



Agenda

- 10.30 Welcome and introductions
Nick Linford, funding expert & author of several technical funding tools and guides
- 10.35 Technical funding update in 2020/21 (all funding streams)
Nick Linford
- 11.35 Comfort break
- 11.45 Preparing for ILR R04 2020/21 (all funding streams)
Nick Linford
- 12.45 Break for lunch
- 13:45 Audit post-ILR R14 2019/20 and the new PDSAT checklist
Nick Linford
- 14:10 Comfort break
- 14.20 Digital apprenticeship service roadmap and future developments
Jess Gough, User Research Manager and Vanessa Clynes, Lead Service Designer, both from Apprenticeship Service at the ESFA
- 15:20 Apprenticeship funding rates - preparing for IfATE cuts
Nick Linford
- 16.00 Data conference end



FM25

16-19 study programmes

Base rate rises 4.7% to £4,188
<https://www.gov.uk/guidance/16-to-19-funding-information-for-2020-to-2021>

New 'High Value Courses Premium'
<https://www.gov.uk/guidance/16-to-19-funding-high-value-courses-premium>

Some PCW increases
<https://www.gov.uk/guidance/16-to-19-funding-programme-cost-weighting-changes>

New level 3 programme maths and English payment
<https://www.gov.uk/guidance/16-to-19-funding-level-3-programme-maths-and-english-payment>

T-Levels (ProgType 31) and T-level transition programme (ProgType 30) launched
<https://www.gov.uk/guidance/how-t-levels-will-be-funded-in-academic-year-2020-to-2021>

New ESFA advice is you may need to amended planned hours if Covid has changed what's deliverable

Any funded institution intending to "roll over planning assumptions from 2018 to 2019" must, however, also take into account any funding audit advice received on their funding data for either 2018 to 2019 or 2019 to 2020 so that any issues found in those years are not simply repeated as planning assumptions for 2020 to 2021.

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

Funding guidance for young people 2020 to 2021
Funding rates and formula
July 2020
Version 1.2

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

Funding guidance for young people 2020 to 2021
Funding regulations
Version 1.0 published May 2020
Version 1.1 published July 2020
Version 1.2 published November 2020

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

FM35

Adult Education Budget

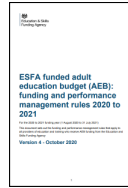
No ESFA formula or rate changes

(with exception of Traineeships - see next slide)

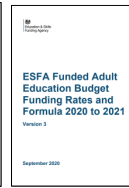
Devolution expansion to include the North of Tyne

London MCA (GLA) increasingly doing their own thing

<https://www.london.gov.uk/what-we-do/skills-and-employment/skills-londoners/adult-education-budget/information-gla-aeb-providers>



<https://www.gov.uk/guidance/adult-education-budget-aeb-funding-rules-2020-to-2021>



<https://www.gov.uk/government/publications/adult-education-budget-aeb-funding-rates-and-formula-2020-to-2021>

Paragraph 2 – Revision to Text (March 2020)
In 2020 to 2021, the GLA's AEB programme will only pay an amount different to the ESFA's national programme under the following circumstances:

- we will fully fund some British Sign Language learning aims, which the ESFA may in some circumstances co-fund;
- we will fully fund some in work learners that the ESFA would co-fund;
- we will increase funding for English and maths legal entitlement qualifications at Levels 1 and 2
- we will fully fund teaching and learning support staff to deliver improved specialist provision for learners with SEND within the adult/further education sector; and
- we will fully fund some Level 3 qualifications in addition to the statutory entitlement through the London Recovery Flexibility.

These circumstances are laid out in more detail in the GLA's Adult Education Budget Funding and Performance Management Rules documents ('The Rules').

Expect new subcontracting restrictions/caps

Expect another national tender round very shortly

What's ESFA AEB future alongside National Skills Fund?

FM25 or FM35 with ProgType 24

Traineeship launched & forgotten about

Funded via existing pots: 16-19 study programme
(lagged per learner)

19-24 Adult Education Budget
(national ESFA only)

Primary focus on funding provider around £1k (excl. FS) to do some CV writing & oversee unpaid work placements

Hardly ever mentioned by politicians or civil servants, starts fallen below 15,000 per year with 80% 16-18 year olds

Traineeship starts	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20 (Q3)
16-18	7,000	11,600	14,700	13,900	13,100	11,900	8,500
19-24	3,400	7,800	9,400	6,400	4,600	3,000	2,500
Total	10,400	19,400	24,100	20,300	17,700	14,900	11,000

Ofsted even gave up on trying to give traineeship provision a grade

FM25 or FM35 with ProgType 24

Traineeship relaunched!

Treasury seek out Covid responses from departments- and DfE offer to triple traineeships in return for extra £111m

Traineeship starts	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20 (Q3)
16-18	7,000	11,600	14,700	13,900	13,100	11,900	8,500
19-24	3,400	7,800	9,400	6,400	4,600	3,000	2,500
Total	10,400	19,400	24,100	20,300	17,700	14,900	11,000

So DfE need to find a way to go from 15,000 starts to 45,000 starts in a single year (by 31 July 2021), on a dwindling programme during a recession, so they...

- > Relax the eligibility rules
- > Increase provider funding + new employer cash incentive
- > Tender £65m for new providers/employers with 19-24s for starts from 1 Feb 2021
- > Plan to invite 'high quality' providers to deliver to 16-18s

FM25 or FM35 with ProgType 24

Relax eligibility rules

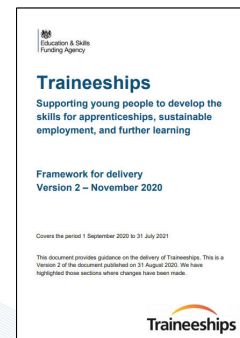
"Extend the eligibility criteria to 19 to 24-year olds with a Full Level 3."

"Extend the maximum duration to a year."

"Reduced minimum hours for work placement. Traineeships must have a work placement offer of between 70 and 240 hours work placement, undertaken with multiple employers as needed. Previously the work placement minimum requirement was 100 hours. This change was implemented from 1 September 2020."

Also encouraging digital skills to be assessed and delivered. New essential digital skills qualification worth an extra £300 each.

<https://www.gov.uk/government/publications/supporting-young-people-to-develop-the-skills-for-apprenticeships-and-sustainable-employment-framework-for-delivery>



FM25 or FM35 with ProgType 24

Increase provider funding + employer incentive

“Increased funding rate for Adult Education Budget (AEB) funded traineeships for those aged 19-24 from £970 to £1500”

“Employers who make new work placement opportunities available may also receive an incentive payment of £1,000 per learner, for up to 10 learners in each of the 9 regions”

121. Employers will be able to register their details and claim for the incentive payments through an online portal which will be made available on GOV.uk. We will update the sector once this is available. Employers will only be required to register once, which will then allow them to apply for the incentive payment for up to 10 trainees per employer in each of the 9 regions that they deliver in.

122. The payments will be made directly into the employer's bank account once we have processed the claim. Please note that there may be a delay of at least 1 month before the employer receives the payment from us following the completion of the work placement. This is due to the timing of updated data returns and a monthly payments process.

123. Providers will need to ensure that the ILR is updated and timely returns are submitted to the Agency to allow these checks to be made and payments to be processed.

124. The new employer incentive funding has been agreed for the period of 1 September 2020 up to 31 July 2021, subject to availability of funding, as part of HM Government's coronavirus (COVID-19) response. Any decision to continue with employer incentive payments will be made with HM Treasury as part of the Spending Review process.

FM25 or FM35 with ProgType 24

Programme and component learning aims

Traineeships are recorded on the ILR using the same programme structures as apprenticeships. They are composed of one programme aim (Learning aim reference = ZPROG001) and a number of component learning aims. All of which should be programme type 24.

<https://guidance.submittilearnersdatabeta.fasst.org.uk/psm/article/recording-traineeship-programmes>

Education & Skills
Funding Agency

Learning Aim Class Codes 2020 to 2021

32. You should record internal work placements that take place within a college environment using this code. Non-regulated work preparation activity should be recorded using codes from Category A or E.

Learning Aim Reference	Learning Aim Title	Validity
ZWRKX001	Work experience/placement	16 to 19 EFA, Adult skills (Traineeships only)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/904561/Learning_Aim_Class_Codes_2020_to_2021_V1.pdf

FM35 with ProgType 24 and LDM 377

19-24 tender

Tender Region	%	£	Activity	Date
East Midlands	6%	£3.90m	Contract Notice sent to the Official Journal of the European Union for Publication	5 October 2020
East of England	5%	£3.25m	Invitation to Tender published on Jaggaer	7 October 2020
London	32%	£20.80m	Clarification window in relation to Tenders opens	7 October 2020
North East	5%	£3.25m	Clarification window in relation to Tenders closes	12.00 (noon) on 23 October 2020
North West	12%	£7.80m	Deadline for receipt of Tenders	17.00 on 28 October 2020
South East	10%	£6.50m	Evaluation of Tenders	29 October 2020 – 8 January 2021
South West	4%	£2.60m	Notices of Decision to Award the Contract issued and Voluntary standstill period commences	11 January 2021
West Midlands	18%	£11.70m	Standstill Period ends	Midnight at the end of 21 January 2021
Yorkshire and The Humber	8%	£5.20m	Contracts entered into from	22 January 2021
Total	100%	£65m	Anticipated Service Start Date	1 February 2021

Minimum contract value £250,000 for the 6 months to July - which would require around 125 starts

ESFA confirmed they had 370 bids (so worth at least £92m but probably more like £370m). Plenty will be disappointed

FM35 with ProgType 24 and LDM 377

LDM Code 377 for those that win the tender

Code	Title	Description	Required for ESFA Funding Calculation	Valid From	Valid To
375	sector based work academies pre-employment training	This code is used to identify participants referred by Job Centre Plus to FE providers to undertake sector-based work academies pre-employment training funded by the Adult Education Budget.	N	01/09/2020	
376	Classroom based 18/19 Offer	This code is used to identify learners that undertake 19 year old learners who are part of the DfE Covid-19 recovery package for FE, a one-year high value courses offer funded through the Adult Education Budget.	N	01/09/2020	
377	19-24 Traineeship (2020 procurement)	This code is used for claiming funding for 19-24 traineeships under a contract for services awarded in summer 2020.	Y	01/09/2020	01/08/2021
378 to 400	Unassigned codes for new initiatives				
50	= updated since last published				

<https://guidance.submitlearnerdatabeta.fasst.org.uk/ilr/appendices>

FM25 with ProgType 24 and LDM ???

ESFA invite for 16-18 providers

DfE tell me: “we are not running a procurement exercise for 16 to 19 traineeships. The procurement exercise is solely for 19-24 traineeships. We will shortly be running a market entry exercise for 16 to 19 traineeship provision, which will be closely aligned to the published market entry information. More details will be published in due course on the specific details for this market entry exercise via ESFA update.”

<https://www.gov.uk/guidance/16-to-19-education-market-entry>

Likely that
Ofsted report
could be a
limiting factor

New high-quality provision

We want to ensure opportunities for developing new outstanding provision are always available.

ESFA will fund new provision where it adds value and is a high quality addition to the existing offer for young people. To this end, we are open to discussions about new provision for young people aged 16 to 19 with independent learning providers (ILPs) without an ESFA contract for delivery to 16 to 19s currently holding (or receive in the course of the year) an Ofsted rating of grade 1 outstanding for overall effectiveness.

We will only support new provision as part of this process. We will not consider approaches seeking to move sub-contracted provision to a directly funded contract.

FM25 or FM35 with ProgType 24

Find out more about the history and future



<https://feweek.co.uk/2020/10/13/the-revival-of-traineeships/>

FM36

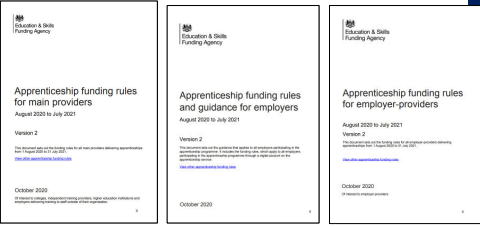
Apprenticeships

New employer incentives of £2,000 aged 16-24 and £1,500 aged 25+ (unlimited) - direct to employer and not via the ILR

New eligible off-the-job actual hours field for any starts on or after 1 August 2019 and associated rules when less than planned hours

“It should be populated after the actual learning end date field is populated, and before the end point assessment period is entered. The field should only be entered for apprentices reaching gateway; it does not need to be input for withdrawn learners or restarted learning aims.”

Moving away from non-levy allocations by the end of March 2021, so be careful you used the correct ACT in the ILR



<https://www.gov.uk/guidance/apprenticeship-funding-rules>

Field: Actual Hours for Off the Job Training
Type of change: New Field
Details of change:
 This field collects the total Actual off-the-job training hours (as defined in the funding rules) that is delivered to the individual apprentice over the practical period of the apprenticeship (before gateway). This should be entered at the end of the apprenticeship programme.

Field: Learners Delivered Funding and Handbooks Test
Type of change: Definition change
Details of change:
 The following references have been changed
 ACT 1: Levy paying Providers
 ACT 2: Non-levy paying Providers
Changed to:
 ACT 1: Apprenticeship funded through a contract for services with the employer
 ACT 2: Apprenticeship funded through a contract for services with the Education and Skills Funding Agency

The FE & Skills policy future...

National Skills Fund (NSF) @ £600m per year to fully fund first full level 3s ('Lifetime Skills Guarantee') from April 2021 - but lots of unanswered questions concerning new funding stream (incl. data spec)

More modular level 4 and 5 qualifications - but funded by ESFA or OfS or? - and via online learner accounts?

An FE White Paper due any day now, followed by new legislation

NSF consultation due out as well

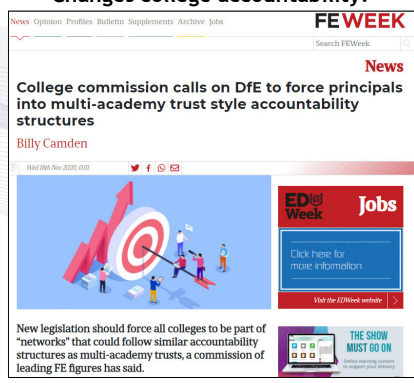
New Productivity and Skills Board and could BCCs play a role in dictating which courses are funded?

Treasury likely to demand employer voice is more influential than ever

Not sign yet of any apprenticeship changes - beyond current flexibilities

One year spending review next Wednesday...

Changes college accountability?



College commission calls on DfE to force principals into multi-academy trust style accountability structures

Billy Camden

11:40 AM, Nov 2020, 01:07

New legislation should force all colleges to be part of "networks" that could follow similar accountability structures as multi-academy trusts, a commission of leading FE figures has said.

Preparing for ILR R04 2020/21 (all funding streams)

Nick Linford

LSECT
LEARNING & SKILLS
EVENTS, CONSULTANCY & TRAINING

ILR R04 deadline in 12 working days from now

4 December 2020 with reference date of 01/11/2020

R04 is used for in-year payments, past performance and future allocations

Compare how much more important it is than R05

Funding Model (FM)	Provider type	R04		R05	
		04/12/2020	01/11/2020	07/01/2021	
All funding models	Reference date		01/11/2020		
	Main data use		- MI & national statistics		
16-19 (excluding apprenticeships) (FM 25, 82)	Grant funded		✓		
	Contract funded		✓		
	Main data use		- In-year performance and monitoring - 2021/22 allocations - Qualification achievement rates 2019 to 2020		
Adult skills (non-apprenticeships) (FM 35, 81)	Grant funded		✓		
	Contract funded		✓		
	Main data use		- Payments - Qualification achievement rates 2019 to 2020		
				✓	

For 16-19s the R04 is used across 3 years
In-year monitoring (2020/21)

Setting allocation for
next year (2021/22)

Finalising last year
achievement rates
(2019/20)

For AEB the R04 is used mainly important
for achievement rates (2019/20)

http://assets.ctfassets.net/6h6ixebdpdwm/5ZqvZqReg73Qu3GfdhcWbr/1f3b5ebe03ab23cae6fb8fd5443f61d1/Appendix_A_Version_1_February_2020.pdf

Funding Model (FM)	Provider type	R04		R05
		04/12/2020	07/01/2021	
16-18 Apprenticeships (FM 35, 81)	Grant funded	✓	✓	
	Contract funded	✓	✓	
	Main data use	- Payments - Qualification achievement rates 2019 to 2020.	- Payments	
19+ Apprenticeships (FM 35, 81)	Grant funded	✓	✓	
	Contract funded	✓	✓	
	Main data use	- Payments - Qualification achievement rates 2019 to 2020.	- Payments	
Apprenticeships from 1 May 2017 (FM 36)	Grant funded	✓	✓	
	Contract funded	✓	✓	
	Main data use	- Payments - Qualification achievement rates 2019 to 2020.	- Payments	
Advanced Learner Loan (FM 59 and FAMType ADL)	Grant funded	✓	✓	
	Contract funded or Loans only facility	✓	✓	
	Main data use	- Monitoring of loan facility - Loan bursary payments - Qualification achievement rates 2019 to 2020.	- Monitoring of loan facility - Loan bursary payments	
Non-funded (FM 99)**	Grant funded	✓	✓	
	Main data use	- Learner MI		

Critical for achievement rate calculation

For apprenticeships the R04 is mainly important for achievement rates (2019/20)

For advanced learner loans the R04 is mainly important for achievement rates (2019/20)

http://assets.ctfassets.net/6h6ixebbpdw/5ZqvZqReg73Qu3GfDhcWbr/1f3b5ebe03ab23cae6fb8fd5443f61d1/Appendix_A_Version_1_February_2020.pdf

ILR R04 used for 16-19 allocations at colleges

This is how ESFA describe use of R04 for 2020/21 allocations

FE colleges, some other FE or higher education institutions

- we take the number of eligible students with a census date of 1 November 2019 based on R04 (2019 to 2020). We multiply this by the ratio of 1 November to all-year student numbers based on R04 (2018 to 2019) and the final R14 return for that year. We compare this figure with the student numbers calculated from R06 (2019 to 2020), both the year-to-date (as at 1 February) figure and the number recruited by 1 November.

So for 2021/22 allocations ESFA will:

Create ratio from 2019/20 R04 to R14
(e.g. extra 10% recruited in-year would be 1.1)

Take a funded learner count from R04 2020/21
(e.g. 2,000 16-19s)

Multiply the learner count by the ratio for allocation
(e.g. 2,000 x 1.1 = 2,100 16-19 allocation for 2020/21)

So R04 vital to get total funded learner number right and on average each learner worth £4,842

<https://www.gov.uk/guidance/16-to-19-education-funding-allocations>

ILR used for 16-19 allocations at ILPs

Independent learning providers

- depending on the profile recruitment for the individual provider, we will either use 1) a twelve month rolling figure for February 2019 to January 2020 based on R14 (2018 to 2019) and R06 (2019 to 2020) data, 2) the same approach as set out above for FE colleges, or 3) the average of approaches 1) and 2).

There may be a delay in issuing allocations for institutions where we use R06 data.

<https://www.gov.uk/guidance/16-to-19-education-funding-allocations>

So for 16-19 the key is to be sure they are fundable. Are you sure their last date of attendance was not before minimum duration?

Length of learning aim	Qualifying period
168 days (24 weeks)	42 days (6 weeks)
14 to 167 days (2 - 24 weeks)	14 days (2 weeks)
Fewer than 14 days (under 2 weeks)	1 day (1 attendance)

You can of course correct in time for R06 but that can be very embarrassing and could flag you as ripe for an audit (financial assurance visit)

<https://www.gov.uk/guidance/16-to-19-education-funding-allocations>

How to find the withdrawn 16-19 learners Data Self Assessment Toolkit (PDSAT) reports

20Y-206: Learners on study programmes of no more than four weeks' duration	78
20Y-207: Withdrawals and qualifying days for funding	78
20Y-208: Withdrawals and qualifying days for Condition of Funding	79
20Y-209: Completions, withdrawals or transfers within first six weeks	80
20Y-210: Withdrawals and planned hours for learners continuing from a previous year	
20Y-211: Learning aims delivered in one day	

20Y-207: Withdrawals and qualifying days for funding

Funding rules monitoring plan: FRM29

Identifies learners that have withdrawn from programmes where the actual duration is close to the minimum number of qualifying days for funded learning⁶².

The ESFA is monitoring learners that complete or leave learning on or just after the qualifying period for funding.

For learners on 16 to 19 study programmes, it is the date on which the learner withdraws from the study programme, rather than any individual learning aim, that determines whether the learner has reached the start qualifying date for funding.

No.	Name	Policy area	Policy rules and guidance	Changes from 2019 to 2020 plan
FRM29	Learners who complete or leave learning on or just after the qualifying period for funding	Common funding rules/multiple areas	Institutions must have evidence that individual students were undertaking the specified study programme during the learning period for which funding and retention is being recorded.	Includes T Levels

Make sure you have the same start and end dates on the timetable and register with the start and actual end date in the ILR

Check if any learner you think has withdrawn is not on this report. Maybe they were not properly withdrawn from all enrolments.

<https://www.gov.uk/government/publications/ilr-data-provider-data-self-assessment-toolkit-pdsat>

16-19 issues at ILR R04 simply around if any funding for overall learner should be generated

FM25 financial assurance working papers

	Test	Issue	Critical factor
1	Has the institution correctly assessed that the student is eligible for ESFA funding?	i Eligibility for funding	The student satisfies the ESFA's eligibility criteria.
2	Does the learning agreement, enrolment form and/or timetable agree to the ILR in terms of data, including eligibility for free meals in FE?	i ILR consistent with learning agreement	Funding is driven by the underlying ILR data which must agree with information confirmed by the student in the learning agreement.
10	Does the start date recorded in the ILR reconcile to registers, or alternative evidence of attendance held?	i Learning start date	Funding for a learning aim or programme can be claimed only from the date on which learning activity directly related to the learning aim or programme begins and can be evidenced.
15	If the student has withdrawn from the programme, does the period of attendance on the programme qualify for funding?	i Qualifying period for funding	For funding purposes, students are considered to have started a study programme once they have remained on that programme for at least the qualifying period for funding within the current funding year.
16	Where the student has withdrawn from any qualifications, have the withdrawal details been correctly recorded in the ILR?	i Withdrawals	The learning actual end date recorded in the ILR reflects the last date that there is evidence of learning activity for each learning aim and the completion status and planned hours must be correctly updated as necessary.

Things like planned hours not going to alter allocation

Working papers via PDSAT sampler function : <https://www.gov.uk/government/publications/ilr-data-provider-data-self-assessment-toolkit-pdsat>

ILR R04 also used for advanced math premium

“We establish the number of students studying an eligible level 3 maths qualification in the relevant academic year using the ILR (R04)”

75 qualifications that count as a maths component for Technical Baccalaureate as well as the full IBO Level 3 International Baccalaureate diploma (QN 50034157) <https://www.gov.uk/government/publications/16-to-19-qualifications-discount-codes-and-point-scores>

The top spreadsheet, titled '16_to_18_qualifications_and_discount_codes_for_the_2018_to_2022_performance_tables_May_2020 (1).xlsx', lists 75 qualifications. The columns are Type, Qualification number, Qualification Title, and Counts as maths component for Tech Bacc? (Y/N). The bottom spreadsheet, titled '16-19 Allocations for the 2020 to 2021 Academic Year', shows institution details including Region, Local Authority (LA), LA No., Institution Name, and Advanced Maths Premium Payment (£).

Region	Local Authority (LA)	LA No.	Institution Name	Advanced Maths Premium Payment (£)
NW	Manchester	352	Leneto College	266,400
WM	Herefordshire	884	Hereford Sixth Form College	285,200
EE	Cambridgeshire	873	Hills Road Sixth Form College	243,000
GL	Newham	316	Brampton Manor Academy	187,800
YH	Norfolk	382	Greenhead College	162,600
WM	Worcestershire	886	Worcester Sixth Form College	152,800

Worth £14m in 2020/21 with 871 providers at an average of £16k per provider

<https://www.gov.uk/government/publications/16-to-19-allocation-data-2020-to-2021-academic-year>

ILR R04 used for last year's achievement rates (all funding streams)

41 We treat learning aims as withdrawals for the **overall QAR** methodology where they have a 'Completion status' of 6 ('Learner has temporarily withdrawn from the aim due to an agreed break in learning') and where either:

- a they do not have a corresponding restart record in the same funding year or in the following two funding years, **OR**
- b the planned break recorded in the **R14 ILR** return for 2018 to 2019 has no corresponding restart record in the **R04 ILR** return of 2020 to 2021

If this scenario happens, we will set the reporting year to one year after the latter of the expected end year or actual end year.

For example, if you recorded an aim with a 'Learning planned end date' in July 2019 with a planned break in learning in April 2018, this will be a withdrawn aim in the 2019 to 2020 funding year if there is no restart record in:

- a the R14 ILR return in 2018 to 2019, **OR**
- b the R14 ILR return in 2019 to 2020, **OR**
- c the **R04 ILR** return of 2020 to 2021

Key is to ensure the 'restart record' is in ILR R04, particularly for R04 - but also that it is correctly matched

<https://www.gov.uk/government/publications/qualification-achievement-rates-qar-2019-to-2020>

Checking the carry-overs match in ILR R04

Matching learning aims across years

34. Many learning aims take more than one year to complete, meaning that the same learning aims for a particular learner can appear on more than one ILR file

35. We use various combinations of variables to ensure we match the correct records across years. The matching process matches records by UKPRN, Learner Reference Number, and Aim Reference together with the following combinations, in the following sequence.

- Learning start date, Learning planned end date, Learning actual end date
- Learning start date, Learning planned end date
- Learning start date, Expected end year (P_Expendyr), Learning actual end date
- Learning start date, Expected end year

36. Once we have matched the learning aim records, we discard those from previous years, leaving just the latest information for each learning aim in the QAR dataset.

Without a match they will count as not achieving

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/856548/ET_QAR_technical_specification_201819_v3.pdf

ILR R04 where learner reference numbers changes

ESFA: “Providers assign the Learner reference number and we use this number to match aims across years”

“If, for any reason, a learner’s Learner reference number changes, either within a funding year or between years, then you must record this using the Learner reference number in previous year field.

<https://guidance.submitlearnerdatabeta.fasst.org.uk/ilr/field/prevlearnrefnumber>

“We use the information in the Learner reference number in the previous year field to change the Learner reference numbers for previous years to the latest Learner reference number. We keep the original Learner reference number in the QAR dataset in the LearnRefNumber_orig field.

“If you use the Learner reference number in previous year field when there has not been a change in the learner’s Learner reference number, then this will prevent us from correctly matching that learner’s aims.”

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/856548/ET_QAR_technical_specification_201819_v3.pdf

Reports before R04 ESFA's submit learner data portal

This one helps with apprentices and mismatches

Download learner level issue data

Your learner level view (Excel) allows you to see issues with individual learners.

This can be useful for identifying the specific learner records related to any issues identified in your monthly earnings breakdown.

[Download R03 learner level view >](#)

R03 Funding Rules Monitoring spreadsheet

For first time a limited number of pre-R04 reports [so no excuses!]

Report	Title
FRM06	Continuance Issues
FRM07	Breaks In Learning: Planned End Date
FRM08	Breaks In Learning: Duration
FRM09	Transfers with no return
FRM15	End Point Assessment Organisations

And ILR validation reports now looks for changes of dates between years

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

Funding Rules Monitoring reports

Example (plus one year for this year)

Area (all policy areas)	Report specification	Action you must take	Action we will take
FRM06 Continuing learners from 2018 to 2019 who do not appear in the 2019 to 2020 ILR	Identify learning aim records in the latest ILR data submission excluding learning aims which are not a 'regulated' qualification or a component of a regulated qualification Identify learning aim records in the R14 ILR data submission for the previous year which are reported as continuing in learning and have a planned end date after 1 August in the current funding year. Compare latest submission data with previous year's data, matching data on learner reference number or previous learner reference number, UKPRN or previous UKPRN or pre-merger UKPRN, learning aim reference, programme type, standard code, framework code, learning start date, where the expected learning aim does not appear in the latest ILR.	The 2018 to 2019 ILR must include aims that are continuing in the final return for the previous year (R14). If the learner was reported as continuing in the R14 return for the previous year, but has since been identified as having withdrawn before 1 August 2018, you must set the Completion status to code 3 'withdrawn' and complete the Withdrawal reason field with the relevant code. Record the Learning actual end date as the last day the learner was in learning: this will be in the previous ILR year, do not use 1 August of the current year.	We will treat these learners as withdrawn for the QARs

<https://www.gov.uk/guidance/esfa-financial-assurance-monitoring-the-funding-rules>

And no QARs either!

We also announced that data will not be used by others, such as Ofsted, local authorities or devolved authorities or within ESFA and DFE, to hold institutions to account. Therefore, we will not supply 2019 to 2020 QARs for institutions to use internally themselves.

We are currently reviewing what data we will publish for statistical purposes in 2021 for the 2019 to 2020 QARs but, it will not contain any data at institution level.

<https://www.gov.uk/government/collections/qualification-achievement-rates-and-minimum-standards>

So a big deal, but NARTs won't be published for all to see owing to Covid

School, college or MAT level performance data

We will not be publishing school, college or multi-academy trust (MAT) level performance data based on summer 2020 tests, assessments and exams at any phase.

We will not be publishing, or sharing, school, college or MAT level accountability measures, such as Progress 8 and level 3 value added, using the summer 2020 data.

The performance tables that were due to be released in October and December 2020, and in January and March 2021, will not go ahead.

We will also not publish any institution-level qualification achievement rates in the national achievement rate tables for the 2019 to 2020 academic year.

<https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>

This webpage may also be useful

9. Action: Qualification Achievement Rates (QARs) 2018 to 2019 - funding monitoring reports and common data issues

9.1 Funding Rules Monitoring reports (FRM)

There are **FRM reports for 2018 to 2019** that identify data issues that affect your QARs. You must review the reports below to ensure your data is accurate.

9.2 FRM04 - actual end date changes

This report relates to changes to the 'Learning actual end date' between ILR years.

If you recorded an aim as complete in the previous year's R14 ILR and continues to be returned in the current year, then you must return the same 'Learning actual end date' that you reported in the previous year. You must not amend the 'Learning actual end date' between years. Changing this date between years will mean we will not be able to match the learner's aims, this may generate orphan records that could negatively affect your QARs and may affect your funding.

If a learner undertakes an aim, finished learning, takes the final assessment and fails, then you must close the aim and record it as not achieved. Where this learner is then identified as needing further support or additional learning to pass the assessment, then you must record a new learning aim as a restart, with the 'Funding adjustment for prior learning' field completed to account for the new learning required to pass the test.

9.3 FRM05 - planned end date changes

This report relates to changes in the 'Learning planned end date' between funding years.

You must not change or update the 'Learning planned end date' after the funding qualifying period has passed. You must not change this date to account for a change in circumstance such as illness, slow progress or unemployment. Changing this date between years will mean we will not be able to match the learner's aims, this may generate orphan records that could negatively affect your QARs and may affect your funding.

9.4 FRM06 - continuance issues

This report relates to continuing learners from 2017 to 2018 who do not appear in the 2018 to 2019 ILR.

We will treat continuing learning aims in the R14 2017 to 2018 ILR that do not have a corresponding record in the 2018 to 2019 ILR as a withdrawal for the overall QAR methodology.

The 2018 to 2019 ILR must include all aims that were reported as continuing ('Completion status' = 1 and the 'Learning actual end date' is null) in the 2017 to 2018 R14 ILR return.

If you reported the learner as continuing in the 2017 to 2018 R14 ILR return, but subsequently identify them as having withdrawn before 1 August 2018, then you must set the 'Completion status' to code 3 (withdrawn) and complete the 'Withdrawal reason' field with the relevant code. Record the 'Learning actual end date' as the last day the learner was in learning; this date will be in the previous ILR year - do not use 1 August 2018.

If data is incorrect after the 2017 to 2018 R14 ILR due to an administrative error, then you should correct the data and continue to return this for the duration of the 2018 to 2019 ILR. More guidance on correcting errors is available in Section 5.1 of the [Provider Support Manual](#).

If you need to report an actual end date in 2017 to 2018 for those aims, then you need to ensure your Management Information (MI) system is set up to export 2017 to 2018 learning actual end dates.

For traineeship and apprenticeship programmes, the ILR must include the programme aim and all the associated component aims, even if the component aims are completed and closed.

<https://www.gov.uk/government/publications/sfa-inform/inform-may-2019/action-qualification-achievement-rates-qars-2018-to-2019---funding-monitoring-reports-and-common-data-issues>

Funding Rules Monitoring reports after R04

ESFA use R04 to begin to publish all monthly FRM reports, but for 2020/21 via a different portal

We will publish the next set of data in the post-16 monitoring reports dashboard on

17 December 2020

Post 16 monitoring report dates

20 January 2021

17 February 2021

17 March 2021

21 April 2021

20 May 2021

17 June 2021

19 July 2021

18 August 2021

26 September 2021

05 November 2021

To support you to import data into your own systems, and to use current Department for Education (DfE) platforms, we will publish a post-16 monitoring reports dashboard in [View your education data](#). We will no longer publish reports in a Microsoft Excel format on [Submit learner data](#), although you will be able to access reports from the 2019 to 2020 funding year. All in-year data will be available in a single place and can be [exported as a single file](#). We have fixed any formatting issues you may have previously experienced with the previous software.

What we monitor

17. We analyse all learning aim records that you report, or which we expect to be reported, in the following funding streams:

- Formula-funded adult skills provision (the Adult Education Budget including traineeships for 19 to 24-year olds and community learning)
- Devolved adult skills funding
- ESFA non-formula funded community learning
- Devolved non-formula funded community learning
- Apprenticeships
- Advanced Learner Loans
- 16 to 19 funding (study programmes including 16 to 18 traineeships, T Levels and T Level transition programmes)

37. You will need an [IDAMS account](#) with the "view your education data – post-16 monitoring" user role and associated with a UKPRN to access the dashboard securely. Your organisation's super user will be able to grant you the correct user role.

Monitoring post-16 funding for 2020 to 2021: reports user guide

Version 1: November 2020

Once successfully logged in, you will have the option to select 'Data Quality and assurance'

<https://www.gov.uk/guidance/esfa-financial-assurance-monitoring-the-funding-rules>

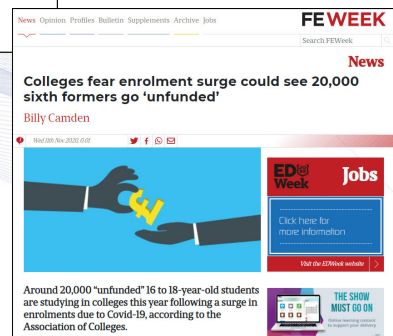
R04 also used for in-year growth requests

Exceptional in-year growth

20. Each year we review the levels of student number delivery of all colleges, schools, academies (except if funded on estimates), SPIs and HEIs based on the autumn school census or ILR R04 data. When institutions deliver exceptional in-year growth compared to their allocation, we may increase their allocations. These arrangements are separate from the reconciliation arrangements that apply to ILPs, which we set out in the [ILR funding returns guidance](#). As this is a data driven exercise, institutions do not have to submit a business case to be considered for growth.

21. We identify exceptional growth through analysing the current allocated student numbers against actual evidenced recruitment and the projected end-year position. We also consider under-delivery at the institution in the previous year and the national picture of growth. We will base growth funding on a standard threshold determined by affordability, and growth is likely to be funded at a marginal rate. We may require additional eligibility or audit checks before allocating growth funding. We will notify institutions who will receive exceptional in-year growth in February or March 2021.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/936204/Funding_rates_and_formula_202021_v1.3.pdf



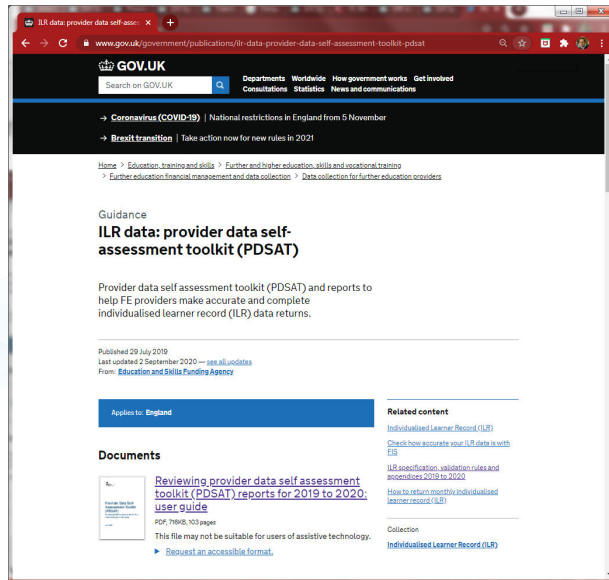
<https://feweek.co.uk/2020/11/11/colleges-fear-enrolment-surge-could-see-20000-sixth-formers-go-unfunded/>

Audit post-ILR R14 2019/20 and the new PDSAT checklist

Nick Linford

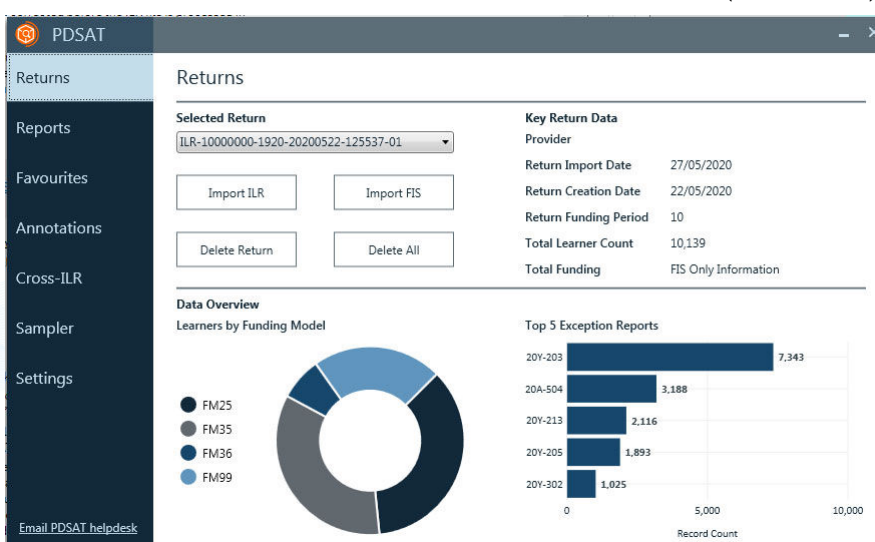
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EVENTS, CONSULTANCY & TRAINING

Provider Self Assessment toolkit (PDSAT)



<https://www.gov.uk/government/publications/ilr-data-provider-data-self-assessment-toolkit-pdsat>

Provider Self Assessment toolkit (PDSAT)



<https://www.gov.uk/government/publications/ilr-data-provider-data-self-assessment-toolkit-pdsat>

There are more than 80 PDSAT reports

PDSAT Reports

Selected Return: ILR-10000000-1920-20200522-125537-01

Provider Name: [Empty]

Favourites Group: None

Filters: No filters applied

Funding Period: 10

Run

Report ID	Report Name	Record Count
<input type="checkbox"/> 208-001	Report logic by report	89
<input type="checkbox"/> 208-002	Possible duplicate learners	48
<input type="checkbox"/> 208-003	Possible duplicate or overlapping programmes and regulated learning aims	43
<input type="checkbox"/> 208-004	Possible duplicate or overlapping non-regulated learning aims	692
<input type="checkbox"/> 208-005	Transferring learners	2
<input type="checkbox"/> 20A-101	All adult skills funding model learners and learning aims	8,465
<input type="checkbox"/> 20A-102	All carry-in apprenticeship standards learners and learning aims	0
<input type="checkbox"/> 20A-103	All learners and learning aims within the new apprenticeship programme	2,484
<input type="checkbox"/> 20A-104	All Advanced Learner Loan and Loans Bursary Fund learners	311
<input type="checkbox"/> 20A-105	Learners enrolled on English and/or maths learning aims	4,268
<input type="checkbox"/> 20A-106	Learning support funding	652
<input type="checkbox"/> 20A-107	Learning aims by delivery postcode	2,125
<input type="checkbox"/> 20A-108	Funding by subcontractor	27
<input type="checkbox"/> 20A-201	19+ apprentices with full funding claimed	0
<input type="checkbox"/> 20A-202	19+ apprentices with enhanced or extended funding	4

[Email PDSAT helpdesk](#)

New financial assurance (ILR audit) checklist

When you run the PDSAT 'sampler' function, one of the files created is a new checklist, alongside the working papers

Checklist will help providers understand the evidence needed to enable the auditor to be satisfied that the rules have been met

There are remote desk-based audits taking place at the moment and the checklist is 'to assist auditors in locating evidence'

Education & Skills Funding Agency

Provider Market Oversight: Assurance

2019/20 Evidence checklist

The purpose of these checklists is to assist providers in the collation and provision of evidence for remote desk-based assurance reviews, and to assist auditors in locating evidence during substantive testing. We intend for them to be used as follows:

- The auditor will hold a planning meeting with the provider and discuss and agree the specific documentary evidence that the provider holds for each evidence category.
- On selecting the sample, PDSAT will also output this file with a checklist for each sampled learner.
- The auditor will complete column C in each checklist with the specific documentary evidence that the provider has agreed to supply.
- The provider should use the Evidence provided: RefNo column E to record whether, for each funding stream and category, it includes the evidence required in its return to the ESFA.
- The provider should use the Additional notes, explanation or clarification column to record and additional details that it feels will be of use, for example, pointing out where exactly in a document a specific piece of evidence can be found.
- When the provider returns the evidence pack to the ESFA, it should include the evidence checklist.

The intention is that the information recorded in the evidence checklist will aid the learner level substantive testing and reduce the likelihood of queries arising.

Note that references to 2019/20 relate to the 2019 to 2020 funding year (August 2019 to July 2020)

Navigation: Cover | FMS5 | FMS6 | Loans | FMS25_16 to 19 | Subcontracting

Digital apprenticeship service roadmap and future developments

Jess Gough, User Research Manager and Vanessa Clynes, Lead Service Designer, both from Apprenticeship Service at the ESFA

Download the slides from here:

<http://lsect.co.uk/wp-content/uploads/2020/11/ESFA-TAS-and-FAT-presentation.pdf>

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EVENTS, CONSULTANCY & TRAINING

Apprenticeship funding rates - preparing for IfATE cuts

Nick Linford

LSECT
LEARNING & SKILLS
EVENTS, CONSULTANCY & TRAINING

Prepare for a wave of cuts to apprenticeship standard maximum rates

IfATE finished their second consultation last month

They may cap the size of the cuts but not said how or by how much

Key thing to keep an eye on is announcements and the dates for implementation - and adjust the TNP for new starts accordingly

For checking rates and dates you using the current LARS or the shiny new one?



Current LARs - showing changes to appren caps

Standard Detail

hub.fast.org.uk/Learning%20Aims/Search-results/Details/Pages/Standard-Details.aspx?STDCODE=96&TeachingYear=2021

HM Government

Home Learning Aims

You are here: Home > Learning Aims > Search results > Details

Standards detail view

Standard code: 96
Name: Hospitality Team Member
Sector: 44 - Hospitality
Effective from: 01/05/2015
Last Date for New Starts: 01/05/2015
Effective to:
Version: 1
National End Level: 2 - Level 2
Sector subject area: 7.00 - Retail and Commercial Enterprise
Sector Subject Area: 7.40 - Hospitality and Catering
Integrated Degree Standard: No
Other Body Approval Required:

Funding details Common components Related Learning Aims

Standard Trailblazer

Last date for new starts: Start date: 01/05/2015 End date: Created date: 04/05/2016 Modified date: 04/05/2016

Category	Effective From	Effective To	Band Number	Values	Core Govt Contribution Cap (£)	16-18 Incentive (£)	Small Business Incentive (£)	Achievement Incentive (£)
Standard Trailblazer	01/05/2015		2		3000	500	500	500

Category	Effective From	Effective To	Band Number	Values	16-18 Provider Additional Payment	16-18 Employer Additional Payment	16-18 Framework Uplift	Core Leaver Additional Payment	Duration	New Employer Levy Cap(£)	Standard Funded Without Employer
Apprentices from May 2017	01/05/2017	31/07/2018	7	1000	1000	0	1000	12.00000	5000	5000	N
Apprentices from May 2017	01/05/2018	03/03/2019	8	1000	1000	0	1000	12.00000	5000	5000	N
Apprentices from May 2017	04/03/2019		6	1000	1000	0	1000	12.00000	4000	4000	N

New LARs

The screenshot shows two browser windows. The left window displays the 'Find a Learning Aim' search page with a search bar, a dropdown for 'Type of learning' (set to 'Standards'), and a 'Search' button. The right window shows the detailed view for the 'Hospitality Team Member' learning aim, including its code (96), sector (44 - Hospitality), effective date (01 August 2015), and a list of related learning aims like 'Standard trailblazer' and 'Apprenticeships from May 2017'.

<https://findalearningaimbeta.fasst.org.uk/StandardDetails/96>

Finally - looking for a support network?

Say goodbye to feconnect...

The screenshot shows the feconnect website, which is an online forum for funding and data issues. It includes a welcome message, login/sign-up instructions, and a list of recent discussion topics. The topics are displayed in a table with columns for Topic, Voices, Posts, and Freshness.

Topic	Voices	Posts	Freshness
Important notification: R14	1	1	1 month ago
R14 Error Code Guidance	2	2	1 month 1 week ago

<https://findalearningaimbeta.fasst.org.uk/StandardDetails/96>

Say hello to 'Get help with ESFA service' and 'ESFA communities'...

Get help with Education and Skills Agency services
Self-service support options for education providers hosted by the ESFA.

Search ESFA support

[Read our help articles](#)
Read our help articles and search for answers to your questions.

[Talk to our community](#)
Discuss topics on further education and skills with other providers.

[Contact us](#)
Use our web enquiry.

ESFA Communities
A peer-led discussion forum for further education and training providers. Read the [community guidelines](#) to help you get the most out of the forum. If you have any issues using this service, email customer.experience@education.gov.uk.

Search ESFA support

Posts	Replies	Last updated
Please give your views on possible ILR changes for 2021-22	1	Today at 08:22
Change of EPAC after hard close	2	Monday at 11:23
English & Maths Starts - Apprenticeships	2	Monday at 08:16
FRM1_04 Error	1	Sunday at 18:43
Break in Learning	1	Friday at 17:03

<https://esfahelp.education.gov.uk/hc/en-gb>

And currently seeking views on change to the ILR

GOV.UK Get help with ESFA services [Sign in](#)

BETA This is a new service – your [feedback](#) will help us to improve it.

[Back](#)

Search ESFA support

Anami Tailor

Please give your views on possible ILR changes for 2021-22

We are currently investigating changes we could make to the ILR for the 2021 to 2022 year. Before we make a decision on proposed changes, we would like your views please.

Possible change 1: Prior Attainment

We would like your views on this proposed change to the Prior Attainment field.

Proposal Summary

To remove the existing Prior Attainment field and create a new Prior Attainment entity to collect two pieces of data:

<https://esfahelp.education.gov.uk/hc/en-gb/community/posts/360009919340-Please-give-your-views-on-possible-ILR-changes-for-2021-22>



The Apprenticeship Service

Vanessa Clynes
Jessica Gough
Chris McClean






Service Designer
Service Designer
Product Owner

Emerging Apprenticeship Service Roadmap 2020 – 2021

(External)

-  In development
  Final stages of development
  Delivered into the service







Up to Nov 20

-  Employers who **don't pay** the levy can start to **manage providers & funding** through the apprenticeship service.
-  Training providers without a **contract** to work with **non-levy paying employers** can start to **access funds** through the apprenticeship service.
-  The process of **pausing apprentices** is simplified to **support COVID-19 activity**.
-  New **information** is available to support **apprentices** and **employers** affected by **COVID-19**.
-  Apprentices who **change employer** can be **easily updated** in the service.
-  Employers can apply for **incentive payments** when taking on a **new apprentice**.
-  Employers can **register their interest** to take on an **apprentice** who has been made **redundant**.
-  Apprentices who have been **made redundant** can **register their interest** in being **connected with a new employer**.

Nov 20 -Mar 21

-  The first **incentive payments** will be made
-  Apprentices who **change providers** can be easily updated in the service
-  Find Apprenticeship Training is **streamlined and improved**, with **intelligent searching** and **new filtering**.
-  Employers and training providers can search for **End-Point Assessment Organisations**.
-  Training providers can give **different levels of access** on the service to their **staff members**.
-  Data tracking will support our understanding of **BAME representation in apprenticeships**

Apr – Jun 21

-  All **new apprenticeship starts** will be through the **apprenticeship service**.
-  New **service for providers** to **apply to join the register online**
-  Employers and training providers can move **apprentices** to **new versions of standards** through the service.
-  Employers who **can't find provision** in their area will be aggregated and connected with training providers to increase their purchasing power
-  Training providers **can add and approve apprentices to the service in bulk**, across multiple employers.
-  Employers will be able to **save favourite providers and standards** to make adding reservations, vacancies and apprentices easier

Jul 21 onwards

-  Apprentices, employers and training providers sign a single **e-commitment statement** online
-  Training providers will be able to use the same sign in details for all apprenticeship services (**DFE sign on**)



Response to COVID

- Incentive payments for employers
- Improving the process of pausing apprentices
- A feature to connect apprentices who have been made redundant with employers who want to employ an experienced apprentice
- Design and delivery of content and campaigns that targeted COVID information for training providers, employers and apprentices
- Making it easier for apprentices to change employer and (coming soon) provider

Emerging Apprenticeship Service Roadmap 2020 – 2021

(External)

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✓ Delivered into the service

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- ✓ New **information** is available to support **apprentices and employers** affected by **COVID-19**.
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Find Apprenticeship Training

What changes are we making?

- Make it easier for employers to browse courses
- Remove duplicate providers
- Make searches by location easier
- Make searching more intelligent/responsive
- Help employers to compare standards and providers
- Make feedback easier to understand

Over
50
User research
sessions

16
Prototypes
designed and
tested



Find apprenticeship training

DEMO



Find Apprenticeship Training

What's next?

- Displaying more information on the course and provider pages
- Improvements and tweaks to the user interface
- Adding a 'shortlist' feature
- Improving the way we gather feedback



Change of provider

Continuous Improvement



Background – improvements to make

- The Apprenticeship Service should cater for a change of provider for an existing learner
- Records need to be stopped and new starts created, this can be time consuming and does not reflect the actual scenario of continued learning.
- If a course is expired (e.g Frameworks post July 2020) there should be a facility to continue the learning



MVS and Incremental release

MVS

- Apprentice records must already be in stopped status
- Provider adds details of price, start date etc

Incremental release

- Records can be stopped from 'within' the change of provider user journey
- Employers will choose to enter details of price, start date etc or ask provider to complete



Change of provider

DEMO

Employer request #1 (existing)

The screenshot shows the 'Manage apprenticeships' homepage for a user named Aardvark Zebra Ltd. The page has a dark blue header with the GOV.UK logo and navigation links. The main content area is white and features a sidebar on the left with links to 'Apprenticeships', 'Apprentices', and 'Your training providers'. The main content area has a heading 'Apprenticeships' and a sub-heading 'Manage your apprentices, advertise apprenticeships and set training provider permissions.' Below this, there are two columns of links: 'Apprentices' and 'Your apprenticeship adverts' on the left, and 'Apprenticeship adverts' and 'Find apprenticeship training' on the right.

Homepage

The screenshot shows the 'Apprentices' page. It has a dark blue header with the GOV.UK logo and navigation links. The main content area is white and features a heading 'Apprentices'. Below this, there are two columns of links: 'Add an apprentice' and 'Apprentice requests' on the left, and 'Manage your apprentices' and 'Set payment order' on the right. The 'Add an apprentice' link is highlighted in blue.

Apprentices

The screenshot shows the 'Manage your apprentices' page. It has a dark blue header with the GOV.UK logo and navigation links. The main content area is white and features a heading 'Manage your apprentices'. Below this, there is a search bar for 'Search by apprentice name'. There are three dropdown menus: 'Training provider' (set to 'All'), 'Apprenticeship training course' (set to 'All'), and 'Planned end date' (set to 'All'). Below these is a green 'Apply filters' button. The page shows '185 apprentice records, 22 with alerts' and a link to 'Download all data (CSV)'. Below this is a table with columns: 'Apprentice name', 'Apprenticeship training course', 'Planned start date', 'Planned end date', 'Training provider', 'Status', and 'Alerts'. The table contains three rows of data.

Apprentice name	Apprenticeship training course	Planned start date	Planned end date	Training provider	Status	Alerts
Darren Diamond	Abie seafarer (deck), Level: 2 (Standard)	Aug 2019	Nov 2020	ABC TRAINING LTD	Stopped	
Mary Evans	Gas network craftsperson, Level: 3 (Standard)	Jun 2017	Jun 2020	SOUTHAMPTON ENGINEERING TRAINING ASSOCIATION LIMITED (THE)	Live	Changes pending
Mark Smith	Gas network craftsperson, Level: 3 (Standard)	Jan 2020	Jan 2021	SOUTHAMPTON ENGINEERING TRAINING ASSOCIATION LIMITED (THE)	Live	Changes for review

Manage apprentices

Employer request #2 (new)

GOV.UK

Manage apprenticeships

Your employer account

Help

Settings

Sign out

Home

Finance

Recruitment

Apprentices

Your team

Your organisations and agreements

More

[Back](#)

Darren Diamond

Edit details if there's a change in apprentice or apprenticeship circumstances.

Status	Stopped
Training provider	ABC TRAINING LTD Change
Cohort reference	VKKG8P

Apprentice details

Name	Darren Diamond
Unique learner number	123456789A
Date of birth	5 January 2002

Apprenticeship details

Apprenticeship training course	Bespoke Saddler, Level 5 (Standard)
Planned training start date	February 2019
Planned training end date	March 2021 Change
Total agreed apprenticeship price	£5,000 excluding VAT

Change provider

GOV.UK

Manage apprenticeships

Your employer account

Help

Settings

Sign out

Home

Finance

Recruitment

Apprentices

Your team

Your organisations and agreements

More

[Back](#)

Changing training provider

When you change an apprentice's training provider, their apprenticeship record with the current training provider will be stopped.

Before you request this change, you must contact the new training provider to agree the new training dates and price.

You should only change your apprentice's training provider if:

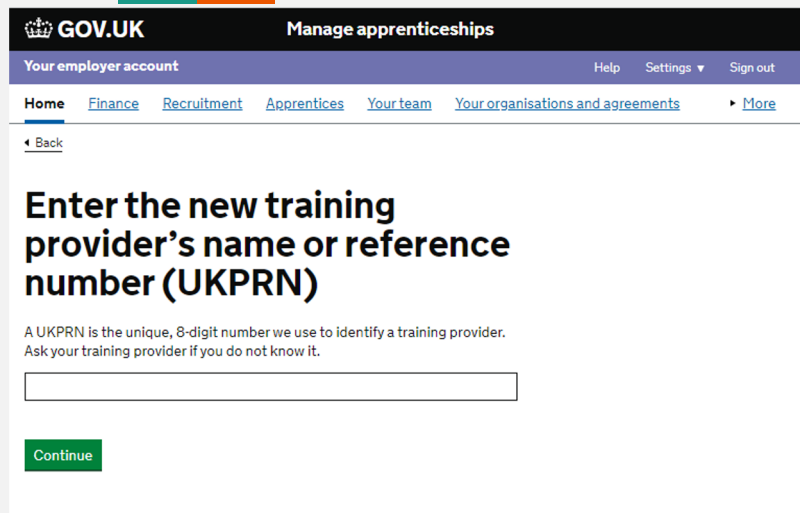
- you're not happy with their performance
- they've stopped delivering the apprentice's training course
- they're shutting down or have already shut down

[Continue](#)

[Cancel and return to account home](#)

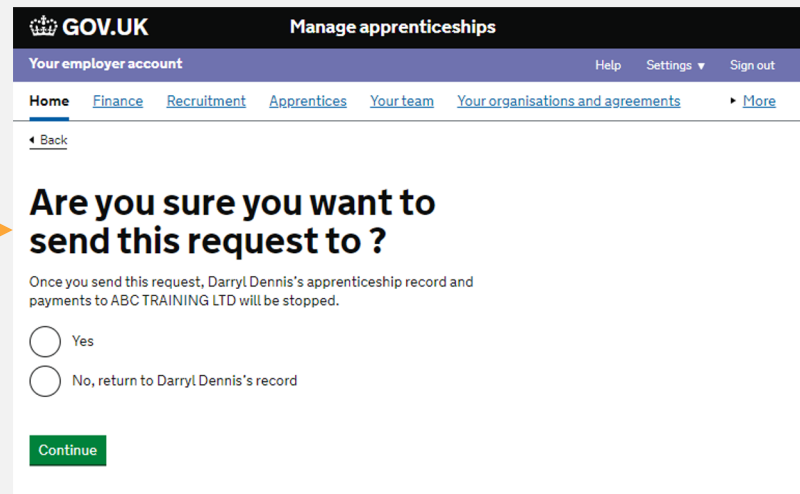
Change interruption

Employer request #3 (new)



The screenshot shows the 'Manage apprenticeships' page on the GOV.UK website. The header includes the GOV.UK logo and the title 'Manage apprenticeships'. Below the header is a navigation bar with links: Home, Finance, Recruitment, Apprentices, Your team, Your organisations and agreements, and a More link. The main content area has a 'Back' link and a heading 'Enter the new training provider's name or reference number (UKPRN)'. Below the heading is a subtext: 'A UKPRN is the unique, 8-digit number we use to identify a training provider. Ask your training provider if you do not know it.' There is a text input field and a green 'Continue' button.

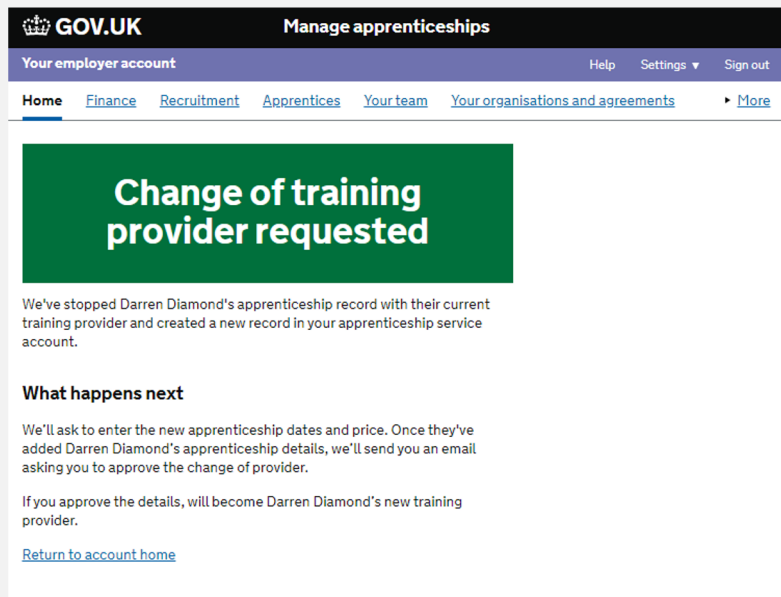
Enter new provider



The screenshot shows the 'Manage apprenticeships' page on the GOV.UK website. The header includes the GOV.UK logo and the title 'Manage apprenticeships'. Below the header is a navigation bar with links: Home, Finance, Recruitment, Apprentices, Your team, Your organisations and agreements, and a More link. The main content area has a 'Back' link and a heading 'Are you sure you want to send this request to?'. Below the heading is a subtext: 'Once you send this request, Darryl Dennis's apprenticeship record and payments to ABC TRAINING LTD will be stopped.' There are two radio button options: 'Yes' and 'No, return to Darryl Dennis's record'. There is a green 'Continue' button.

Send request

Employer request #4 (new)



The screenshot shows a confirmation page on the GOV.UK 'Manage apprenticeships' portal. A green banner at the top reads 'Change of training provider requested'. Below it, a paragraph explains that the record for Darren Diamond has been stopped and a new one created. A section titled 'What happens next' states that the user will be asked for new dates and price, and an email will be sent for approval. At the bottom, there is a link to 'Return to account home'.

GOV.UK Manage apprenticeships

Your employer account Help Settings Sign out

[Home](#) [Finance](#) [Recruitment](#) [Apprentices](#) [Your team](#) [Your organisations and agreements](#) [More](#)

Change of training provider requested

We've stopped Darren Diamond's apprenticeship record with their current training provider and created a new record in your apprenticeship service account.

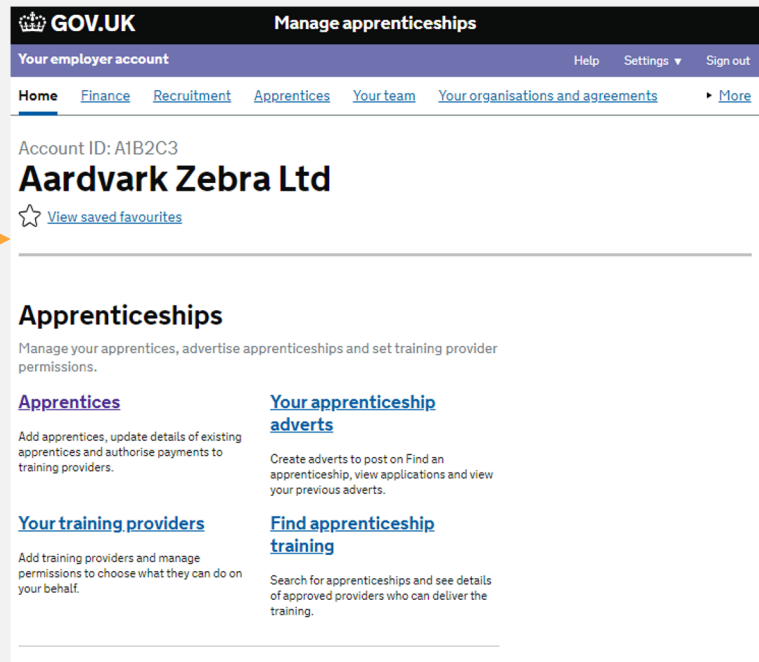
What happens next

We'll ask to enter the new apprenticeship dates and price. Once they've added Darren Diamond's apprenticeship details, we'll send you an email asking you to approve the change of provider.

If you approve the details, will become Darren Diamond's new training provider.

[Return to account home](#)

Confirmation



The screenshot shows the 'Home' page of the GOV.UK 'Manage apprenticeships' portal. It displays the account ID 'A1B2C3' and the company name 'Aardvark Zebra Ltd'. There is a link to 'View saved favourites'. The main section is titled 'Apprenticeships' with a description of managing apprentices. Below this are four links: 'Apprentices', 'Your apprenticeship adverts', 'Your training providers', and 'Find apprenticeship training', each with a brief description of the function.

GOV.UK Manage apprenticeships

Your employer account Help Settings Sign out

[Home](#) [Finance](#) [Recruitment](#) [Apprentices](#) [Your team](#) [Your organisations and agreements](#) [More](#)

Account ID: A1B2C3

Aardvark Zebra Ltd

☆ [View saved favourites](#)

Apprenticeships

Manage your apprentices, advertise apprenticeships and set training provider permissions.

Apprentices

Add apprentices, update details of existing apprentices and authorise payments to training providers.

Your apprenticeship adverts

Create adverts to post on Find an apprenticeship, view applications and view your previous adverts.

Your training providers

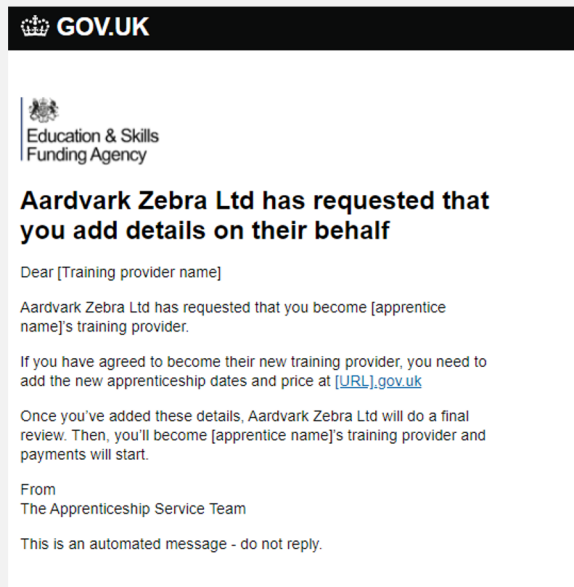
Add training providers and manage permissions to choose what they can do on your behalf.

Find apprenticeship training

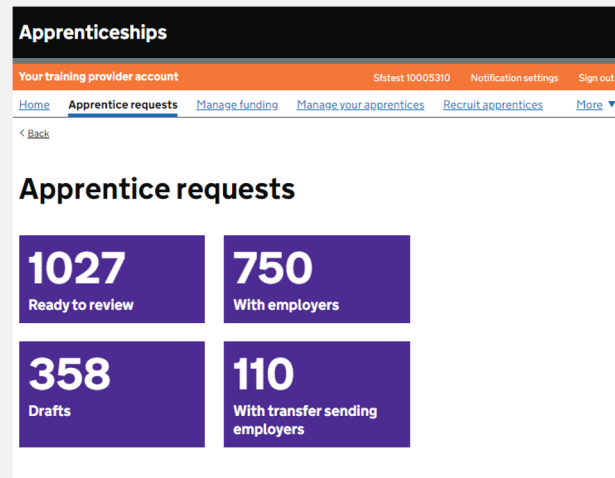
Search for apprenticeships and see details of approved providers who can deliver the training.

Back to Home

Provider receives (re-purpose of screens)



Request email



Apprentice requests

Provider review (re-purpose of screens)

gKNP/details

Apprenticeships

Your training provider account Statest 10005760 Notification settings Sign out

[Home](#) [Apprentice requests](#) [Manage funding](#) [Manage your apprentices](#) [Recruit apprentices](#) [More](#)

[Back](#)

Review your cohort

1
Apprentice

1
Incomplete record

£0
Total cost

Employer: SETUP & GROW LTD
Cohort reference: VNGKNP
Status: Ready for review

Message:
No message added

[Save and continue](#)

1x Software tester, Level: 4 (Standard)
Training code: 91

Name	Unique learner number	Date of birth	Training dates	Cost
Demo t2	7608377754	1 Jan 2000	-	- Edit

[Delete cohort](#)

The existing user journey for reviewing and approving the cohort will be familiar. Minor changes such as removal of bulk upload and removal of adding apprentices to cohort

The course cannot be changed as is a continuation of existing learning



Revised Provider user permissions

Continuous Improvement



Background

- Currently all Provider users access the Apprenticeship Service through a single set of permissions – Apprenticeships editor
- Feedback from providers suggested that this was becoming problematic as more transactional functionality was released
- We have conducted User Research to determine needs



User Needs

- As a training provider I need to be able to give members of my organisation **view only access to the Apprenticeship Service** so they can access information that is stored on the Apprenticeship Service without my intervention and without any risk of them making an error on our records.
- As a training provider I need to be able to give members of my organisation **'setup' access to the Apprenticeship Service** so they can access information that is stored on the Apprenticeship Service and get apprentices added to the system without my intervention and without any risk of them introducing errors to existing cohorts.



Roles

- Super User/Owner – The same as a current ‘Apprenticeships Editor’
- Setup with submission – The ability to add cohorts and submit/approve
- Setup without submission – The ability to add cohorts but not to submit/approve
- Viewer – The ability to view all screens in the Apprenticeship Service with no data entry or transactional access

Solution (tbc)

Assign New Permissions

Please select the permissions you wish to assign to Deen Bolaji

X

Cancel

Q

Academy Budget Forecast

Academy Budget Forecast Approver

Add

Academy Budget Forecast Preparer

Add

Academy Trust Services

Accounts Return Internal Approver

Add

Accounts Return Internal Preparer

Add

Data Transfer Approver

Add

Apprenticeships Service for provider

Apprenticeships Editor

Add

Childsafeguarding - Notify death or serious harm of a child

Childsafeguarding Notifier - For Local Authority Use Only

Add

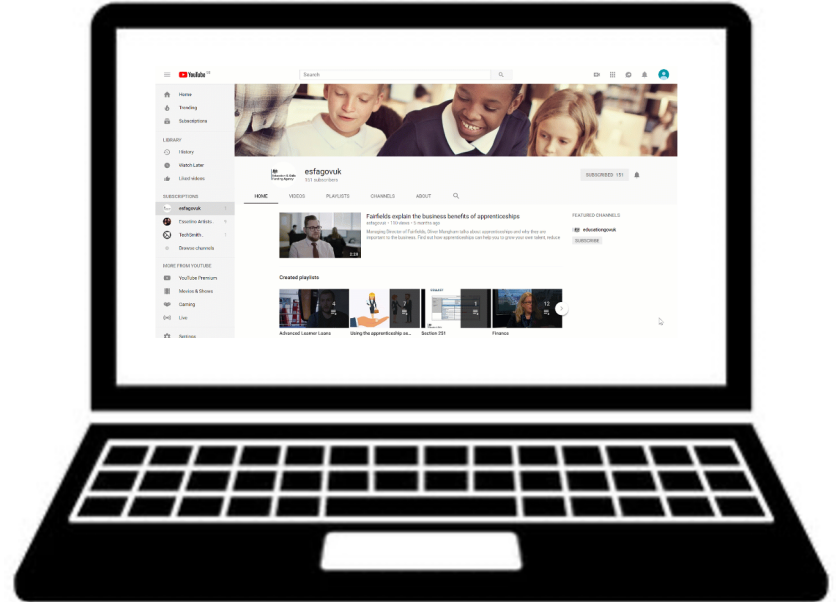
We expect the solution to be additional 'permission sets' under Apprenticeships Service for provider

Support videos

Subscribe to our [esfagovuk](#) YouTube Channel.

Watch our 3 playlists

- Using the apprenticeship service
- Apprenticeship Service – webinar recordings
- Apprenticeship support videos



Apprenticeship service @ESFAdigital

Follow **@ESFAdigital** to stay up to date

- Service updates
- New developments
- Roadmap
- Webinars
- Hints and tips



Further support

Set up web alerts on GOV.UK for our **ESFA Digital Blog**:

- <https://sfadigital.blog.gov.uk>

To register for our future webinar programme:

- www.gotostage.com/channel/apprenticeshipservicewebinars

Newsletters:

- Update (for providers weekly)
- Inform (for providers monthly)
- Business Update (for employers monthly)

Queries about the apprenticeship service:

T: 08000 150 600

W: help.apprenticeships.education.gov.uk

E: helpdesk@manage-apprenticeships.service.gov.uk
(8am – 8pm everyday)

