

Apprenticeship funding - critical update six months in

Nov/Dec 2017

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Agenda

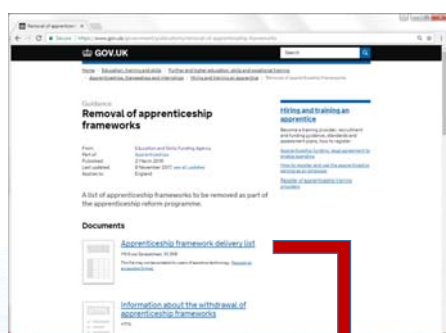
- 10:30 From frameworks to standards
- 11:10 Building your own dynamic apprenticeship planning and modelling system
- 12:00 Break for refreshments
- 12:15 The End Point Assessment market - how to choose your EPA org?
- 13:00 Break for lunch
- 13:50 Reformed achievement rates, Minimum Standards and preparing for Ofsted
- 14:10 Compliance - making the off-the-job training requirement a success
- 14:30 Compliance - ongoing monitoring and making the most of the ESFA funding systems
- 15:00 System changes and reforms - what to expect and being prepared
- 15.30 End

Slides will be emailed to you after the workshop

From frameworks to standards

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Framework withdrawals - don't get caught out



DfE say they are still on track to switch off all frameworks by 2020

Issuing authorities now getting involved and meant to consulting with a minimum of 6 months' notice of any withdrawal date should be given

For example, in August People 1st announced no new starts on many popular pathway frameworks from 31 December

This is a list of live and withdrawn frameworks. Frameworks that have a blank date have not had a withdrawal date confirmed.

Frameworks in bold signify that only the levels in bold are planned for withdrawal. Frameworks in *italics* signify that the withdrawal date was confirmed by the issuing authority.

Framework name	ESFA Framework number	Issuing Authority	Sector Subject Area	Withdrawal date	Framework level/s				
					Level 2	Level 3	Level 4	Level 5	Level 6
<i>Hospitality</i>	583	People 1st	Retail and Commercial Enterprise	31-Dec-17	X	X			

<https://www.gov.uk/government/publications/removal-of-apprenticeship-frameworks>

Frameworks withdrawal analysis example

people1st
performance through people

Withdrawal of apprenticeship pathways for hospitality, travel, bus and coach, retail, funeral services and aviation – August 2017

As a result of our sector consultation, and communication with the Education and Skills Funding Agency (ESFA), People 1st is extending the withdrawal date of apprenticeships pathways as outlined below.

The dates highlighted in yellow (for December 2017) are final.

Any queries regarding this announcement should be directed to trailblazer@people1st.co.uk

Apprenticeship Framework Title	Pathway level	Pathway title	Replacement apprenticeship standard	FINAL pathway withdrawal date
Level 2: Apprenticeship in Hospitality	2	Hospitality Services	Hospitality team member	31 December 2017
	2	Food and Beverage Services	Hospitality team member	31 December 2017
	2	Housekeeping	Hospitality team member	31 December 2017
	2	Front of House / Reception	Hospitality team member	31 December 2017

<http://marketing.people1st.co.uk/apprenticeships/Pathway%20withdrawal%20update%20August%202017.pdf>

Hospitality framework at level 2 starts last year (2016/17)

Age	Starts
Under 19	4,080
19-24	5,580
25+	7,570
Totals	17,220

Max band

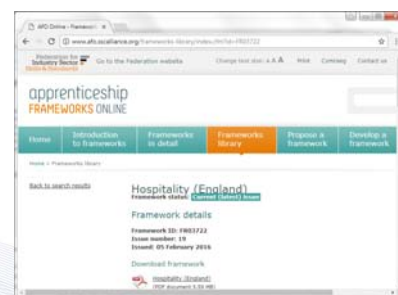
£1,500

£2,000

£1,500

£2,000

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



<http://www.afo.sscalliance.org/frameworks-library/index.cfm?id=FR03722>

Framework summary

Hospitality

Intermediate Level Apprenticeship in Hospitality

This framework includes information on Personal Learning and Thinking Skills

Pathways for this framework at level 2 include:

Pathway 1: Hospitality Services

Competence qualifications available to this pathway:
C1 - Level 2 HNC Diploma in Hospitality Services (QCF)

Knowledge qualifications available to this pathway:
K1 - Level 2 Certificate in Hospitality and Catering Principles (Hospitality Services) - QCF

Combined qualifications available to this pathway:
N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Switch to standard example

Welcome to our new website. It's currently in beta, so please let us know what you think.

HOSPITALITY TEAM MEMBER

Overview of the role

Carrying out a range of general and specialist roles within hospitality businesses, including bars, cafes, conference centres, restaurants and hotels.

Entry requirements

For by employer:

Qualifications

None specified. Before taking their end-point assessment apprentices must "achieve level 1 English and maths equivalent to GCSE at grade 4 or 'pass' the test for level 2 English and maths equivalent to GCSE at grade 4 or 'pass'."

What apprentices will learn

- customer service principles including customer satisfaction and meeting expectations
- business knowledge such as achieving targets, handling payments and stock, and unique selling points
- communicating with customers
- personal conduct
- team working, including leadership and supporting team members
- operating safe, efficient service, handling, storage and quality, food and drink, food and drink, food and drink
- health and safety law, standards and regulations relevant to hospitality

Details of standard

A hospitality team member can work in a range of establishments, for example bars, restaurants, cafes, conference centres, banqueting venues, hotels, pubs and clubs, etc. The role is full-time and full-time.

Find apprenticeship training providers that follow this standard

<https://www.instituteofapprenticeships.org/apprenticeship-standards/hospitality-team-member/>

Hospitality standard at level 2 starts last year (2016/17)

Age	Starts
Under 19	250
19-24	260
25+	240
Totals	760

Try out the Institute for Apprenticeships new website and standards search

people1st

Hospitality team member standard: Assessment plan

April 2016

37 pages

Replacement Standard has no mandatory qualifications

- 90 minute on demand multiple choice test
- 2 hour observation of the apprentice in the working environment
- 800 -1200 word project to look at an opportunity / challenge / idea to make an improvement to the business
- 40 minute structured meeting

End-point grading of a pass (score of 4-8) and distinction (score of 9+)

Standards analysis - a how to

A PivotTable tool covering starts and achievements data for the 2016 to 2017 academic year is available below, providing the user with the ability to create their own combinations for the attributes age, level, detailed level, standard flag, gender, sector subject area and framework.

[Apprenticeship framework and sector subject area PivotTable tool: starts and achievements 2016/17](#)

115 Excel Spreadsheet, 18 KB
This file may not be suitable for users of assistive technology. [Request an accessible format.](#)

Detailed Level	Totals	.JF
Framework	Totals	.JF
Gender	Totals	.JF
SSA T1	Totals	.JF
Standard Flag	Standard	.JF

Sum of Starts	Level	Age	Intermediate Apprenticeship	Advanced Apprenticeship	Higher Apprenticeship	Totals
Under 19			1,940	3,900	900	6,700
19-24			2,300	3,720	2,060	8,100
25+			4,200	3,530	2,100	9,800
Totals			8,440	11,150	5,060	24,600

Top 10 standards by starts in 2016/17

Level	Standard	Starts	Achievements
2	Retailer	2,180	-
3	Installation Electrician/Maintenance Electrician	1,910	-
3	Team Leader/Supervisor	1,800	-
2	Customer Service Practitioner	1,610	-
3	Infrastructure Technician	1,490	-
5	Operations/Departmental Manager	810	-
2	Hospitality Team Member	760	-
2	Dual Fuel Smart Meter Installer	640	150
2	Hair Professional	640	-
3	Engineering Technician	600	-

<https://www.gov.uk/government/statistical-data-sets/fe-data-library-apprenticeships>

Standards analysis - market analysis on fees

Level	Standard	Starts
2	Retailer (LARS code 101)	2,180

Key details

£5k over a year and £18k over 3 and a half years

But can be big variations based on max £ per month

Level	Standard	Starts
3	Installation Electrician/Maintenance Electrician (LARS code 5)	1,910

Lowest max funding per month

Apprenticeship standard	Level	Max	Typical duration	£ per month
Aviation Ground Specialist	3	£3,000	18	£167
Spectacle Maker	3	£4,000	24	£167
Food and Drink Process Operator	2	£5,000	30	£167
Senior Healthcare Support Worker	3	£3,000	18	£167
Papermaker	3	£6,000	36	£167

Highest max funding per month

Apprenticeship standard	Level	Max	Typical duration	£ per month
Infrastructure Technician	3	£15,000	12	£1,250
Software Development Technician	3	£15,000	12	£1,250
Unified Communications Technician	3	£15,000	12	£1,250
Gas Engineering	3	£27,000	18	£1,500
Science Manufacturing Technician	3	£27,000	18	£1,500

<https://www.instituteforapprenticeships.org/apprenticeship-standards/>

Fee setting (frameworks and standards)

- Focus on eligible costs (see funding rules p78 - p81) when devising fee (auditors can ask to see how calculated)
- Assume at least 20 percent of max cap will be spent on end point assessment
- Refer to any gap between fee and max cap as the a 'saving' - that's what civil service are doing
- Charge more than max cap if you need to (must be collected)
- Transparency with price list and advantage or disadvantage?

Building your own dynamic apprenticeship planning and modelling system

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

Reminder: 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>

Reminder: Other funding factors

£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. Paid to providers in two equal instalments at day 90 (3 months) and day 365 (12 months). AND, an extra 20 per cent of the upper limit for frameworks paid in same monthly proportions as apprenticeship

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)

The modelling challenge is mainly around timings

	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				

All this can be overcome with formulas in Excel, with some cunning use of the IF Statement - see demo

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

The modelling challenge mainly around timings

[illegible]

To be explained
and shared

IF Statement example for full funded on-programme payments

=IF(\$C\$10>=G35,\$C\$12,0)*\$C\$37

If

'on-programme duration in months' (C10)

is greater or equal to

contract month number (G35)

then

Monthly on-programme full funding (C12)

else

0

Multiplied by number of starts (C37)

IF Statement example for full-funded completion payments

=IF(\$C\$10+1=G35,\$C\$20,0)*\$C\$37

If

'on-programme duration in months' **PLUS ONE** (C10)

is equal to

contract month number (G35)

then

Completion full funding (C20)

else

0

Multiplied by number of starts (C37)

The End Point Assessment market
- how to choose your EPA org?

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End-point assessment place in the market

Institute for apprenticeships (regulator)

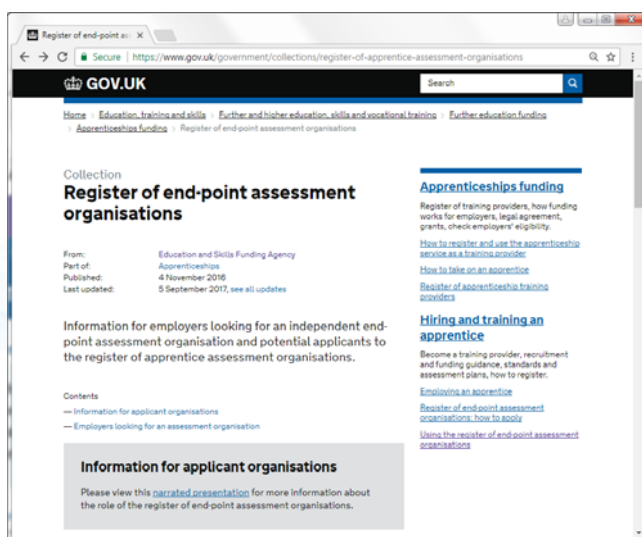
External quality assurance (EQA) org
(e.g. Ofqual / IfA / employer body)

End point assessment (EPA) org
(e.g. Awarding org / private provider / college / employer)

Provider
(e.g. College/ private provider / employer)

Apprentice

Register of end-point assessment organisations



<https://www.gov.uk/government/collections/register-of-apprentice-assessment-organisations>



Register of end-point assessment organisations (October 2017)

[View online](#) [Download CSV 39.9KB](#)

This file may not be suitable for users of assistive technology. [Request an accessible format.](#)

EPA org type	Number of orgs
Awarding Organisation	31
Professional body	21
Training Provider	20
Higher Education Institution	11
Assessment Organisation	5
Employer or trade body	2
Public sector body	2
National Skills Academy	1
Sector Skills Council	1

Total EPA orgs as at 24/11/17 94

<https://www.gov.uk/government/publications/using-the-register-of-apprentice-assessment-organisations>

Register of end-point assessment organisations



Register of apprentice standards (October 2017)

[View online](#) [Download CSV 28.9KB](#)

This file may not be suitable for users of assistive technology. [Request an accessible format.](#)

Lists 217 standards, of which 79 (36%) still have no registered EPA

For example, 12 to choose from for Hospitality Team Member at level 2

Babcock Assessments Ltd
BIIAB
City & Guilds
Highfield Awarding Body for Compliance (HABC)
ICQ
Innovate Awarding Limited
NCFE/CACHE
NOCN
Pearson Education Ltd
Professional Assessment Ltd
Training Qualifications UK

For example, 19 to choose from for Team Leader at level 3

Active IQ	GP Strategies Assessment Services
Adalta Development Ltd	Innovate Awarding Limited
Babcock Assessments Ltd	NCFE/CACHE
BIIAB	NOCN
Chartered Management Institute	Occupational Awards Limited
chRyos HR Solutions Ltd	Pearson Education Ltd
City & Guilds	Sweeney Solutions
DSW Consulting	Skillsfirst Assess
Highfield Awarding Body for Compliance (HABC)	South West Councils
ICQ	

<https://www.gov.uk/government/publications/using-the-register-of-apprentice-assessment-organisations>

Choosing the right EPA org with your employer

1. How much experience of regulated assessment do they have?
2. How much EPA availability and flexibility can they offer?
3. What tracking system do they use and how much do resits cost?
4. Who are their assessors and are there any potential conflicts?
5. What support materials (e.g. practice questions and mocks assessments) do they include in the price?

ncfe cache	
end-point assessment pricing list.	
Apprenticeship Standard	Price
Adult Care Worker	£600
Assistant Practitioner (Health)	£1200
Dental Nurse	£900
Dental Practice Manager	£1800
Healthcare Support Worker	£300
Lead Adult Care Worker	£600
Associate Project Manager	£1350
Commis Chef	£1350
Customer Service Practitioner	£400
Hospitality Supervisor	£900
Hospitality Team Member	£900
Operations / Departmental Manager	£1350
Retailer	£900
Retail Team Leader	£1000
Senior Chef Production Cooking	£900
Team Leader / Supervisor	£750

Prices subject to change.

Call: 0111 240 8950

Email: epa@ncfe.org.uk

& are their prices as transparent as this?

<https://www.gov.uk/government/publications/using-the-register-of-apprentice-assessment-organisations>

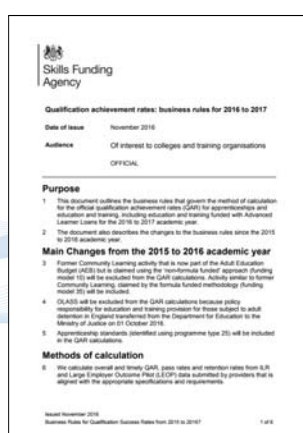
Reformed achievement rates, Minimum Standards and preparing for Ofsted

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Achievement rate business rules



30 pages



6 pages

Key rules is that the qualifying period is 42 days

So actual end dates on the 42nd day or beyond are in achievement rate scope

Frameworks AND standards now included

BUT... "All apprenticeship starts from 1 May 2017 under the new funding model (Funding model 36 'Apprenticeships (from 1 May 2017)') are excluded from the OAR calculations; these will be included in 2017 to 2018 calculations."

<https://www.gov.uk/government/publications/sfa-qualification-achievement-rates-2016-to-2017>

Overall and timely achievement rates

Qualification Achievement Rates (QARs) are used in the National Achievement Rate Tables (NARTs) to show apprentices and employers the relative quality of provision

Typically QAR reports are shared with providers Jan-March and become public (NARTs) May-June.

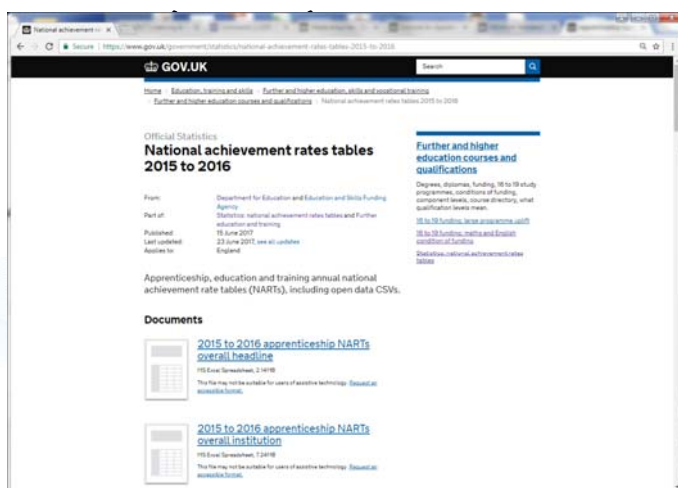
The **overall** QAR is based on the hybrid end year. The hybrid end year is either:

- the reporting year for overdue continuing learning aims and overdue planned breaks, or
- the later of the actual end year or the planned end year of an apprenticeship. The apprenticeships included in the 2016 to 2017 overall QAR are those with a hybrid end year of 2016 to 2017

The **timely** QAR is based on the planned end year of an apprenticeship. The apprenticeships considered for the 2016 to 2017 timely QAR measure are those with a planned end date in the funding year ending 31 July 2017. In timely QARs an apprenticeship is counted as achieved if the date of achievement is:

- on or before the planned end date; or
- no more than 90 days after the planned end date.

National achievement rates



Institution Type	Overall Cohort	Overall Achievement Rate %
College	128,760	68.9
Other Public Funded	27,770	70.5
Private Sector	243,740	65.5
Sixth Form College	1,670	70.5
Specialist College	3,230	72.6
All	405,170	67.0

Institution Type	Overall Cohort	Timely Achievement Rate %
College	126,970	60.0
Other Public Funded	26,850	63.5
Private Sector	235,540	57.4
Sixth Form College	1,550	58.5
Specialist College	3,200	63.9
All	394,110	58.7

<https://www.gov.uk/government/statistics/national-achievement-rates-tables-2015-to-2016>

Beware continuers

“Apprenticeships with a completion status of 1 (learner continuing) in the final return for an academic year that do not have a corresponding record in the following academic year, will be treated as a withdrawal for the overall methodology. Where this occurs the reporting year will be set as the year after the last submitted file containing the learning aim.”

“For example, if an aim with a planned end date in June 2016, with a completion status of 1 recorded in R14 of academic year 2015 to 2016, does not appear in the ILR R14 return of academic year 2016 to 2017 it will be treated as having withdrawn in the 2016 to 2017 academic year.”

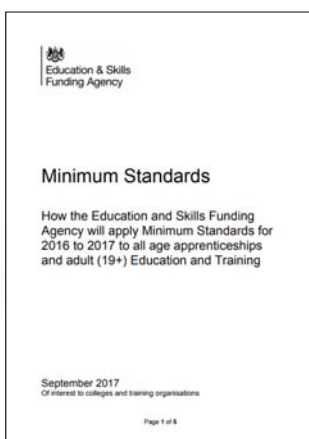
Beware breaks in learning

“Apprenticeships or aims with a completion status of 6 (Learner has temporarily withdrawn from the aim due to an agreed break in learning), will be treated as a withdrawal for the overall methodology where:

- they do not have a corresponding restart record in the same academic year;
- they do not have a corresponding restart record in the following two academic years; or
- if the planned break was recorded in the ILR R14 return for academic year 2015 to 2016, they do not have a corresponding restart record in the R04 ILR return of the academic year 2017 to 2018.”

“Where this occurs the reporting year will be set to one year after the latter of the expected end year or actual end year.”

Minimum standards for 2016/17 and 2017/18



"In 2016 to 2017 we will calculate minimum standards for:

Apprenticeships - all ages for both frameworks and standards, regardless of how they are funded by us (framework funding for starts before 1 May 2017 and standards under the trailblazer pilot funding methodology).

Apprenticeship starts from 1 May 2017 (funding model 36) will be excluded for the 2016 to 2017 QAR calculations, but included in the 2017 to 2018 QAR calculations."

2016/17

Leavers between 1 August 2016 and 31 July 2017 excluding starts between 1 May 2017 and 31 July 2017

2017/18

Leavers between 1 August 2017 and 31 July 2018 including starts between 1 May 2017 and 31 July 2017

<https://www.gov.uk/government/publications/minimum-standards-2016-to-2017-apprenticeships-and-aeb>

Minimum standards for 2016/17

After the calculation changes last year (e.g. exposing extended breaks in learning) there has been no change to the threshold or tolerance

Apprenticeship framework/standard **threshold: 62% achievement**

Apprenticeship framework/standard tolerance: 40%

Essentially, if more than 40% of frameworks/standard cohort fall below 62% achievement rate then the provider would be in scope for intervention

Find out more about intervention here:

<https://www.gov.uk/government/publications/how-the-skills-funding-agency-will-intervene-with-providers>

Ofsted's approach to standards (measuring against a baseline)

Ofsted: "Now a new model of apprenticeship is emerging. This is much more occupationally specific and is directly linked to the needs of employers. In the future apprentices will have to demonstrate that they meet the occupational standards and behaviours expected for their chosen occupation. For many of these apprenticeships there may be no vocational qualifications."

"Without qualifications to show a measurement of achievement in skills, what else are we going to use to measure that? Establishing a definite baseline would mean then we all together can make a judgement about how far they've progressed from their starting points".

Milestones and monitoring

Apprenticeships

188. Inspectors will consider how well:

- apprenticeships are planned and managed and fully meet the principles and requirements of an apprenticeship
- the provider's staff engage with employers to plan the training, assessments, review points and milestones throughout, agree any additional qualifications to be included, if any, and monitor and support apprentices to progress quickly, gain new skills and achieve to their full potential
- trainers, assessors, coaches and mentors communicate up-to-date vocational and technical subject knowledge that reflects the expected industry practice and meets employers' needs and apprentices acquire that knowledge effectively
- apprentices develop the skills and behaviours, including English, mathematics and digital skills, that enable them to meet expectations, contribute to their workplace and fulfil their career aims
- apprentices complete their apprenticeship successfully, progress to their intended job role or other sustained employment, get promoted or, where appropriate, move to a higher level of apprenticeship or qualification
- apprentices contribute to their employer's business.

189. Inspectors will also consider whether or not arrangements for safeguarding learners are effective.

Where there is no qualification this paragraph is key

Ofsted are about to start visiting new providers

<https://www.gov.uk/government/publications/further-education-and-skills-inspection-handbook>

Compliance - making the off-the-job training requirement a success

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Off-the-job funding rule requirement

Education & Skills
Funding Agency

Apprenticeship funding and performance-management rules for training providers

May 2017 to March 2019

Version 4

This document sets out the funding and performance-management rules for all training providers delivering apprenticeships from 1 May 2017 to 31 March 2018 and from 1 April 2018 to 31 March 2019. For 1 April 2018 to 31 March 2019 this document is a draft and we reserve the right to make changes to these rules in line with government policy.

August 2017

Of interest to colleges, training providers, higher education institutions and employers delivering training to staff outside of their organisation

Off-the-job training

- P31. Off-the-job training is defined as learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an apprenticeship. This can include training that is delivered at the apprentice's normal place of work but must not be delivered as part of their normal working duties.
- P32. The off-the-job training must be directly relevant to the apprenticeship framework or standard and could include the following.
- 32.1. The teaching of theory (for example, lectures, role playing, simulation exercises, online learning, manufacturer training).
 - 32.2. Practical training; shadowing; mentoring; industry visits and attendance at competitions.
 - 32.3. Learning support and time spent writing assessments/assignments.
 - 32.4. Off-the-job training does not include:
 - 32.4.1. English and maths (up to level 2) which is funded separately (please see paragraphs 100 to 108)
 - 32.4.2. progress reviews or on-programme assessment required for an apprenticeship framework or standard
 - 32.4.3. training which takes place outside the apprentice's paid working hours

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

Evidence requirement and use of distance learning

Use of funds

P34. To use funds in an employer's digital account or from government-employer co-investment for an apprenticeship, you must:

- 34.3. have evidence that the apprentice spends at least 20% of their time on off-the-job training (please see paragraphs 31 and 32), recognising that apprentices may need more than 20% off-the-job training, for example if they need English and maths

What cannot be funded

P82. Funds in an employer's digital account or government-employer co-investment must not be used for any of the following.

- 82.5. Off-the-job training delivered only by distance learning, although you can include online and other blended learning activity as part of the delivery of an apprenticeship.

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

Off-the-job audit

Assurance review documentation for the funding year 2016 to 2017

This [zip file](#) contains documentation that the ESFA's Provider Risk and Assurance team and other appointed auditors will use to audit the current apprenticeship programme, adult education programme, 16 to 19 provision and advanced learner loans for a sample of providers and to give their opinion on whether they comply with the funding rules. It includes guidance notes for PDSAT users on how to review PDSAT report output.

- ❑ PRA 00 File cover index.docx
- ❑ PRA A1 18 to 19 provision final report (and B4 draft report) (ASTO).docx
- ❑ PRA A1 Final report (and B4 draft report) (ASTO).docx
- ❑ PRA A1 Final report (ASTO).docx
- ❑ PRA A2 Final report letter (ASTO).docx
- ❑ PRA A2 Audit opinion_SFA (ASTO).docx
- ❑ PRA A2 Audit opinion_SFA (ASTO).docx
- ❑ PRA B1 Reconciliation statement (ASTO).docx
- ❑ PRA B2 Provider feedback (ASTO).docx
- ❑ PRA B3 Provider feedback (ASTO).docx
- ❑ PRA B4 Draft report letter (ASTO).docx
- ❑ PRA C1 PDSAT review.ultim
- ❑ PRA C2 PDSAT meeting.ultim
- ❑ PRA D5-D5, D5, D5, D5-D5A, B1, B2 working papers.docx
- ❑ PRA D5a Subcontracting (apprenticeship starts from May 2017).ultim
- ❑ PRA D6 Additional testing.ultim
- ❑ PRA D7 Bursary Free meals in FE control questions.ultim
- ❑ PRA D7 Working papers for 2016 to 2017 Bursary FME.ultim
- ❑ PRA D8 Other funding.ultim
- ❑ PRA D9 Completion testing.ultim
- ❑ PRA E1 Confirmation letter and provider questionnaire.docx
- ❑ PRA E2 Prepared by provider document.docx
- ❑ PRA E3 Planning information.docx
- ❑ PRA E4 Planning meeting aide memoire (ASTO).docx
- ❑ PRA E5 Provider response form.docx
- ❑ PRA F2 PDSAT review notes 2016 to 2017.pdf

Working papers

NewApps references tab

			Funding rules (May 2017 to March 2018)
	Issue	Critical factor	References (see below for key)
xii)	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

<https://www.gov.uk/government/publications/sfa-financial-assurance-funding-assurance-review-programmes>

Off-the-job evidence pack

As a minimum you need to have recorded and agreed with employer:

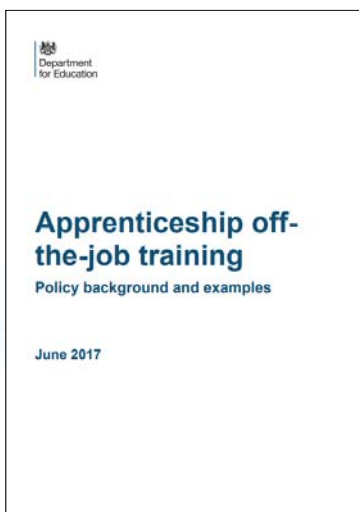
	Example
Total apprenticeship duration	24 months
Contracted time	7hrs day x 5 days x 47 weeks x 2 years = 3,290
20% of contracted time	658

Need to write down how apprentice receive at least 658 hours before the end, and be able to monitor?

Reviews do not count, and how are you capturing evidence of employer involvement (induction AFTER apprenticeship start date can count)?

<https://www.gov.uk/government/publications/sfa-financial-assurance-funding-assurance-review-programmes>

Off-the-job training examples



<https://www.gov.uk/government/publications/apprenticeships-off-the-job-training>

Varied models of delivery:

- A training provider in the accountancy sector ensures that their apprentices attend learning centres on a weekly basis – on a “day release” model.
- A training provider in the engineering sector ensures that their apprentices undertake 6 months at a dedicated training centre, followed by a day-release model.

Blended learning

Distance learning can be used effectively as part of the off-the-job training requirement, when it is used as part of a blended learning package. This can take place wherever it suits the apprentice and the employer. The funding rules do not permit all off-the-job training to be delivered via distance learning, it must be as part of a blended approach. The following illustrative examples demonstrate what a blended approach may consist of.

Illustrative Example:

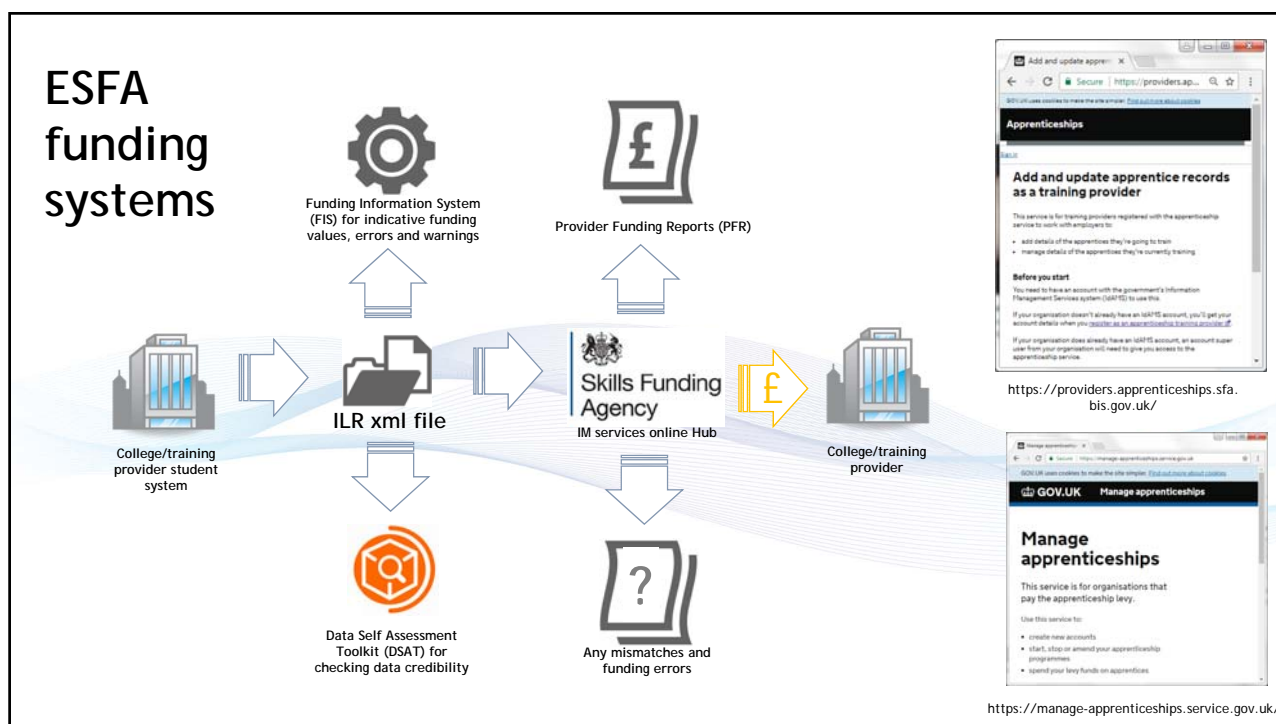
Ayo is employed as an apprentice software development technician. The majority of his job is desk-based, at his computer. He has a suite of on-demand learning including: high-quality videos, animations, check learning questions, quizzes, case studies and external resources that are available to him. This is also supported by face-to-face learning.

Ayo's employer likes that they can track his progress as he learns at his own pace and that he has the flexibility to use quieter periods of work to access his distance learning.

A record of Ayo's distance learning is automatically recorded, so the training provider can monitor his progress and evidence his training. As Ayo works 40 hours per week, his training provider can ensure that at least 8 hours per week are spent on off-the-job training.

Compliance - ongoing monitoring and making the most of the ESFA funding systems

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The Funding Information System (FIS)

Run ILRs and
produce
reports

But does not
do ULN or
EDRS number
validation, so
not to be
relied on

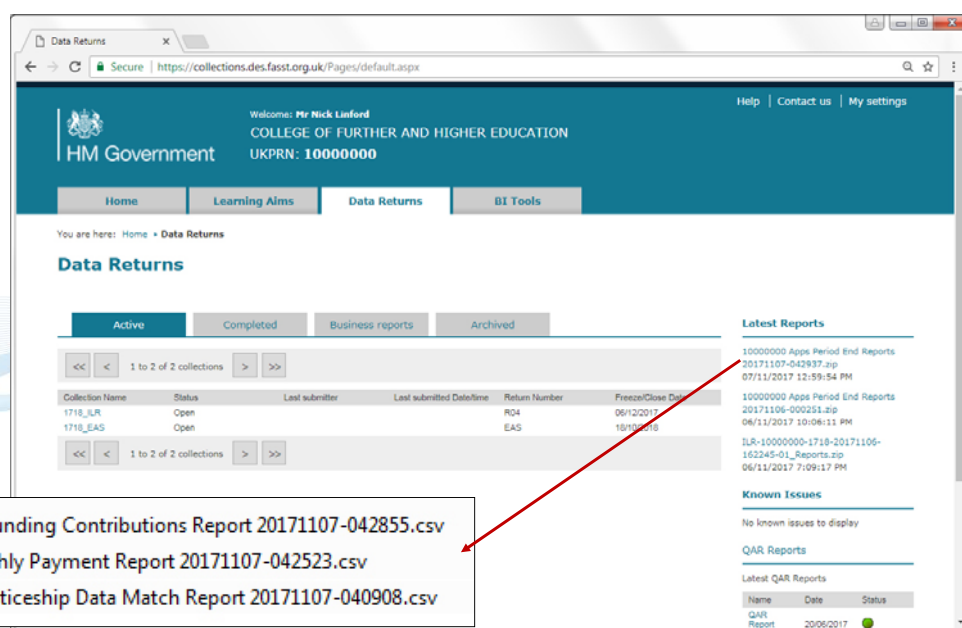


<https://hub.fasst.org.uk/Pages/fis.aspx>

The Hub

Submit and
access ILRs

Download
data reports



<https://hub.fasst.org.uk>

Key sense checking and funding reports

Rule Violation Summary Report

Provider : COLLEGE
UKPRN : 10000000
ILR File : ILR-10000000-1718-20171106-162245-01.xml

OFFICIAL - SENSITIVE
Year : 2017/18

Summary Report

Total Number of Errors	Total Number of Warnings
------------------------	--------------------------

Learner Summary

Total Learner Count	Number of Learners with Warnings Only
---------------------	---------------------------------------

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

Funding summary report

Levy Contracted Apprenticeships Budget for starts on or after 1 May 2017

16-18 Levy Contracted Apprenticeships	Aug 2017
ILR 16-18 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 Levy Contracted Apprenticeships Framework Uplift (£)	0.00
ILR 16-18 Levy Contracted Apprenticeships Disadvantage Payments (£)	0.00
ILR 16-18 Levy Contracted Apprenticeships Additional Payments for Providers (£)	0.00
ILR 16-18 Levy Contracted Apprenticeships Additional Payments for Employers (£)	0.00
ILR 16-18 Levy Contracted Apprenticeships Learning Support (£)	0.00
ILR Total 16-18 Levy Contracted Apprenticeships (£)	0.00

Data Self-assessment toolkit (DSAT)

PDSAT

Returns

Reports

Favourites

Annotations

Sampler

Settings

Email PDSAT helpdesk

Selected Return

FIS-1000000-1718-20171106-162245

Import

Delete

Data Overview

Learners by

FM25

FM35

FM36

FM99

Email PDSAT helpdesk

PDSAT

Returns

Reports

Favourites

Annotations

Sampler

Settings

Email PDSAT helpdesk

Reports

Selected Return: FIS-1000000-1718-20171106-162245

Favourites Group: None

Run

Report ID	Report Name	Record Count
18E-001	Report logic by report	80
18E-002	Possible duplicate learners	48
18E-003	Possible duplicate or overlapping learning aims	819
18A-101	All adult skills funding model learners and learning aims	7,469
18A-102	All apprenticeship standards learners and learning aims	0
18A-103	Learners enrolled on English and/or maths learning aims	2,460
18A-104	Learning support funding	0
18A-105	Learning aims by delivery postcode	2,707
18A-106	Funding by subcontractor	26
18A-107	All Advanced Learner Loan and Loans Bursary Fund learners	261
18A-108	All learners and learning aims within the new apprenticeship programme	730
18A-201	19+ apprentices with full funding claimed	12
18A-202	19+ apprentices with enhanced or extended funding	0
18A-203	Apprenticeship frameworks minimum duration exceptions	22
18A-204	Apprenticeship standards minimum duration exceptions	0
18A-205	Apprentices and trainees with co-funding	6
18A-206	Employment status exceptions	0
18A-207	Apprentices undertaking level 1 or below in English and/or maths within an apprenticeship	108

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

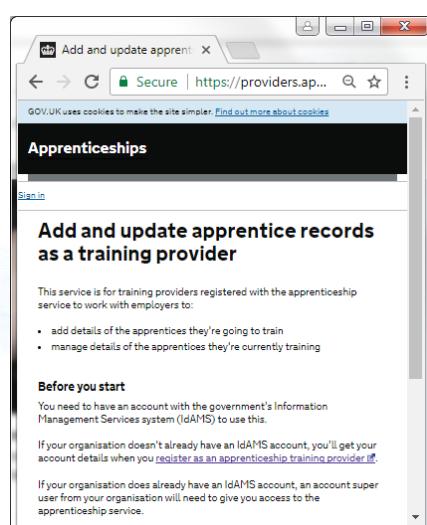
For more workshops visit www.lsect.com

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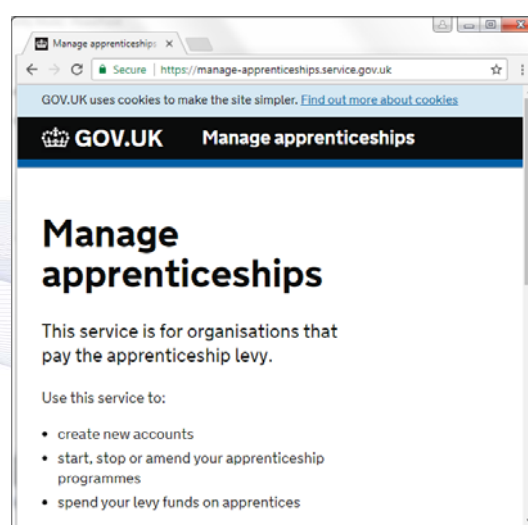
Just some of the key DSAT 'are you sure' reports

18A-108	All learners and learning aims within the new apprenticeship programme
18A-204	Apprenticeship standards minimum duration exceptions
18A-208	Negotiated prices as a proportion of funding band maxima
18A-210	Apprentices withdrawing from the programme soon after attracting an additional payment
18A-211	Apprentices that withdraw from existing programmes and restart in funding model 36
18A-212	Recording co-investment payments

The apprenticeship system - in constant development



<https://providers.apprenticeships.service.gov.uk/>



<https://manage-apprenticeships.service.gov.uk/>

System changes and reforms - what to expect and being prepared

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Apprenticeship Service Roadmap

Dec 2017

- **Forecasting** for employers
- **Tasks and activities**
- Changes can be made to apprentices until payment
- **Apprentice search** introduced
- Employers can **download transactions**
- **Accurate start and end date** reporting in employer's account
- Improved visibility of data for support team
- Employers can select their **End Point Assessment Organisation**

April 2018

- **Employers can transfer funds**
- **Enhanced content** and guidance for employers and providers
- **Provider search**
- Streamlined process for **new providers**
- **Providers can trigger changes** to live apprentices
- Changes to apprentices can be made without the need to **stop and start**.
- **Additional payments** shown in employers' accounts
- Employers can request **apprentice certification** within their accounts

July 2018

- **Pilots begin for non-levy payers**
- **Providers will trigger cohort creation**
- By August, **apprentice data will be taken from the ILR**, improving the double lock process

Oct 2018

- **Employers can post vacancies** collaboratively with training providers
- **Improvements to access levels** for employers
- **Sub Accounts** for employers
- Improved access to data for support team

Apr 2019

- **Non-levy paying employers can manage funding** through the apprenticeship service
- **Employer feedback** introduced on Find Apprenticeship Training
- **Improved marketing** and dynamic content for employers, providers, apprentices and End Point Assessment Organisations

Actions to simplify commitments process

Stage One

Allow apprentices to be edited by employer and provider up to the point first payment is made

Currently users cannot edit most elements in an apprentice record. This means many data lock issues can only be resolved by stopping the current apprentice and adding another. This approach must adhere to complex rules otherwise it leads to further data lock issues involving the old and new apprentice record

Allowing users to edit apprentices makes correcting data locks easier to do and reduces the need to add a new apprentice record.

Stage Two

Allow employers to authorise their training provider to add cohorts

Currently an employer must trigger each new cohort; they then add the apprentices or pass to their training provider. This is often reported as a contributing factor in the data lock issues that then have to be resolved.

Allowing an employer to authorise their training provider to add new apprentice cohorts. Employer will then need to approve before payment will be allowed. This will improve the accuracy of the data, and therefore significantly reduce data-locks, but maintain employer ownership.

Stage Three

Change the commitment process to pull apprentice data into the AS from the ILR

Currently apprentice data is added into the AS and must be agreed between the employer and the training provider. The ILR data a provider submits is then checked against this and only paid where there is a match.

By pulling the apprentice data from the ILR, and asking the employer to approve this, the need for a data lock is simplified.

This completely changes the current approach and responds to user feedback. **However, it requires structural change to the ILR that cannot be delivered until Aug 2018.**



Education & Skills
Funding Agency

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Register of apprenticeship training providers

Opportunity now to review the current register in the context of the 2020 Apprenticeship programme vision.

Areas to be reviewed:

Relationship with future procurements

Differentiation on provider experience and track record

Enables new providers and employers to access the apprenticeship market

Pass or fail?



Education & Skills
Funding Agency

Also - keep an eye on the IfA...

"Apprenticeships will deliver **high quality training and outcomes for apprentices** in terms of quality and achievement.

We will measure this by:

- Retention up to sign-off for end point assessment
- Ratio of entry to success (including grades) in end-point assessment
- Destinations in employment in the apprenticeship occupation (with the training employer or with a different employer)
- Attainment of a higher level educationally and/or occupationally within 3 and 5 years of completion
- Ofsted overall and apprenticeship grades/HEFCE (OfS) judgements"

"We will calculate a baseline for these indicators, gather data regularly over a period and determine any action needed. Once the indicators have bedded down, we will then consider whether we should set any associated targets."

<https://www.instituteforapprenticeships.org/quality/what-is-a-quality-apprenticeship/>

And finally ... any formula/rate changes for April onwards?

Future of 'transitional measures' for frameworks?
(disadvantage uplift and 16-18 uplift)

Future of non-levy allocations?

Outcome of online funding consultation (increase to the English and math rates?)

Will employer co-investment contribution stay at just 10%?

Will co-investment contribution from levied employer remain uncapped?

Will there be any ring-fencing of funds beyond 16-18 and 19+ non-levy?