

ILR and systems for levy and non-levy apprenticeships

August 2017 Free wifi password: wifi4077

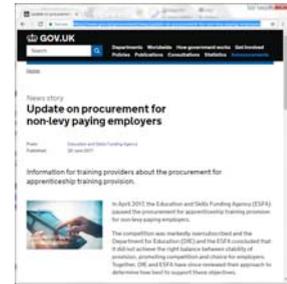
LSECT
LEARNING & SKILLS
EVENTS, CONSULTANCY & TRAINING

Agenda

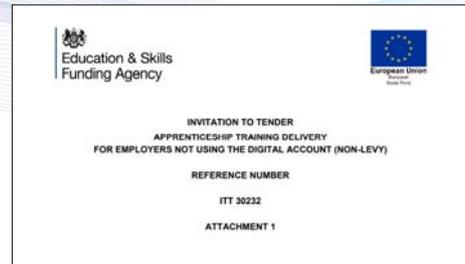
- 10.30 Technical update on how the new apprenticeship funding formula works
- 11:10 In-depth guide to completing the ILR for frameworks and standards
- 12.00 Break for refreshments
- 12.15 Navigating the Digital Apprenticeship System and ESFA double-lock
- 13.00 Break for lunch
- 13.50 Using the funding reports in FIS and the Hub
- 14.40 Compliance and ILR audit for apprenticeships
- 15.30 End

Latest news update first Non-levy tender for allocation

- > Paused tender now scrapped
- > New tender round at end of July for 1 Jan 2018 to 31 March 2019
- > Plan is to get all non-levy employers access to DAS by May 2019
- > If you are not already on RoATP you wont be able to tender
- > Up to £650m available (up from £440m scrapped tender)
- > “contract values are not in any way guaranteed”
- > Deadline for tendering is 4 September 2017
- > Significant new tendering restrictions (see next slide)



<https://www.gov.uk/government/news/update-on-procurement-for-non-levy-paying-employers>



Tender restrictions, to keep volume of bidders down

Provider Class	Tender Cap
New Provider	UKPRN registered entities turnover 2015-2016 financial year multiplied by 1.25 or £750,000; whichever is lower,
Subcontractor	UKPRN registered entities turnover 2015-2016 financial year multiplied by 1.25 or £1.5m; whichever is lower,
Existing Apprenticeship Provider with non-levy historical delivery at or below £1.5m for 2015-2016	UKPRN registered entities turnover 2015-2016 financial year multiplied by 1.25 or £1.5m; whichever is lower,
Existing Apprenticeship Provider with non-levy historical delivery above £1.5m for 2015-2016	UKPRN registered entities 110% of non-levy historical delivery for 2015/2016 funding year (1 st August 2015 – 31 st July 2016), multiplied by 1.25

This means turnover in 15/16 academic year will have needed to have been at least £160k

“Potential Providers should particularly note that, in all cases, the lowest value contract value that the Agency will award for the Initial Contact Period is £200,000. If the award modelling results in a contract value of less than £200,000 for the Initial Contract Period, then the Agency will not make an award to the Potential Provider.”

Technical update on how the new apprenticeship funding formula works



Summary of reform switch:

Apprenticeship starts before May 2017
(dependent on allocation)

590 framework pathways to choose from. Funded using national funding formula and listed rates for 16-18, 19-23 and 24+

160+ standards to choose from. Funded using pilot with negotiated rates but where employer pays 1/3rd

6 April 2017 onwards

Employer payroll value used for levy calculation, first paid to HMRC in early May

Apprenticeship starts from 1 May 2017
(frameworks and standards)

Levied-employers [**ON DAS**]: Negotiated rates and where levy pot runs out then 10% employer contribution. **No allocations and unlimited access to funding**

Non-levied-employers [**NOT ON DAS**]: Negotiated rates with 10% employer contribution. **Allocation needed so access to funding is limited**

Levied employers	Non-levied employers
Definition	
On Digital Apprenticeship System (ACT1)	Not on Digital Apprenticeship System (ACT2)
In theory, annual UK payroll £3m+	In theory, annual UK payroll less than £3m
Levy credit calculated monthly based on 0.5% above £3m payroll for English employees + 10%	Employer relies on finding a provider with available funding allocation
If no levy credit then co-investment model applies where employer pays provider 10%	Co-investment model applies where employer pays provider 10%
No allocations (not even for co-investment) and ESFA pay for English and maths and incentives	Allocation required to fund everything (incl. English and maths and incentives)

Working out if employer should be levied or not

HMRC advice was that if employer payroll was £2.8m or more last year then they should register for paying the levy

The government will not identify which employers are levied. So you will have to do your own homework. Companies House and Charity Commission might be a good place to start.

For example, in etc venues accounts to June 2015 their payroll was £7m (all England)

$(£7m \times 0.005) - £15,000 = £20,000$
 $£20,000 / 12 = £1,667$ monthly tax
 $£1,667 \times 1 \times 1.1 = £1,883$ monthly credit
 $£21,996$ annual levy credit

For example, BBC accounts say in 2015/16 their payroll was £990m (let's assume 80% for England)

$(£990m \times 0.005) - £15,000 = £4,935,000$
 $£4,935,000 / 12 = £411,250$ monthly tax
 $£411,250 \times 0.8 \times 1.1 = £361,900$ monthly credit
 $£4,342,800$ annual levy credit

If their monthly pot runs out they switch to 10% cash contribution in return for 90% SFA funding. Unused levy pots fund non-levied employers plus top-up, incentives, English & maths etc (is the theory)

Funding bands for all starts from 1 May 2017

Number	Band limit
1	£1,500
2	£2,000
3	£2,500
4	£3,000
5	£3,500
6	£4,000
7	£5,000
8	£6,000
9	£9,000
10	£12,000
11	£15,000
12	£18,000
13	£21,000
14	£24,000
15	£27,000



Frameworks



Standards

Every framework pathway and standard is assigned one of 15 funding bands

The value of the band is referred to the upper-limit, and providers may choose to offer the apprenticeship at a lower 'negotiated' rate

For example, accounting framework at level 2 has a band limit of £2,000.

Levied employer	Non-levied employer
From their levy account they pay £2,000 (£133 per month for 12 months and the remaining £404 for completion in month 13)	With no levy account they pay £200 (10%). £13 per month for 12 months and £40 for completion in month 13

However a provider may offer it for £1,800 over 14 months

<https://www.gov.uk/government/publications/apprenticeship-funding-bands>

Other funding factors (not funded by levy credit but would come out of non-levy allocation)

£1,000 employer incentive for 16-18s and 19-24s who have previously been in care or who have a Local Authority Education, Health and Care plan. Paid to employers in two equal instalments at 3 months and 12 months. This will be paid to the provider and must be passed on to the employer within 30 working days

A £1,000 provider incentive for 16-18s and 19-24s who have previously been in care or who have a Local Authority Education, Health and Care plan (plus for one year an extra 20 per cent of the upper limit for frameworks). Paid to providers in two equal instalments at day 90 (3 months) and day 365 (12 months).

No levy or employer contribution for 16-18s and 19-24s who have previously been in care or who have a Local Authority Education, Health and Care plan at employers with fewer than 50 staff

For additional learning support the SFA will pay providers up to £150 a month, plus additional costs based on evidenced need

Additional provider payments for apprentices who live in the top 27% deprived areas. £600 for top 10% of deprived areas, £300 for next 10% range and £200 for the next 7% range

English and maths at level 1 and 2 funded directly by the SFA at £471 for each qualification (no separate funding for ICT)

Some of the key funding rules

Cross-border funding

Applying a single test for funding through the English system: based on **whether the apprentice's main place of employment is England**.

'Workplace' is where the apprentice is expected to spend the majority of their time during their apprenticeship.

Transferring funding

During 2018 we will introduce means for employers to **transfer up to 10% of the levy funds** to another employer with a digital account, or to an ATA.

New employer steering group to design this system so that it meets their needs

Prior qualifications

Now and in the future, you can train any individual to undertake an apprenticeship at a higher level than a qualification they already hold.

From May 2017, an individual can be funded to undertake an apprenticeship at the **same or lower level** to acquire **substantive new skills**

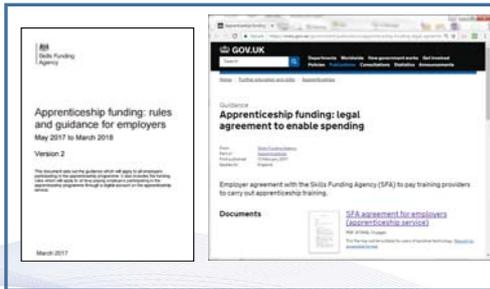
And, there must be "evidence that the apprentice spends at least 20% of their [contracted] time on off-the-job training"

SFA slide

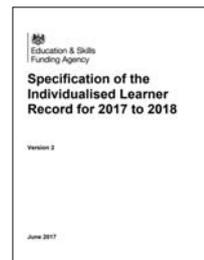
The key documents (for starts from May 2017)



<https://www.gov.uk/government/publications/apprenticeship-funding-and-performance-management-rules-2017-to-2018>



<https://www.gov.uk/government/publications/apprenticeship-funding-legal-agreement-to-enable-spending>



<https://www.gov.uk/government/publications/ilr-specification-validation-rules-and-appendices-2017-to-2018>



Apprenticeship frameworks and standard funding bands from May 2017

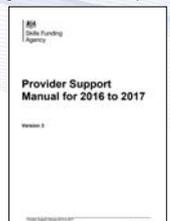
<https://www.gov.uk/government/publications/apprenticeship-funding-bands>



<https://www.gov.uk/government/publications/apprenticeship-technical-funding-guide>



<https://www.gov.uk/government/publications/ilr-guides-and-templates-for-2016-to-2017>



<https://www.gov.uk/government/publications/apprenticeship-service-bulk-upload-specification>

In-depth guide to completing the ILR for frameworks and standards



ILR submissions (Funding model 36)

Funding Model (FM)	Provider type	Return Number													
		R01	R02	R03	R04	R05	R06	R07	R08	R09	R10	R11	R12	R13	R14
		06/09/2017	05/10/2017	06/11/2017	06/12/2017	05/01/2018	06/02/2018	06/03/2018	06/04/2018	04/05/2018	06/06/2018	05/07/2018	06/08/2018	14/09/2018	18/10/2018
Apprenticeships from 1 May 2017 (FM 36)	Grant funded	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
	Contract funded	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
	Main data use	Payments	Payments	Payments	Payments - Achievement rates	Payments	Payments - Allocations	Payments	Payments	Payments	Payments	Payments	Payments - Year-end performance review		Final reconciliation - Achievement rates

Education & Skills Funding Agency
Specification of the Individualised Learner Record for 2017 to 2018
 Version 2
216 pages
 June 2017

<https://www.gov.uk/government/publications/ilr-specification-validation-rules-and-appendices-2017-to-2018>

Key learning delivery fields

- Learning aim reference number
- Aim type
- Funding model
- Programme type
- Framework code
- Apprenticeship pathway
- Apprenticeship standard code
- Learning start date
- Learning planned end date

Skills Funding Agency
Guidance for returning apprenticeships on the ILR from 1 May 2017
 Version 2
34 pages

<https://www.gov.uk/government/publications/ilr-guides-and-templates-for-2016-to-2017>

When you should and should not include/change

“You must record ILR data for learners who have attended one episode of learning. If a learner withdraws within the funding qualifying period, they must still be including in the ILR”

“If the learner withdraws without completing one episode of learning, then they must not be included in the ILR”

“If the learner changes their learning aim during the funding qualifying period, then the learning aim details can be amended on the original ILR record.”

“Any changes to learning aims after the funding qualifying period must be recorded as a withdrawal or transfer.”

Apprenticeship Contract Type and changes

ACT1 for employers on DAS and ACT2 for employers funded from non-levy allocation

“The Apprenticeship contract type (ACT) FAM type must be recorded on all apprenticeship programme aims and English and maths component aims. You must also complete the Date applies from and Date applies to fields. The Date applies from for the first ACT record must be the same as the Learning start date, and the Date applies to should initially be the same as the Learning planned end date.”

Example

- A learner starts their apprenticeship on 1 May 2017 with a planned duration of 13 months, and is employed by a levy paying employer. A Learning Delivery FAM record will be recorded with a FAM type of ACT and FAM code 1, the Date applies from will be recorded as 1 May 2017 and the Date applies to will be 1 June 2018.
- On 4 June 2017, the learner changes employer to a non-levy paying employer, the Date applies to on the existing ACT record is updated to 3 June 2017. A new ACT record is added with FAM code 2, the Date applies from will be recorded as 4 June 2017 and the Date applies to will be 1 June 2018.
- The learner is also taking an English aim as part of their apprenticeship, this aim starts on 5 June 2017 and is planned to finish at the end of the programme. A Learning Delivery FAM record will be recorded on this aim with a FAM type of ACT and FAM code 2, the Date applies from will be recorded as 5 June 2017 and the Date applies to will be 1 June 2018.

What learning aim to use for a standard?

“If no regulated qualifications are undertaken as part of an apprenticeship standard programme, you should record one of the non-regulated learning aims held in the LARS database as the component aim. These non-regulated codes should be taken from Category E of ILR specification Appendix H.”

Search results - (Teaching year 2016/2017)

Type of Learning: Units, Qualifications, Frameworks, Standards

Refine your search: 1-50 of 50 records Show 250 results per page

Learning Aim Ref	Learning Aim Title	NVQ Level V2	Awarding Org	Validity	16-19 EFA
Z0001874	Non regulated provision Level 2, Accounting and Finance	2	NONE	From: LDNS: To: -	01/09/17

Category:
 Class Code Category D: Innovation Code
Class Code Category E: Non Regulated Prov
 Class Code Category F: Non Regulated Provi
 Class Code Category G: Non Regulated Engl

e.g. 50 options at level 2

Making 'reimbursement' to the employer

Example: Apprentice is employed with a non-levy paying employer and withdraws after 6 months

Learning Delivery record						
	Learning start date	Learning planned end date	Learning actual end date	Completion status	Outcome	Withdrawal reason
Programme aim 1	1 May 2017	10 May 2018	20 Nov 2017	3	3	Relevant code
Learning Delivery FAM record						
FAM Type	FAM Code		Date from		Date to	
Source of funding	105		Not returned		Not returned	
Apprenticeship contract type	2		1 May 2017		20 Nov 2017	
Trailblazer Apprenticeship Financial record*						
TBFinType	TBFinCode	Amount	Date	Notes		
TNP	1	12000	1 May 2017	Agreed training price		
TNP	2	3000	1 May 2017	Agreed assessment price		
PMR	1	300	1 May 2017	First employer contribution for the training		
PMR	1	300	1 Aug 2017	Second employer contribution for the training		
PMR	1	300	1 Nov 2017	Third employer contribution for the training		
PMR	3	300	20 Nov 2017	Repayment from the provider to the employer for training not delivered		

*The financial records in the example above are for illustrative purposes only. Refer to the apprenticeship funding rules for requirements regarding employer cash contributions.

Financials

“You must return financial details about each apprenticeship programme in the entity called ‘Trailblazer Apprenticeship Financial Record’. This information is used to calculate funding for the apprentice”

Financial amounts recorded on the ILR do not include the following:

- value added tax (VAT)
- additional payments which may be payable to you or to the employer
- costs of learning support, or
- costs of delivering English and/or maths up to level 2

Example on page 15

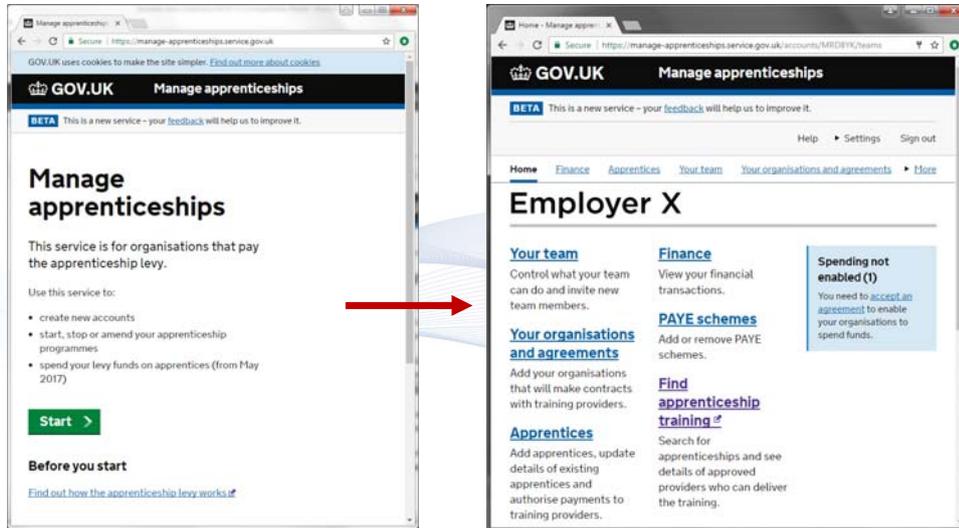
Table 12: Trailblazer apprenticeship financial record (Programme aim only)

Field name	Definition
Trailblazer financial type	Indicates the type of financial information being recorded: <ul style="list-style-type: none"> - TNP identified negotiated price records - PMR identifies payment records
Trailblazer financial code	Identifies the type of TNP or PMR records
Trailblazer financial record date	The date associated with the financial record
Trailblazer financial amount	The amount of money recorded on the financial record. This is the actual amount in pounds (to the nearest whole pound) and is the amount excluding VAT.

Trailblazer financial type	Trailblazer financial code	Description and use	Programme type required for
TNP	1	Total negotiated training cost	All frameworks and standards
TNP	2	Total negotiated assessment cost	Standards only (ProgType = 25)
TNP	3	Residual training cost	All frameworks and standards, if applicable
TNP	4	Residual assessment cost	Standards only (ProgType = 25), if applicable
PMR	1	Payment record of cash contribution paid to you by the employer for training costs	All frameworks and standards, as applicable
PMR	2	Payment record of cash contribution paid to you by the employer for end point assessment costs	Standards only (ProgType = 25), as applicable
PMR	3	Record of reimbursement by you to the employer for training or assessment costs	All frameworks and standards, as applicable

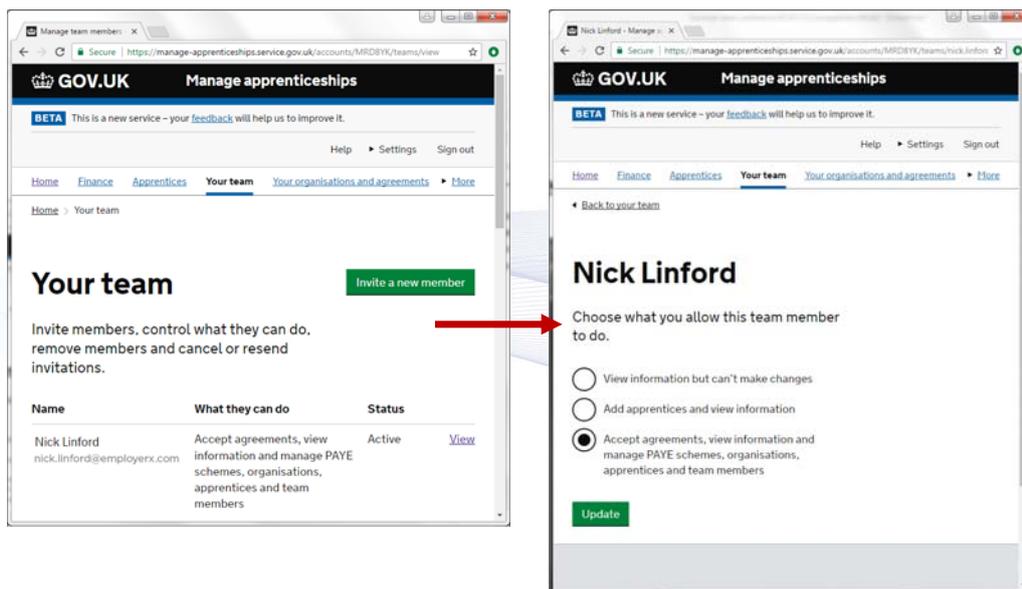
Navigating the Digital Apprenticeship System and ESFA double-lock

DAS for the employer : Home

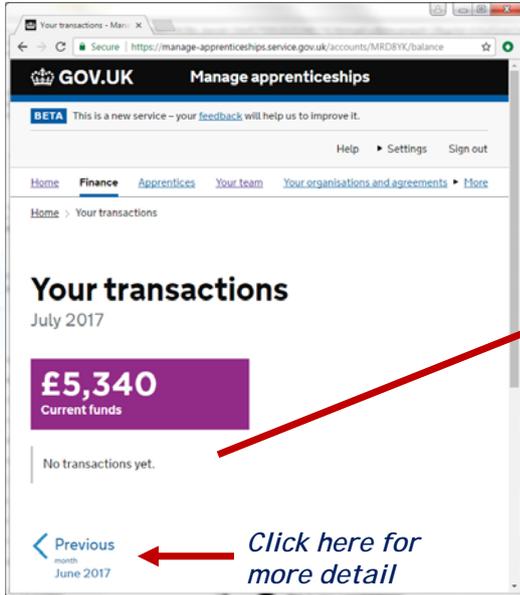


www.manage-apprenticeships.service.gov.uk

DAS for the employer : Your team



DAS for the employer : Finance



Expect it to look like this

View your transactions

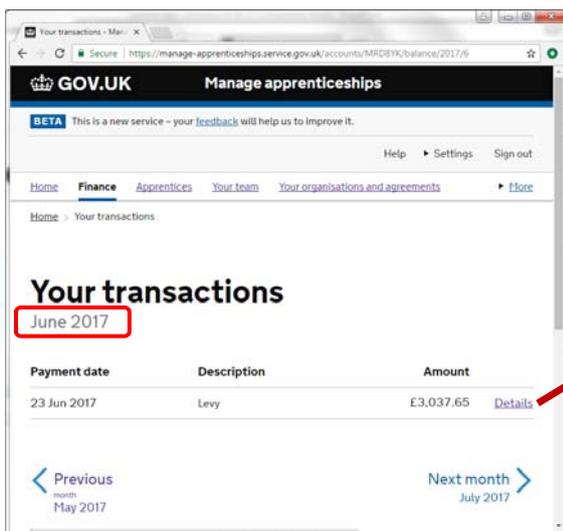
This is your current balance:
£5,340
on 20 August 2018

Levy in and 10% top-up *Levy going out*

Transactions

Date	Description	Credit	Debit	Balance
15 August 2018	Payment to provider Hackney Skills and Training Ltd		£378	£5,340
10 August 2018	Levy credit August 2018 10% bonus payment	£70		£5,719
10 August 2018	Levy credit August 2018	£704		£5,649
08 August 2018	Payment to provider Lots of skills Ltd		£347	£4,945
15 July 2018	Payment to provider Hackney Skills and Training Ltd		£378	£5,290
10 July 2018	Levy credit July 2018 10% bonus payment	£70		£5,671
10 July 2018	Levy credit July 2018	£704		£5,601
09 July 2018	Balance as at 09 July 2018			£4,897

DAS for the employer : Finance



Levy - Manage apprenticeships

BETA This is a new service – your feedback will help us to improve it.

Home Finance Apprentices Your team Your organisations and agreements More

Home > Your transactions > Levy details

Levy

Date 23 June 2017

PAYE scheme	Payroll date	Levy paid to HMRC	English %	10% Top up	Your funds
132/B31245 EMPLOYER X	May 2017	£2,761.65	99.89%	£2,75.86	£3,037.65
					£3,037.65

What is English percentage?

DAS for the employer : Apprentices

The first screenshot shows the 'Manage apprenticeships' dashboard with the 'Apprentices' tab selected. A red arrow points from the 'Add an apprentice' link to the second screenshot.

The second screenshot shows the 'Add an apprentice' form. A red box highlights the text: "know your training provider's UK Provider Reference Number (UKPRN) - your training provider can tell you this". A red arrow points from this box to the third screenshot.

The third screenshot shows the 'Add a note' dialog box with the following content:

Add a note

You're about to send a request to your training provider, asking them to add one or more apprentices.

Once you send it they'll be able to see your request in their online account. Before you send your request, you can add a note to it for your provider to read.

Email optional:
Your request will automatically appear in your provider's account. You can also send a copy of your email to your training contact by email: john@backcountrykite.com

Note (optional):
For example, please add the 25 engineers we agreed on contract #16321: 25 bakery apprentices

DAS for the employer : Your organisations and agreements

The first screenshot shows the 'Your organisations and agreements' page. A table lists the following agreement:

Organisation	Agreement	Spending status
Employer X	Signed by Nick Linford Signed on: 10/05/2017	Spending enabled

A red arrow points from the 'View' link in the table to the second screenshot.

The second screenshot shows the 'Your ESFA agreement' page for Employer X. The details are as follows:

Employer X

Your ESFA agreement

Accepted by: Nick Linford

On behalf of: Employer X

Address: High Street, Greenwich, SE10 8JA

Accepted on: Wednesday, May 10, 2017

Education & Skills Funding Agency

[Save this agreement as a PDF](#)

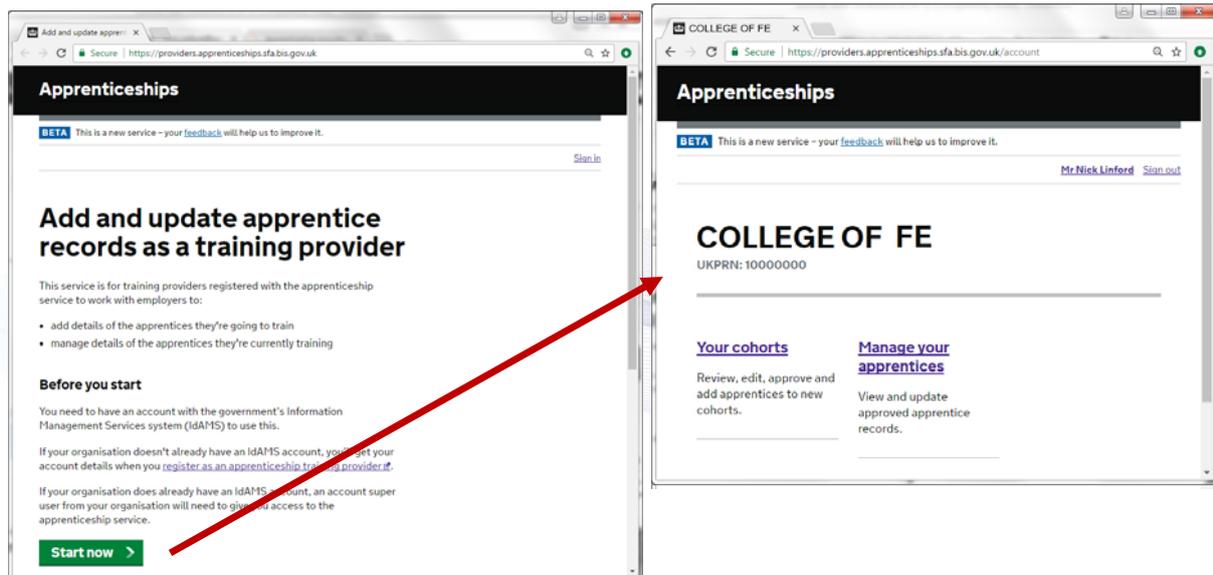
New prioritisation of payments feature

“Employer users with appropriate permissions within the apprenticeship service are able to define the provider priority. This feature becomes active when more than one provider has been added to their account. If the employer changes the provider priority, this change will override the default provider priority.”

“If the employer does not change the priority of the provider, then the default priority order remains”

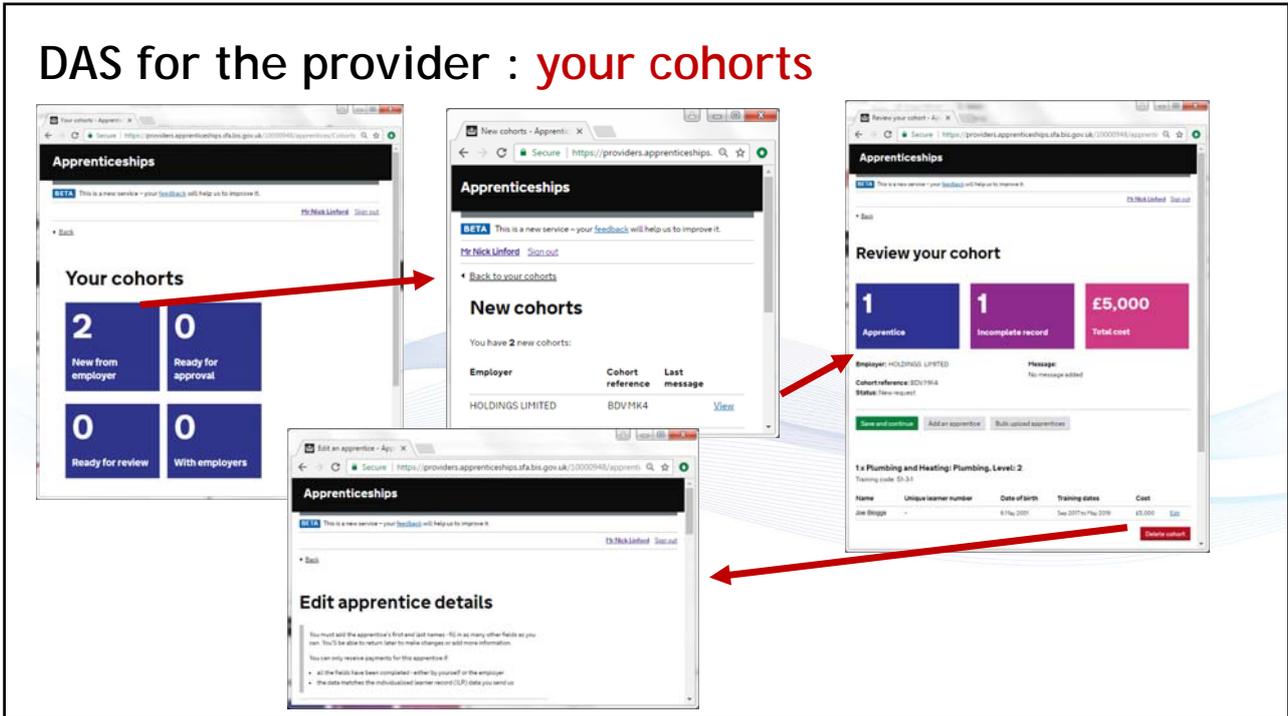
- a. provider, based on the first time an apprenticeship was approved (by both the employer and provider) for that provider, then
- b. the date that the apprenticeship has been approved (by both the employer and provider), where there are multiple apprentices for the same provider, then
- c. Unique Learner Number (ULN) in ascending order where apprentices share the date they were approved in the employer’s account

DAS for the provider : home

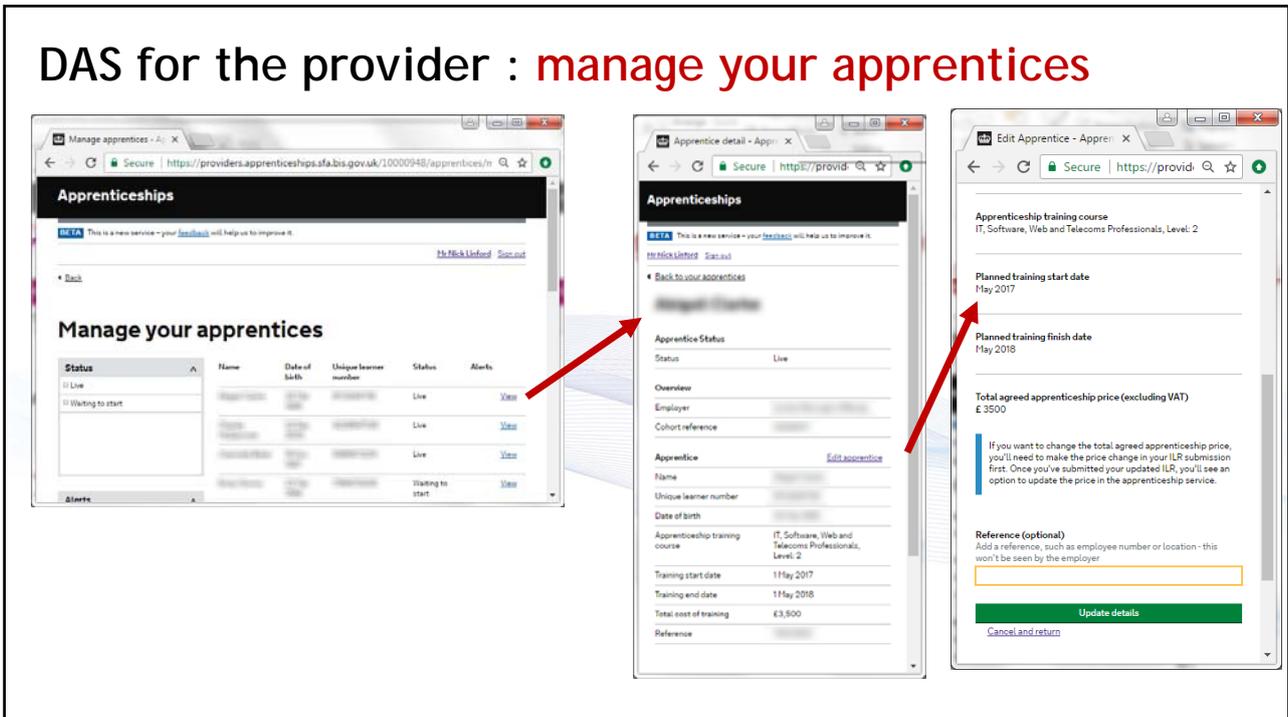


www.providers.apprenticeships.sfa.bis.gov.uk

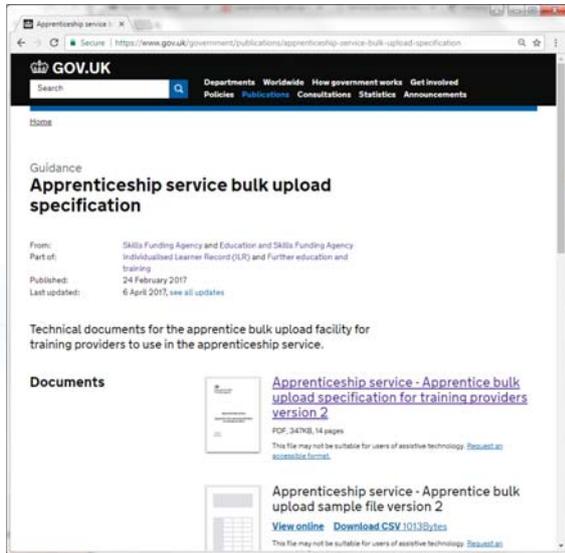
DAS for the provider : **your cohorts**



DAS for the provider : **manage your apprentices**



Bulk uploads into DAS



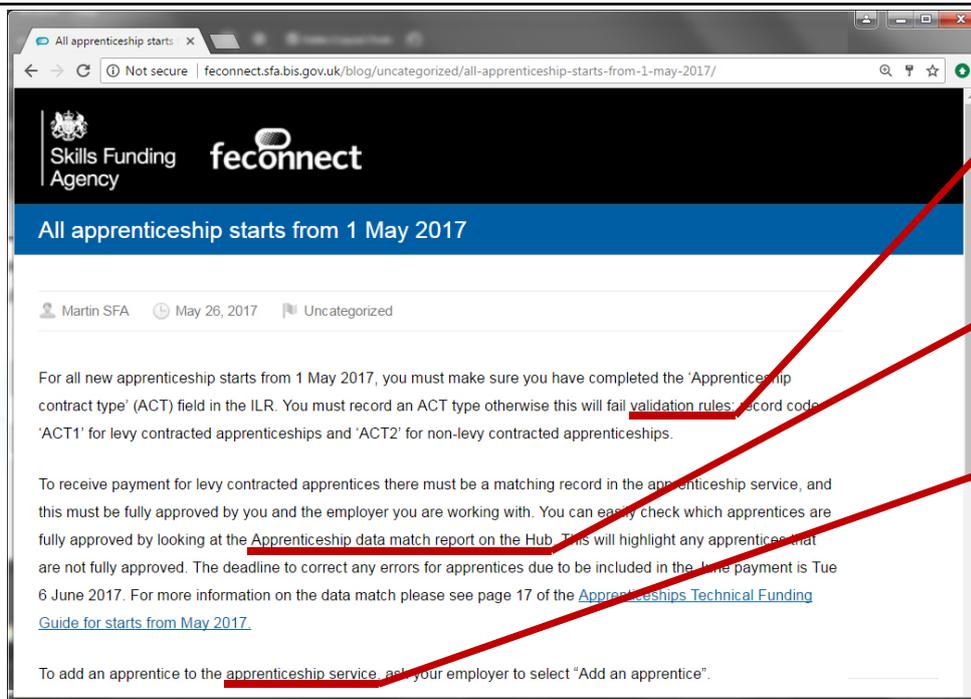
"The apprentice bulk upload will allow you to enter details of apprentices before they start their training. The bulk upload cannot be used to update or amend an apprentice's details once they have been approved and have started their programme."

"The bulk upload file is a comma separated values (CSV) file that you can use to upload the details of several apprentices at the same time to the apprenticeship service."

"In most cases, your management information system should be able to create a CSV file that you can use during the bulk upload process. If your system can't, a bulk upload template file is available to download from within the apprenticeship service."

"Each file you upload will overwrite any apprentice details you've already uploaded to the cohort for that employer. This means that if you wish to add, delete or change any apprentice details before you or the employer approve them, you will need to upload a new file containing all the apprentices again. You cannot upload a file with changes for just a single apprentice."

<https://www.gov.uk/government/publications/apprenticeship-service-bulk-upload-specification>



Rule violation report on Hub

New data match report on Hub

New DAS. One for employer and different and one for the employer

ILR and DAS data matching

The data values used to match are:

- a. an identifying number for the apprentice (the Unique Learner Number)
- b. the provider reference number (UKPRN)
- c. the apprenticeship framework or standard references, consisting of:
 - i. the apprenticeship code from our Learning Aims Reference Service
 - ii. the programme level (for frameworks only)
 - iii. the framework pathway (for frameworks only)
- d. the total negotiated price
- e. an additional check to ensure that the start date on the ILR is not before the start of the record on the employer's account
- f. the 'Trailblazer financial record date' on the ILR (renamed to 'Apprenticeship financial record date' in ILR returns for the 2017 to 2018 year)

Apprenticeship Data Match Report (in Hub)

"The Data Match report highlights any inconsistencies between the ILR data and the Apprenticeship Service. These errors will result in no payments for these learners unless corrected. Please allow any changes on the Apprenticeship Service one hour to feed through. You will be required to resubmit your ILR on the Hub afterwards, as always we recommend that you submit your data as early as possible."

"Please ensure you always check Data Match Reports after each submission for any Apprenticeship starts after 1 May 2017 as the status bar may not indicate when errors are picked up by this report."

Learner reference number	Aim sequence number	Rule name	Description	ILR value	Apprenticeship service value
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Using the funding reports in FIS and the Hub



Rule Violation Summary Report OFFICIAL - SENSITIVE

Provider : COLLEGE OF FE Year : 2016/17
 UKPRN : 10000000
 ILR File : ILR-10000000-1617-20170606-092011-01.xml

Summary Report

Total Number of Errors	0	Total Number of Warnings	0
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Learner Summary

Total Learner Count	0	Number of Learners with Warnings Only	0
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Total Number of Fully Valid Learners	0	Total Number of Invalid Learners	0
of which are:		of which are:	
Apprenticeships (from May 2017) Learners	0	Apprenticeships (from May 2017) Learners	0
16-19 EFA Funded Learners	0	16-19 EFA Funded Learners	0
Adult Skills Funded Learners	0	Adult Skills Funded Learners	0
Community Learning Funded Learners	0	Community Learning Funded Learners	0
ESF Funded Learners	0	ESF Funded Learners	0
Other Skills Funding Agency Funded Learners	0	Other Skills Funding Agency Funded Learners	0
Other EFA Funded Learners	0	Other EFA Funded Learners	0
No Skills Funding Agency or EFA Funded Learners	0	No Skills Funding Agency or EFA Funded Learners	0

Learning Delivery Summary

Total Learning Delivery Count	0		
of which are:			
Apprenticeships (from May 2017) Learning Delivery Count	0	Adult Skills Learning Delivery Count	0
16-19 EFA Learning Delivery Count	0	ESF Co-Financed Learning Delivery Count	0
Community Learning Delivery Count	0	Other Skills Funding Agency Funded Learning Delivery Count	0
Other EFA Funded Learning Delivery Count	0		
No Skills Funding Agency or EFA Funded Learning Delivery Count	0		
of which are 24+ Advanced Learning Loans Learning Deliveries	0		

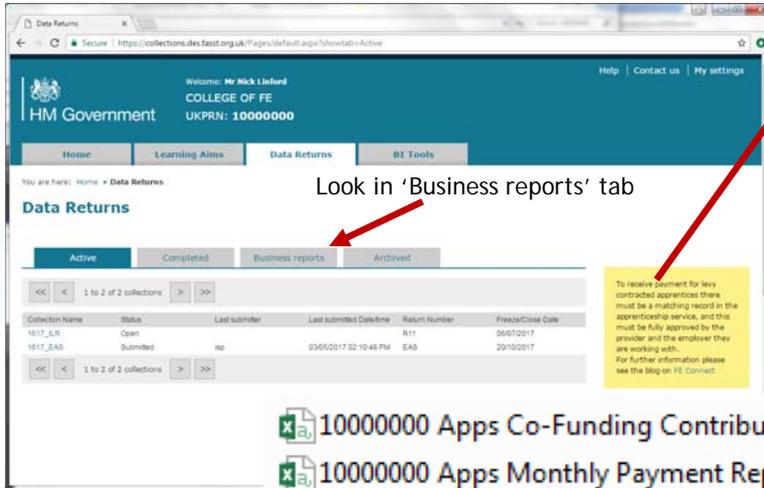
Error and warning report on Hub and FIS

This important report now includes a learner count for apprentice starts from May 2017

You should check this report first, to see if the number of from May apprenticeship starts is as you would expect

The version of this report from the Hub is more accurate and complete than the version from FIS

There are three DAS report via Hub



To receive payment for levy contracted apprentices there must be a matching record in the apprenticeship service, and this must be fully approved by the provider and the employer they are working with. For further information please see the blog on FE Connect

Latest Reports

DAS Period End Reports Final
07/06/2017 3:49:48 PM

- 10000000 Apps Co-Funding Contributions Report
- 10000000 Apps Monthly Payment Report
- 10000000 R10 Apprenticeship Data Match Report

Specific technical funding guidance for starts from May



The ILR data values we will use to match with the DAS includes:

“the 'Trailblazer financial record date' on the ILR. This should be on or after the start of the matching record on the employer's account. Where a change of circumstances occurs, this must be recorded in the apprenticeship service and the latest 'Trailblazer financial record date' should be recorded on or after this date and within the same calendar month in the ILR.” SEE NEXT SLIDE

Also - timing of different funding is complex

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Apprenticeship instalments	X	X	X	X	X	X	X	X	X	X	X	X	
Apprenticeship completion													X
Framework uplift instalments	X	X	X	X	X	X	X	X	X	X	X	X	
Framework uplift completion													X
Additional payments			X									X	
English instalments		X	X	X	X								
Maths instalments						X	X	X	X				

<https://www.gov.uk/government/publications/apprenticeship-technical-funding-guide>

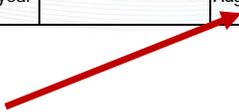
Apps Co-funding Contributions Report (1 of 1)

Report columns in MS Excel

Learner reference number	Unique learner number	Aim sequence number	Learning aim reference	Learning aim title	Learning delivery funding and monitoring type - apprenticeship contract type	Learning delivery funding and monitoring type - ACT date applies from (earliest)
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Learning delivery funding and monitoring type - ACT date applies to (latest)	Employer identifier (ERN) at start of learning	Employer name from apprenticeship service at start of learning	Total employer contribution collected (PMR) in this funding year	Total co-investment (below band upper limit) due from employer in this funding year	Percentage of co-investment collected in this funding year	Co-investment (below band upper limit) due from employer for August (R01)
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This column is repeated for each month until R14



Apps Monthly payment report (1 of 4)

322 columns in total!

Report columns in MS Excel

Learner reference number	Unique learner number	Date of birth	Postcode	Provider specified learner monitoring (A)	Provider specified learner monitoring (B)	Aim sequence number	Learning aim reference	Learning aim title	Software supplier aim identifier
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LARS 16-18 additional payments - employer	LARS 16-18 additional payments - provider	LARS 16-18 framework uplift	Notional NVQ level	Standard notional end level	Tier 2 sector subject area	Programme type	Standard code	Framework code	Apprenticeship pathway
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Aim type	Common component code	Funding model	Original learning start date	Learning start date	Learning planned end date	Completion status	Learning actual end date	Outcome
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Apps Monthly payment report (2 of 4)

Report columns in MS Excel

Learning delivery funding and monitoring type – source of funding	Learning delivery funding and monitoring type – learning support funding	Learning delivery funding and monitoring type - LSF date applies from (earliest)	Learning delivery funding and monitoring type - LSF date applies to (latest)	Learning delivery funding and monitoring type – learning delivery monitoring (A)	Learning delivery funding and monitoring type – learning delivery monitoring (B)	Learning delivery funding and monitoring type – learning delivery monitoring (C)	Learning delivery funding and monitoring type – learning delivery monitoring (D)
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Learning delivery funding and monitoring type – restart indicator	Provider specified delivery monitoring (A)	Provider specified delivery monitoring (B)	Provider specified delivery monitoring (C)	Provider specified delivery monitoring (D)	Planned number of on programme instalments for aim	Sub contracted or partnership UKPRN	Delivery location postcode
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Apps Monthly payment report (3 of 4)

Report columns in MS Excel

Employer identifier (ERN) at start of learning	Employer name from apprenticeship service at start of learning	Employment status	Employment status date	Employment status monitoring - small employer	Price episode start date	Price episode actual end date	Price episode funding line type	Total price applicable to this episode
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Funding band upper limit	Price amount above funding band limit	Price amount remaining (with upper limit applied) at start of this episode	Completion element (potential or actual earned cash)	Total employer contribution collected (PMR) in this funding year	Total co-investment (below band upper limit) due from employer in this funding year	Percentage of co-investment collected in this funding year	Learning delivery funding and monitoring type – apprenticeship contract type	Learning delivery funding and monitoring type – ACT date applies from	Learning delivery funding and monitoring type – ACT date applies to
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Apps Monthly payment report (4 of 4)

Report columns in MS Excel - **all these also shown monthly from R01 to R14**

Total on programme earned cash	Total balancing payment earned cash	Total aim completion earned cash	Total training and assessment earned (excluding English and maths)	Total levy payments	Total co-investment payments	Total co-investment (below band upper limit) due from employer	Total learning support earned cash
Total English and maths on programme earned cash	Total English and maths balancing payment earned cash	Total disadvantage earned cash	Total 16-18 additional payments for employers	Total 16-18 additional payments for providers	Total 16-18 framework uplift on programme payment	Total 16-18 framework uplift balancing payment	Total 16-18 framework uplift completion payment
Total 16-18 framework uplift completion payment	Total earnings for learning support, English and maths, and additional payments	Total payments for learning support, English and maths, and additional payments	Total payments				

Funding Summary Report in the Hub

(in Business Report section, look for zipped file for relevant return)

Levy Contracted Apprenticeships Budget for starts on or after 1 May 2017		Non-Levy Contracted Apprenticeships Budget for starts on or after 1 May 2017	
16-18 Levy Contracted Apprenticeships	Aug	16-18 Non-Levy Contracted Apprenticeships	Aug
ILR 16-18 Levy Contracted Apprenticeships Programme Aim Indicative Earnings (£)	0.00	ILR 16-18 Non-Levy Contracted Apprenticeships Programme Aim Indicative Earnings (£)	0.00
ILR 16-18 Levy Contracted Apprenticeships Maths and English Programme Funding (£)	0.00	ILR 16-18 Non-Levy Contracted Apprenticeships Maths and English Programme Funding (£)	0.00
ILR 16-18 Levy Contracted Apprenticeships Framework Uplift (£)	0.00	ILR 16-18 Non-Levy Contracted Apprenticeships Framework Uplift (£)	0.00
ILR 16-18 Levy Contracted Apprenticeships Disadvantage Payments (£)	0.00	ILR 16-18 Non-Levy Contracted Apprenticeships Disadvantage Payments (£)	0.00
ILR 16-18 Levy Contracted Apprenticeships Additional Payments for Providers (£)	0.00	ILR 16-18 Non-Levy Contracted Apprenticeships Additional Payments for Providers (£)	0.00
ILR 16-18 Levy Contracted Apprenticeships Additional Payments for Employers (£)	0.00	ILR 16-18 Non-Levy Contracted Apprenticeships Additional Payments for Employers (£)	0.00
ILR 16-18 Levy Contracted Apprenticeships Learning Support (£)	0.00	ILR 16-18 Non-Levy Contracted Apprenticeships Learning Support (£)	0.00
ILR Total 16-18 Levy Contracted Apprenticeships (£)	0.00	ILR Total 16-18 Non-Levy Contracted Apprenticeships (£)	0.00
Adult Levy Contracted Apprenticeships	Aug	Adult Non-Levy Contracted Apprenticeships	Aug
ILR Adult Levy Contracted Apprenticeships Programme Aim Indicative Earnings (£)	0.00	ILR Adult Non-Levy Contracted Apprenticeships Programme Aim Indicative Earnings (£)	0.00
ILR Adult Levy Contracted Apprenticeships Maths and English Programme Funding (£)	0.00	ILR Adult Non-Levy Contracted Apprenticeships Maths and English Programme Funding (£)	0.00
ILR Adult Levy Contracted Apprenticeships Framework Uplift (£)	0.00	ILR Adult Non-Levy Contracted Apprenticeships Framework Uplift (£)	0.00
ILR Adult Levy Contracted Apprenticeships Disadvantage Payments (£)	0.00	ILR Adult Non-Levy Contracted Apprenticeships Disadvantage Payments (£)	0.00
ILR Adult Levy Contracted Apprenticeships Additional Payments for Providers (£)	0.00	ILR Adult Non-Levy Contracted Apprenticeships Additional Payments for Providers (£)	0.00
ILR Adult Levy Contracted Apprenticeships Additional Payments for Employers (£)	0.00	ILR Adult Non-Levy Contracted Apprenticeships Additional Payments for Employers (£)	0.00
ILR Adult Levy Contracted Apprenticeships Learning Support (£)	0.00	ILR Adult Non-Levy Contracted Apprenticeships Learning Support (£)	0.00
ILR Total Adult Levy Contracted Apprenticeships (£)	0.00	ILR Total Adult Non-Levy Contracted Apprenticeships (£)	0.00
Total Levy Contracted Apprenticeships Budget for starts on or after 1 May 2017 (£)	0.00	Total Non-Levy Contracted Apprenticeships Budget for starts on or after 1 May 2017 (£)	0.00
Total Levy Contracted Apprenticeships Budget Cumulative for starts on or after 1 May 2017 (£)	0.00	Total Non-Levy Contracted Apprenticeships Budget Cumulative for starts on or after 1 May 2017 (£)	0.00

The future for FIS?

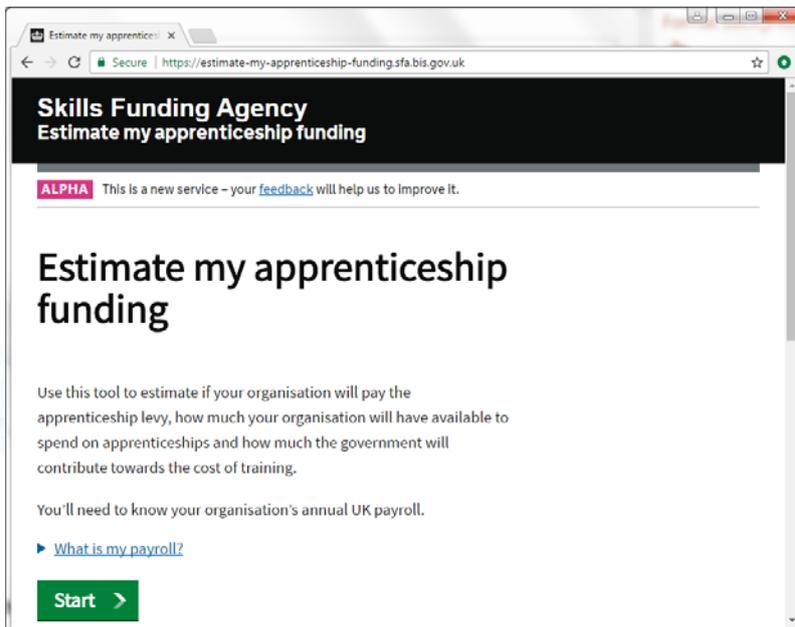
FIS is less reliable than the Hub

But it does allow for an database export for use in PDSAT



<https://hub.fasst.org.uk/Pages/fis.aspx>

<https://www.gov.uk/government/publications/ilr-data-check-that-it-meets-standards-and-quality-requirements>



<https://estimate-my-apprenticeship-funding.sfa.bis.gov.uk/>

FAS advanced demo

Skills Town College URL

Skills Town College login

Skills Town College text on About and Contact page

Rates set by Skills Town College

Durations set by Skills Town College

Only frameworks and standards Skills Town offer

The screenshot shows the FAS Home page for Skills Town College. The URL in the browser is <http://fas.report/skillstown-fas>. The page features the Skills Town College logo and navigation links. A 'Skills Town College login' button is visible. The 'Basic Information' section includes fields for 'Payroll (UK)*', 'Approx. % of employees living in England?', and 'Less than 50 staff'. Below this is the 'Add Apprenticeship' section, which has a dropdown menu for selecting an apprenticeship framework. The dropdown list includes various roles and levels such as 'Business and Administration (F) - Level 2 - Sector: Administration', 'Customer Service (F) - Level 2 - Sector: Administration', and 'Team Leader/Supervisor (S) - Level 3 - Sector: Leadership & Management'. Annotations with green arrows point to the URL, the login button, the 'About' and 'Contact' links, the dropdown menu, and the 'Rates' and 'Durations' fields.

<http://fas.report/skillstown-fas>
Full free version: www.fas.report

Compliance and ILR audit for apprenticeships

LSECT
LEARNING & SKILLS
EVENTS, CONSULTANCY & TRAINING

Rules and evidence requirements



<https://www.gov.uk/government/publications/apprenticeship-funding-and-performance-management-rules-2017-to-2018>

New DSAT reports for you and the auditor

Report ID	Report Name	Record Count
<input type="checkbox"/> 17S-204	19+ apprenticeships minimum duration exceptions	0
<input type="checkbox"/> 17S-205	Apprentices and trainees with co-funding	0
<input type="checkbox"/> 17S-206	Employment status exceptions	0
<input type="checkbox"/> 17S-207	Withdrawals with no refunds	0
<input type="checkbox"/> 17S-208	Apprentices that commence a standard after a framework	0
<input type="checkbox"/> 17S-209	Apprentices undertaking level 1 or below in maths and/or English within an apprenticeship	0
<input checked="" type="checkbox"/> 17S-210	Negotiated prices as a proportion of funding band maxima	0
<input checked="" type="checkbox"/> 17S-211	Apprentices funded for English and/or maths within the adult education budget	0
<input checked="" type="checkbox"/> 17S-212	Apprentices withdrawing from the programme soon after attracting an additional payment	0
<input checked="" type="checkbox"/> 17S-213	Apprentices that withdraw from existing programmes and restart in funding model 36	0
<input checked="" type="checkbox"/> 17S-214	Recording co-investment payments	0
<input type="checkbox"/> 17S-301	Traineeships with incorrect or no work placement aims	0
<input type="checkbox"/> 17S-302	Traineeships with no work preparation aims	0
<input type="checkbox"/> 17S-303	Trainees that have already completed a traineeship or achieved an apprenticeship	0
<input type="checkbox"/> 17S-304	Traineeships with flexible elements but no core aims	0
<input type="checkbox"/> 17S-401	Employment outcome	0
<input type="checkbox"/> 17S-402	Enrolments on level 2 entitlement aims after achieving a full level 2 or higher	0
<input type="checkbox"/> 17S-403	Enrolments on level 3 entitlement aims after achieving a full level 3 or higher	0

<https://www.gov.uk/government/publications/ilr-data-check-that-it-meets-standards-and-quality-requirements>

New DSAT reports for you and the auditor Sampler

The screenshot displays the PDSAT 17 software interface. On the left, a sidebar contains navigation options: Returns, Reports, Favourites, Annotations, Sampler, and Settings. The main window is titled 'Sampler' and 'COLLEGE'. It features a 'Current Return' dropdown menu set to 'FIS-1000000 -1617-20170606-092011' and a 'Funding Period' dropdown set to '10'. Below these are two columns: 'Populations' and 'Number of Learners'. The 'Populations' column lists various categories such as 'SFA funded mainstream provision', 'Apprenticeships (from May 2017)', 'Advanced Learner Loans & Loans Bursary Fund', and 'SFA funded 16 to 19 provision'. The 'Apprenticeships (from May 2017)' row is highlighted with a red rectangular box. The 'Number of Learners' and 'Sample Size' columns are currently empty.

<https://www.gov.uk/government/publications/ilr-data-check-that-it-meets-standards-and-quality-requirements>

New audit working papers (D14)

The screenshot shows an Excel spreadsheet titled 'New apprenticeships working papers 2016 to 2017 [Read-Only] - Excel'. The spreadsheet is organized into columns: 'Transaction no.', 'Learner reference number', 'Learner name (Family name & Given names)', 'Actual earnings: non-levy paying employer (YTD)', 'Test', 'No: 0', and 'Test satisfied Yes/No'. The 'Test' column contains a list of 9 questions related to ESFA funding eligibility and documentation. The 'Test satisfied Yes/No' column contains '0' for all tests, and the 'No: 0' column contains '0' for all tests. The spreadsheet is displayed in a grid view with row numbers 1 through 26 visible on the left side.

New audit working papers (D14)

No	Test	Issue	Critical factor	References (see below for key)
1	Does evidence exist to confirm that the learner is eligible for ESFA funding?	i) Eligibility for funding	The learner satisfies the ESFA's eligibility criteria.	APPTP: P53 to P65, Annex A APPEP: EP53 to EP65, Annex A
2	Are the learner and employer eligible and has the programme been correctly identified and coded?	i) Age	Apprentices must be aged 15 or over and have legally left school.	APPTP: P54.1 APPEP: EP54.1
		ii) Employed status	Apprentices must be employed (except those that satisfy the conditions for redundancy).	APPTP: P27, P28, P33, P211.15 APPEP: EP28, EP29, EP34, EP188.19
		iii) Employment hours	Employers must confirm the hours worked per week or the agreed average weekly hours, including time spent on off-the-job training. All apprenticeship activity must be within normal working hours.	APPTP: P42 to P45 APPEP: EP43 to EP46
		iv) Apprenticeship training agencies (ATAs)	Only recognised ATAs can directly employ apprentices only to deliver an apprenticeship.	APPTP: P73 to P77

New audit working papers (D14)

3	Is the programme as designed eligible for funding and is the correct funding being claimed?	i) Negotiated price	Funds within the employers digital account or government employer co-investment are used for funding evidenced eligible costs and activities within the agreed price, including any subcontracted delivery of training and on-programme assessment, up to the band maximum, and for training and end-point assessment (required for apprenticeship standards) as recorded in the written agreement.	APPTP: P82 to P85, P156, P157, P211.1 APPEP: EP75, EP132 to EP142 APPTFG: 12, 13
		ii) English and maths	Learners must be enrolled on, study and take the test for level 2 English and/or maths where they have not already achieved this level of English and/or maths prior to starting, unless they are assessed as needing to study level 1 or below first.	APPTP: P100 to P108 APPEP: EP84 to EP93
		iii) Recognition of prior learning	Any prior learning towards a regulated or accredited qualification is taken into account when assessing the learner and determining the price. For an apprentice undertaking the same level or lower level of qualification, the content of the training must be materially different.	APPTP: P156.1 APPEP: EP136.3
		iv) Apprenticeship grants for employers (16 to 24)	Where a learner and its employer is identified in the ILR as qualifying for funding under AGE 16 to 24, providers are required to retain evidence collected to demonstrate learner and employer eligibility for AGE 16 to 24.	APPTP: Annex E
		v) Duplication of funding or learning	Any duplication or overlap in learning aim content (including provision funded through another source) and repetition of learning already carried out to achieve a qualification is considered when establishing whether a learning aim can be funded as part of an apprenticeship and determining the price.	APPTP: P36, P82.11 APPEP: EP37, EP136.3
		vi) Apprenticeship duration	The apprenticeship must satisfy the minimum duration requirements, both planned and actual. The minimum duration must be extended (pro rata) if the apprentice works fewer than 30 hours per week.	APPTP: P39 to P44, P51, P52, P119 APPEP: EP40 to EP52
		vii) Planned duration for part-time programme	The planned duration of the programme has been extended accordingly to account for the learner's part-time or zero hour contracts.	APPTP: P45 to P50 APPEP: EP47 to EP51
		viii) Delivery location	Apprentices must spend at least 50% of their working hours in England over the duration of their apprenticeship.	APPTP: P54.6 APPEP: EP54.6
		ix) Distance learning	Apprenticeship funding must not be used for off-the-job training that is delivered only by distance learning.	APPTP: P82.5 APPEP: EP75.5
		x) Breaks in learning	The ILR must be correctly updated to reflect a break in learning, as evidenced in the evidence pack.	APPTP: P189, P194 to P199 APPEP: EP174 to EP178
		xi) Off-the-job training	The evidence pack must contain details of how the 20% off the job training will be quantified and delivered.	APPTP: P31, P32.4.3, P34.3, P211.2, P211.4 APPEP: EP32, EP33, EP35.3, EP188.2, EP188.24, EP188.26

New audit working papers (D14)

4	Does learner documentation meet the minimum requirements outlined in the funding rules and agree to underlying data?	i) ILR consistent with evidence pack	Government contributions (including additional payments) are driven by the underlying ILR data which must agree with information confirmed by the learner in the evidence pack. This includes the correct recording of the data fields used to match with Apprenticeship Service for funding purposes.	APPTP: P214, P215 APPEP: EP132 to EP136, EP191, EP192 SILR
		ii) Written agreement and commitment statement	Government co-payments cannot be claimed without a copy of the written agreement between the provider and employer and the commitment statement agreed by the apprentice, provider and employer, both fulfilling the minimum requirements of the funding rules.	APPTP: P37, P38, P183 to P185 APPEP: EP38, EP39, EP163 to EP165
		iii) Subcontracted provision	Provision delivered by a subcontractor, as recorded in the evidence pack, must be accurately reflected in the ILR.	APPTP: P142.2 APPEP: EP123.2
5	Is the learner eligible for learning support funding and is there evidence of delivery of learning support?	i) Eligible for learning support	Learning support claimed through the ILR is supported by an assessment and there is a planned programme of support included in the learning agreement.	APPTP: P66 to P72 APPEP: EP65 to EP70
		ii) Delivery of learning support	Learning support claimed through the ILR is supported by evidence of delivery of the planned programme of support included in the learning agreement.	APPTP: P66 to P72 APPEP: EP65 to EP70
6	Is the learner's programme and the learner's participation as recorded on the ILR consistent with the underlying records?	i) Learning start date	Funding can be claimed only from the date on which learning activity directly related to the apprenticeship, or learning aim (for English/maths), begins and can be evidenced.	APPTP: P82.1, Glossary APPEP: EP75.1, Glossary
		ii) Learning activity	The learner's continued participation in learning (including English and maths) is confirmed by evidence of learning activity from the start date of each aim up to the learning actual end date or to date, as applicable.	APPTP: P187, P211.22 APPEP: EP167, EP188.15
		iii) Learning aim achievement	The achievement of a component aim is correctly recorded in the ILR field <i>Outcome</i> and is supported by evidence of achievement from the awarding organisation.	APPTP: P187.3, P211.23 APPEP: EP167.3, EP188.6

New audit working papers (D14)

4	Does learner documentation meet the minimum requirements outlined in the funding rules and agree to underlying data?	i) ILR consistent with evidence pack	Government contributions (including additional payments) are driven by the underlying ILR data which must agree with information confirmed by the learner in the evidence pack. This includes the correct recording of the data fields used to match with Apprenticeship Service for funding purposes.	APPTP: P214, P215 APPEP: EP132 to EP136, EP191, EP192 SILR
		ii) Written agreement and commitment statement	Government co-payments cannot be claimed without a copy of the written agreement between the provider and employer and the commitment statement agreed by the apprentice, provider and employer, both fulfilling the minimum requirements of the funding rules.	APPTP: P37, P38, P183 to P185 APPEP: EP38, EP39, EP163 to EP165
		iii) Subcontracted provision	Provision delivered by a subcontractor, as recorded in the evidence pack, must be accurately reflected in the ILR.	APPTP: P142.2 APPEP: EP123.2
5	Is the learner eligible for learning support funding and is there evidence of delivery of learning support?	i) Eligible for learning support	Learning support claimed through the ILR is supported by an assessment and there is a planned programme of support included in the learning agreement.	APPTP: P66 to P72 APPEP: EP65 to EP70
		ii) Delivery of learning support	Learning support claimed through the ILR is supported by evidence of delivery of the planned programme of support included in the learning agreement.	APPTP: P66 to P72 APPEP: EP65 to EP70
6	Is the learner's programme and the learner's participation as recorded on the ILR consistent with the underlying records?	i) Learning start date	Funding can be claimed only from the date on which learning activity directly related to the apprenticeship, or learning aim (for English/maths), begins and can be evidenced.	APPTP: P82.1, Glossary APPEP: EP75.1, Glossary
		ii) Learning activity	The learner's continued participation in learning (including English and maths) is confirmed by evidence of learning activity from the start date of each aim up to the learning actual end date or to date, as applicable.	APPTP: P187, P211.22 APPEP: EP167, EP188.15
		iii) Learning aim achievement	The achievement of a component aim is correctly recorded in the ILR field <i>Outcome</i> and is supported by evidence of achievement from the awarding organisation.	APPTP: P187.3, P211.23 APPEP: EP167.3, EP188.6

New audit working papers (D14)

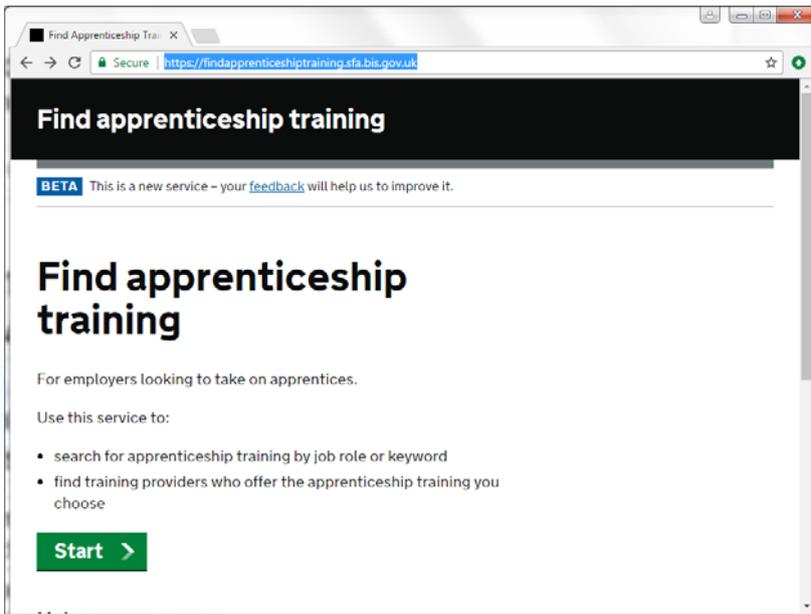
4	Does learner documentation meet the minimum requirements outlined in the funding rules and agree to underlying data?	i) ILR consistent with evidence pack	Government contributions (including additional payments) are driven by the underlying ILR data which must agree with information confirmed by the learner in the evidence pack. This includes the correct recording of the data fields used to match with Apprenticeship Service for funding purposes.	APPTP: P214, P215 APPEP: EP132 to EP136, EP191, EP192 SILR
		ii) Written agreement and commitment statement	Government co-payments cannot be claimed without a copy of the written agreement between the provider and employer and the commitment statement agreed by the apprentice, provider and employer, both fulfilling the minimum requirements of the funding rules.	APPTP: P37, P38, P183 to P185 APPEP: EP38, EP39, EP163 to EP165
		iii) Subcontracted provision	Provision delivered by a subcontractor, as recorded in the evidence pack, must be accurately reflected in the ILR.	APPTP: P142.2 APPEP: EP123.2
5	Is the learner eligible for learning support funding and is there evidence of delivery of learning support?	i) Eligible for learning support	Learning support claimed through the ILR is supported by an assessment and there is a planned programme of support included in the learning agreement.	APPTP: P66 to P72 APPEP: EP65 to EP70
		ii) Delivery of learning support	Learning support claimed through the ILR is supported by evidence of delivery of the planned programme of support included in the learning agreement.	APPTP: P66 to P72 APPEP: EP65 to EP70
6	Is the learner's programme and the learner's participation as recorded on the ILR consistent with the underlying records?	i) Learning start date	Funding can be claimed only from the date on which learning activity directly related to the apprenticeship, or learning aim (for English/maths), begins and can be evidenced.	APPTP: P82.1, Glossary APPEP: EP75.1, Glossary
		ii) Learning activity	The learner's continued participation in learning (including English and maths) is confirmed by evidence of learning activity from the start date of each aim up to the learning actual end date or to date, as applicable.	APPTP: P187, P211.22 APPEP: EP167, EP188.15
		iii) Learning aim achievement	The achievement of a component aim is correctly recorded in the ILR field <i>Outcome</i> and is supported by evidence of achievement from the awarding organisation.	APPTP: P187.3, P211.23 APPEP: EP167.3, EP188.6

New audit working papers (D14)

7	Where the learner completes, leaves or transfers from the programme, does the learning actual end date recorded on the ILR agree with underlying records?	i) Learning actual end date	The learning actual end date recorded in the ILR reflects the last date that there is evidence of learning activity for any part of the standard, except where a learning aim has been completed at an earlier date and recorded as such.	APPTP: P188 APPEP: EP168 SILR: <i>Learning actual end date</i> field in <i>Learning Delivery</i> entity
		ii) Transfers	The learner has transferred to a different programme or learning aim and the correct learning actual end date, withdrawal reason and subsequent start date for the new standard have been accurately recorded in the ILR.	GAPPILR: 5.7.2
8	Where the employer or training provider are required to make payments, does evidence exist that the payments have been made?	i) Payment of employer co-investment	The employer co-investment recorded on the ILR is evidenced by a transfer of funding visible in the provider's (or subcontractor's) financial systems: this will typically be in the form of a provider invoice and corresponding employer payment for a provider. For an employer-providers, they must evidence how the costs are calculated.	APPTP: P176 APPEP: EP136.2 APPADD: SC19, SC20
		ii) Payment of price over funding band maximum	The employer has paid the full difference between the band maximum and the total cost where the employer provider evidences costs that are more than the band maximum or, in the case of a provider, where they have negotiated a price is above the maximum.	APPTP: P97 APPEP: EP137

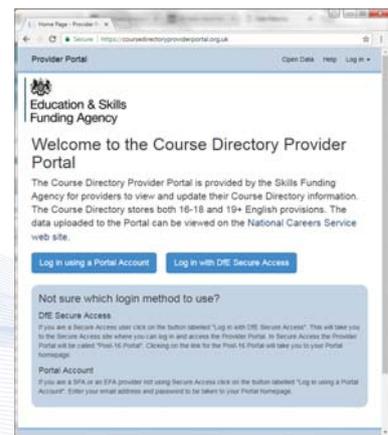
New audit working papers (D14)

9	Does evidence exist to confirm eligibility for additional payments and completion payments to be made to the provider (where applicable)?	i)	16- to 18- year old apprentice	The apprentice's date of birth confirms that they were aged 16, 17 or 18 when they started their apprenticeship and, together with the employer declaration, confirms eligibility for an additional payment for employing an apprentice aged 16 to 18.	APPTP: P86.1 APPEP: EP76.1
		ii)	Relevant 19- to 24-year olds	The apprentice has either an EHC plan or has been in the care of the local authority.	APPTP: P86.2 APPEP: EP76.2
		iii)	Postcode (deprived area)	Postcode prior to enrolment is listed within the 27% most deprived areas postcode listing according to the Index of Multiple Deprivation (IMD) 2015.	APPTP: P87 APPEP: EP76.3 APPTFG: 94 to 98
		iv)	Small employer	The employer declaration confirms that the employer has 49 or fewer paid full or part-time employees and so confirms eligibility for an additional payment.	APPTP: P95 to P99 APPEP: EP83, EP188.8
		v)	Completion and end-point assessment	The achievement of an apprenticeship is supported by an apprenticeship completion certificate after the apprentice has met the minimum duration criteria. For frameworks the achievement is supported by a completion certificate from Apprenticeship Certificates England or, in lieu of this, for standards, by evidence of successful end-point assessment delivered by an organisation from the Register of Apprenticeship Assessment Organisations (RAAO), along with: - evidence of payments made for the end point assessment - an employer claim form confirming satisfactory completion - a request for a completion certificate by the apprentice assessment organisation - evidence of collection and recording of the cash value of employer co-investment (where apprenticeship training is not funded from the levy, or where levy paying employers have insufficient funds).	APPTP: P162, P173, P190, P191, P211.23 APPEP: EP170, EP171, EP188.16



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Final Q&A

