job Role	Closing Date
TRAINEESHIP - Various Sectors: Business Admin, Retail, Joinery with THE WOOD PILE CIC	2	Durham	Traineeship	24/04/2015
A Traineeship is an education and training programme with work experience that is focused on giving young people the skills and experience that employers are looking for. Delivered by Profound Services Ltd				
TRAINEESHIP in Customer Service with Lincoln Toy Library & Workshop Company	1	Lincoln	Traineeship	24/04/2015
An opportunity for someone who wants a career in Customer Service who needs help to develop skills that will prepare you for the workplace, including CV writing, interview techniques, time management, problem solving at work and much more. Delivered by Childrens Links.				
TRAINEESHIP Early Years Assistant with Angels Childcare	4	Lincoln	Traineeship	24/04/2015
An opportunity for someone who wants a career in childcare who need help to develop skills that will prepare you for the workplace, including CV writing, interview techniques, time management, problem solving at work and much more.				

Below the screenshot, the URL <https://apprenticeshipvacancymatchingservice.lsc.gov.uk/navms/Forms/Vacancy/SearchVacancy.aspx> is provided.

