

Apprenticeship funding - essential guide

13:00 - 15:30
23 November 2021

> Nick Linford, author of the Complete Guide to Funding Apprenticeships

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Webinar agenda

13:00 - 15:30

1. Apprenticeship policies update - including Covid flexibilities
2. Apprenticeship rules update (2021/22)
3. Funding formula and profiling
4. Dynamic apprenticeship funding calculator
5. Apprenticeships and the ILR in 2021/22
6. Apprenticeship funding audit (incl. DSATs) for 2021/22
7. Final funding clinic Q&A

All slides and a recording of this webinar will be sent to attendees

Warning
Technical training

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Apprenticeship policies update - including Covid flexibilities

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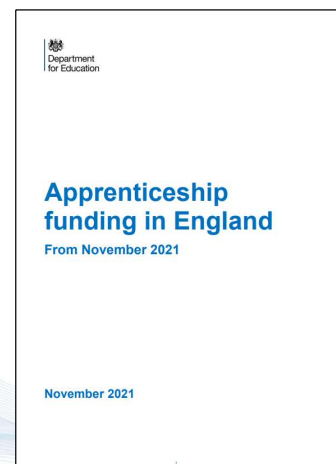
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Annual policy document

“This document sets out the policy for apprenticeship funding in England, for new starts from 1 November 2021. It updates the policy that has been in place since 1 August 2021”

1. Some [Covid-19] flexibilities continue beyond 1 November 2021, more on that next and via this link -> <https://tinyurl.com/t6vjw27>
2. Cash employer incentives
3. Increasing access to funding via online apprenticeship system for small employers (non-levy) with a ‘pledge function’ on gov.uk but reducing reservation time from 6 to 3 months

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



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1. Covid-19 flexibilities

19 October 2021

Updates

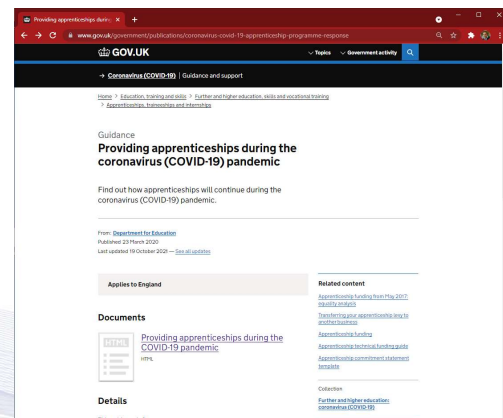
We have removed the apprentices on furlough section as the Coronavirus Job Retention Scheme has ended.

The Institute for Apprenticeships and Technical Education has extended end-point assessment discretions and flexibilities.

The following temporary flexibilities have ended and we have removed these sections:

- permitting email confirmation as evidence of achievement of qualifications where awarding organisations were unable to issue certificates
- enabling apprentices to spend more than 50% of their working hours outside England where they were unable to return to England to work
- permitting end-point assessment prior to FSQ achievement

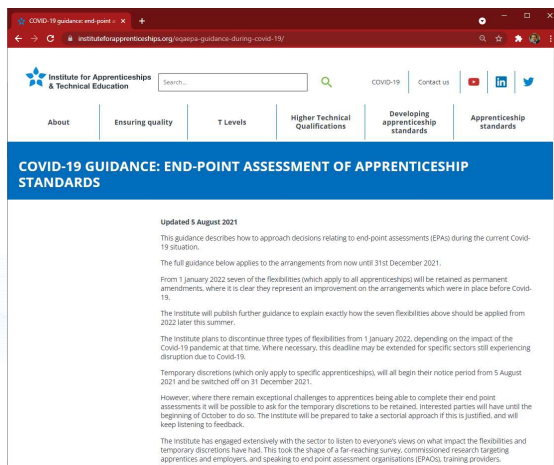
We have removed the Ofqual guidance for EPAOs section as this is covered by guidance from the Institute for Apprenticeships and Technical Education.



<https://tinyurl.com/t6vjw27>

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End point assessment (EPA) flexibilities continue



“From 1 January 2022 seven of the flexibilities (which apply to all apprenticeships) will be retained as permanent amendments”

The seven are:

- assessment gateway sign off being done remotely;
- pauses being allowed between elements of end point assessments;
- assessment element delivery being in any order;
- simulated environments being used instead of observation in workplaces;
- remote delivery of assessment (including invigilation);
- assessments taking place outside of usual venues;
- assessment exams being online instead of on paper.

<https://www.instituteforapprenticeships.org/about/newshub/news-events/covid-19-apprenticeship-measures-to-run-to-end-of-2021/>

The full guidance applies to the arrangements from now until 31st December 2021.

The Institute will provide at least three-months-notice of any decision to withdraw any flexibilities

<https://www.instituteforapprenticeships.org/eqaepa-guidance-during-covid-19/>

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End point assessment (EPA) flexibilities continue

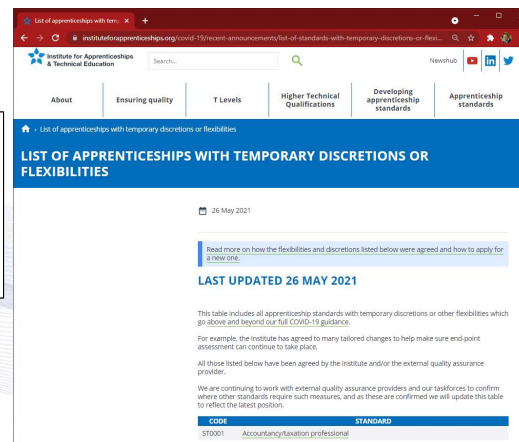
“The Institute plans to discontinue three types of flexibilities from 1 January 2022”

The three, with reasoning, are:

- The extension to the length of the end assessment period – because it disadvantages apprentices to have a long wait for their end point assessment (EPA) after passing through gateway.
- Changes to who sits on assessment panels – during the Covid-19 period it wasn't always possible to have an employer sit on a panel as many were furloughed or busy elsewhere. As the economy returns to normal, the original assessment plan can now be delivered, helping to protect quality for apprentices, maintain validity and improve learning for future apprentices.
- Allowing other suitable evidence of achievement to be used in place of mandated qualifications – this is no longer needed because the mandated qualifications should become available as restrictions are relaxed.

“Temporary discretions (which only apply to specific apprenticeships), will all begin their notice period from 5 August 2021 and be switched off on 31 December 2021.”

“It is the Institute’s intention to announce those discretions that will be retained no later than 14 December 2021.”



Currently 154 standards listed on this webpage with EPA “flexibilities and discretions”

<https://www.instituteforapprenticeships.org/covid-19/recent-announcements/list-of-standards-with-temporary-discretions-or-flexibilities/>

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2. Cash employer incentives

Incentive payment will be made to employers who hire an apprentice between 1 August 2020 and 31 March 2022.

Apprentice “must not have been employed by the employer within the six months prior to the contract start date.”

Employer to make claim direct via apprenticeship system, and paid “in two equal instalments, where the apprentice is still in learning at day 90 and day 365”

£2,000 aged 16-24 and £1,500 aged 25+ (unlimited). **£3,000 for all ages from 1 April**

Existing £1,000 for all 16-18s, passed on by the provider to the employer, remains unchanged

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

2. Information: incentive payment for hiring a new apprentice

On 4th October the Chancellor of the Exchequer, the Rt Hon Rishi Sunak MP, announced a £500m expansion of government action, to tackle unemployment and support job seekers, following the end of furlough.

This included the extension of the popular incentive payment for hiring a new apprentice, until the end January 2022.

Employers will be able to apply for a payment of £3,000 for apprentices with an employment start date between 1 October 2021 and 31 January 2022. The apprentice must start their training before 31 March 2022.

The application window for employers to claim the incentive for these apprentices will open on 11 January and will close on 15 May 2022.

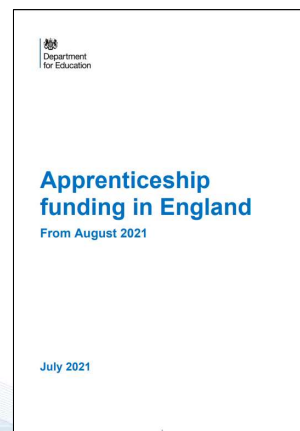
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3. Increase access for small employers

“The number of ‘active’ or ‘used’ reservations available to non-levy paying employers at any given time has increased from 3 to 10 and “On 1 April 2021, all non-levy employer reservation levels were reset, to enable an employer who does not pay the apprenticeship levy to make up to 10 new reservations, to fund new starts in the financial year 2021-22.”

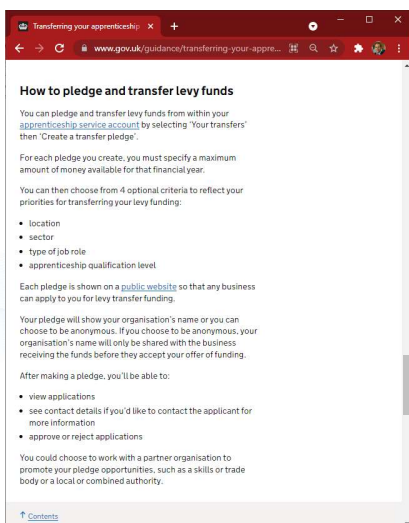
“From 1 November 2021 employers can reserve funds up to three months before an apprenticeship is planned to start (reduced from six months). Each reservation will expire two months after the reservation month (a total of three months) if the employer does not make a commitment on the apprenticeship service to start an apprentice. For example, in November 2021 employers will be able to reserve funds three months in advance for a start in January 2022; if the reservation is not turned into a commitment by March 2022 it will expire..”

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

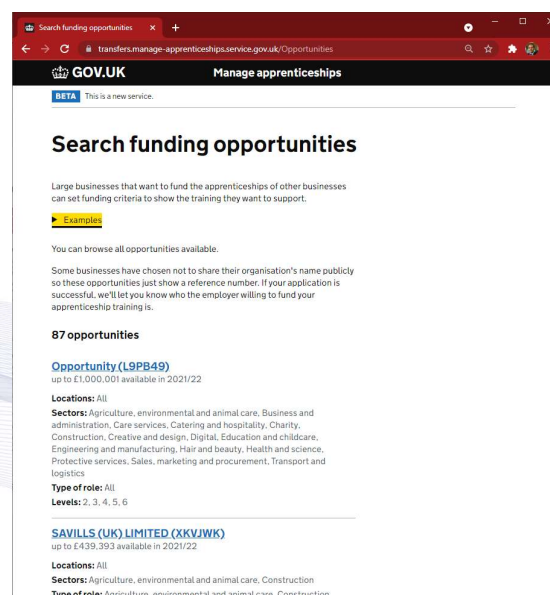


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3. Levy pledging...



<https://www.gov.uk/guidance/transferring-your-apprenticeship-levy-to-another-business#how-to-pledge-and-transfer-levy-funds>



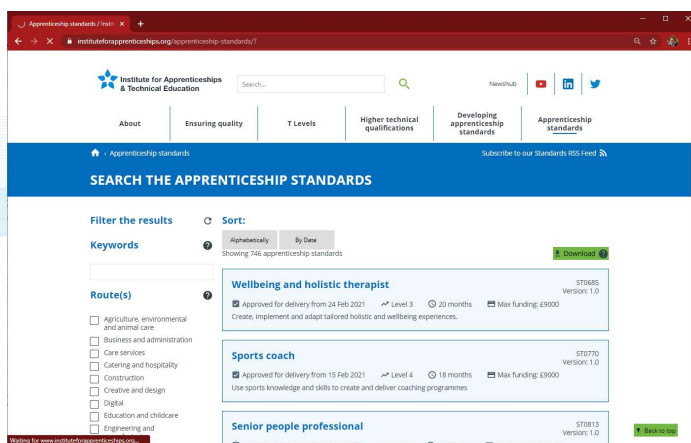
<https://transfers.manage-apprenticeships.service.gov.uk/Opportunities>

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Standards being ‘approved for delivery’ all the time

645 apprenticeship standards approved for delivery

A further 52 apprenticeship standards in development



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

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Technical guide

This document “This document sets out the details of the apprenticeship funding system for new starts on or after 1 April 2019. It explains how we will calculate funding for organisations receiving funding from us. Employers may find this information useful to help understand how employer accounts on the apprenticeship service operate or how government and employer co-investment will operate.”

Education & Skills
Funding Agency

Apprenticeship technical funding guide

From August 2020

May 2021: version 3

Page 1 of 49

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

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Three rule books again for 2021/22

- Main providers
- Employer-providers
- Employers (levy paying)

Remember: if you are a training provider employing your own apprentices then the employer-provider rules will apply (**no profit allowed**)

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



Apprenticeship funding rules for main providers

August 2021 to July 2022

Version 1

This document sets out the funding rules for all main providers delivering apprenticeships from 1 August 2021 to 31 July 2022.

[View other apprenticeship funding rules](#)

July 2021

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

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Summary of changes document

11 pages

“We have identified the rules in the 2021 to 2022 funding rules clarification version that have changed from the 2020 to 2021 funding rules in the table below. The employer, employer-provider and provider paragraph numbers are denoted with the prefix E, EP or P respectively.”

“This document is intended as a summary and does not replace the funding rules themselves. You should refer to the main funding rules document for the definitive rules”

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



Apprenticeship funding rules August 2021 to July 2022

Summary of changes

Introduction

1. This document sets out amendments to the following documents:
 - Apprenticeship funding rules and guidance for employers August 2020 to July 2021 version 5
 - Apprenticeship funding rules for employer-providers August 2020 to July 2021 version 5
 - Apprenticeship funding rules for training providers August 2020 to July 2021 version 5
2. The funding rules form part of the terms and conditions for the use of funds in an employer's apprenticeship service account or for government-employer co-investment. You must read them in conjunction with your funding agreement with the Secretary of State for Education (acting through the Education and Skills Funding Agency (the ESFA), an executive agency of the Department for Education).
3. These rules will apply to all apprenticeship programmes starting on or after 1 August 2021.
4. We have identified the rules in the 2021 to 2022 funding rules clarification version that have changed from the 2020 to 2021 funding rules in the table below. The employer, employer-provider and provider paragraph numbers are denoted with the prefix E, EP or P respectively.
5. This document is intended as a summary and does not replace the funding rules themselves. You should refer to the main funding rules document for the definitive rules.

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Funding rule changes for 2021/22

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Summary of changes part 1

P30 Every apprentice must be paid a lawful wage for the time they are in work and in off-the-job training. Whilst the employer is responsible for meeting the cost of the apprentice's wage, you are responsible for confirming, with the employer, that a lawful wage is being paid.

P30.1 Where the employer is using the apprenticeship minimum wage, they must only do so from the start of the apprenticeship programme and not before.

P30.2 You can find information on the [national minimum wage, the apprenticeship rate, and the definition of an employee](https://www.gov.uk/guidance/apprenticeship-funding-rules) on GOV.UK.

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

| Section | Change | Paragraph number |
|--|--|---|
| Introduction and purpose of the document | Clarification: To remove reference to the Functional Skills Qualifications temporary flexibilities which have now ended. | P13 EP13 E8 |
| | Clarification: To reflect that the rules on changing to a new version of a standard will apply irrespective of the apprentice's start date and will include existing learners who started their apprenticeship programme in previous funding years. | New for version 1 P13 EP13 E8 |
| What is an apprenticeship? | Clarification: To be clear who is ultimately responsible for on- and off-the-job training. | P22 EP21 E15 |
| | Clarification: Improved clarity around the role of initial assessment in verifying the eligibility of the individual and suitability of the programme for funding. | P23 EP22 E16 |
| Apprenticeship agreement (between the employer and the apprentice) | Clarification: Section reformatted. | P27 EP26 E20 |
| | Clarification: Clarity on the ILR field name and it's link to the apprenticeship agreement. | P27.2 EP26.2 E20.2 |
| Alternative English apprenticeship | Clarification: To be clear on the provider's responsibility in relation to the apprenticeship agreement. | P28 EP27 E21 |
| | Text relating to the previous redundancy policy has been removed | P- EP- E- |
| Apprentice Wages | Clarification: Added clarity on the provider's role. | P30 EP29 E23 |
| Minimum duration and employment hours | Clarification: Subtitle changed to clarify that there is no 'exception' to the minimum duration, rather there are circumstances where multiple periods of learning can be added together to comply with the requirement. | P39 EP38 E32 |

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Summary of changes part 2

P54 When the apprentice takes a period of leave from their work, in excess of 4 weeks, we expect that the apprentice will take a break in the training they are to receive (a break in learning). The apprentice may also take a break from learning without taking a break from work.

P54.1 The apprentice and their employer must revise the date in the apprenticeship agreement on which the apprenticeship was expected to have been completed to account for the duration of the break. The duration of the apprenticeship and the amount of off-the-job training needed to meet the 20% requirement would therefore remain the same as though there had been no break in training (break in learning).

P54.2 Apprentices on maternity, adoption or shared parental leave may use their statutory keep in touch (KIT / SPLIT) days to continue with off-the-job training during their period of leave. Please refer to paragraphs P305 to P313 for further information.

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

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| | New rule: Sub-rule added to support standards versioning. | P39.2 EP38.2 E32.2 |
| Off-the-job training | Clarification: To be clear that off-the-job training should only be delivered in the practical period. | P41.1 EP40.1 E34.1 |
| | Clarification: To include references to alternative delivery methodologies. | P44.2 EP43.2 E37.2 |
| | Clarification: To be clear that apprentices must be engaged in active learning or on a break in learning (if inactive for 4 weeks or more). | P44.3 EP43.3 E37.3 |
| | Clarification: To be clear that off-the-job training should only be delivered in the practical period. | P45.4 EP44.4 E38.4 |
| | Clarification: To be clear that the delivery of off-the-job training within the practical period requires a first day and a last day of learning. | P52.1/52.2 EP51.1 / 51.2 E45.1 and E45.2 |
| | Clarification: Added clarity around breaks in learning and the impact on off-the-job training. | P54 EP53 E47 |
| | New rule: Where a signed summary statement is required, this should be completed and signed by the relevant parties, and made available as part of the evidence pack, within 12 weeks of the apprentice completing their apprenticeship. | New for version 1 P57.2 EP56.2 E50.2 |
| Recognition of prior learning and experience | Clarification: To clarify that the individual's prior learning and experience must be assessed through a robust Initial Assessment before starting the apprenticeship. | P59 EP59 E- |
| | Clarification: To specify which knowledge, skills and behaviours must be included in the Initial Assessment. | P59 EP59 E- |
| | Clarification: To reflect that prior work experience, particularly where the apprentice is an existing employee, or is beginning their apprenticeship after completing another programme with a relevant work placement, must be reflected in the appraisal of knowledge, skills and behaviours. | P60 EP60 E54.1 |

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Summary of changes part 3

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| | Clarification: To clarify where the content, duration and price must be reduced where the individual has prior learning necessary to achieve occupational competence. | P61 EP61 E- |
| Who can be funded? | Clarification: To be clear that we are referencing eligible training costs. | P68.3 EP68.3 E59.3 |
| Individuals who are not eligible for funding | Clarification: The Ministry of Justice provides that prisoners, both in custody and released on temporary license, cannot sign a contract of employment. Therefore, the rules have been updated to clarify that prisoners are not eligible apprentices. | P81 EP81 E70 |
| Apprentices who need access to learning support | Following consultation with provider representatives and other stakeholders, we have substantially amended this section. | New for version 1 P82 to P91 EP82 to EP91 E71 to E72 |
| Eligible costs | Clarification: To be clear that EPA costs must not be included in the TNP1 price on the ILR. | P104.1 EP97.1 E84.1 |
| Incentive payments for hiring a new apprentice from 1 April 2020 to 30 September 2021 | Text relating to incentive payments for hiring a new apprentice from 1 August 2020 to 31 May 2021 has been removed as these no longer apply. | P- EP- E- |
| | New rule: To reflect that where you apply for an incentive payment in the same month as being eligible to be paid an instalment, you must apply by the 15 th day of the month. Where you claim after this date, payment of your instalment will be delayed by a month to allow for necessary payment checks. | P- EP126 E112 |
| | Clarification: To confirm that it is the employer's responsibility to claim the incentive payment on the apprenticeship service for each eligible apprentice. | New for version 1 P- EP120 E106 |
| | Clarification: To reflect that where you apply for an incentive payment in the same month as being eligible to be paid an instalment, payment of your instalment may be delayed by a month to allow for necessary payment checks. | New for version 1 P- EP126 E112 |

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Summary of changes part 4

New for 1 August 2021 – version 1

Temporary suspension of the requirement for level 2 apprentices to work towards and attempt level 2 functional skills.

The rule requiring level 2 apprentices to study towards, and attempt, the functional skills assessment at level 2 is temporarily suspended. Apprentices who are due to take their end-point assessment (EPA) on or before 31 December 2021 must be passed through gateway to sit their EPA without the need to attempt the level 2 functional skills English and maths assessment. Providers must retain evidence if an apprentice did not take the level 2 assessments due to coronavirus (COVID-19). For apprentices on a standard, this means they must be at gateway on or before 31 December 2021. For apprentices on a framework, they must have achieved all of the requirements of the framework by 31 December 2021. For all other apprentices, providers must plan and deliver level 2 English and maths in accordance with rules P135 to P140.

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

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| Support for English and maths training | Restructure and clarification: To reflect that these rules apply to all apprentices. | P133.1 and P133.2 EP140.1 and 140.2 E129.1 and E129.2 |
| | Restructure, and clarification on self-assessment. | P147.1 EP154.1 E144 |
| | New rule: The box highlights that the suspension of the rule requiring level 2 apprentices to study towards, and attempt, the functional skills assessments at level 2 has been extended to include level 2 apprentices with a planned end date on or before 31 December 2021. | P- EP- E- |
| | Clarification: The box highlights that the rule requiring level 2 apprentices to study towards, and attempt, the functional skills assessment at level 2 is temporarily suspended. Apprentices who are due to take their EPA on or before 31 December 2021 must be passed through gateway to sit their EPA without the need to attempt the level 2 functional skills English and maths assessment. Providers must retain evidence if an apprentice did not take the level 2 assessments due to coronavirus (COVID-19). For apprentices on a standard, this means they must be at gateway on or before 31 December 2021. For apprentices on a framework, they must have achieved all of the requirements of the framework by 31 December 2021. | New for version 1 P- EP- E- |
| End-Point Assessments | Clarification: To confirm the requirements for level 3 and above apprenticeships where a level 2 qualification in English and maths is required, and the apprentice does not already hold the acceptable qualifications. | New for version 1 P140 EP147 E136 |
| | Clarification: To remove reference to the Functional Skills Qualifications temporary flexibilities which have now ended. | P- EP- E- |
| | New rule: To reflect that dialogue with the end-point assessment organisation must commence at least 6 months before the planned end date of the apprenticeship. | P157 EP164 E154 |

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Summary of changes part 5

New for 1 August 2021

P167 - Clarification: The reference to new non-levy starts being funded via a contract for services has been removed.

P169 - Clarification: Further clarification on what is meant by "the employer's apprenticeship programme" and additional examples of what would constitute a "token amount" are provided.

P171 - Clarification: Additional information relating to the Public Contracts Regulations 2015 is provided.

P172 - New rule: To be clear that artificial distinctions or convoluted delivery arrangements must not be used to avoid the application of the subcontracting rules.

P173 - New rule: To be clear subcontracting must not be used to meet short-term funding objectives.

P175 to P178 - New rules: To describe the additional information that must be published alongside the subcontracting rationale.

P187 - New rule: To be clear that learners supported through subcontracting should fully understand the roles and responsibilities of the various parties.

P190 - New rule: To be clear who is responsible for the actions of subcontractors including who is responsible for making alternative delivery arrangements, protecting the audit trail, and / or repaying ESFA when a subcontractor fails to deliver.

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

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| | New rule: To reflect that the employer must both select and negotiate the price with the EPAO at least 6 months before the apprentice reaches the gateway. | P159 EP166 E156 |
| Contracting and subcontracting | Clarification: The reference to new non-levy starts being funded via a contract for services has been removed. | P167 EP- E- |
| | Clarification: Further clarification on what is meant by "the employer's apprenticeship programme" and additional examples of what would constitute a "token amount" are provided. | P169 EP175 E164 |
| | Clarification: Additional information relating to the Public Contracts Regulations 2015 is provided. | P171 EP178 E- |
| | New rule: To be clear that artificial distinctions or convoluted delivery arrangements must not be used to avoid the application of the subcontracting rules. | P172 EP179 E- |
| | New rule: To be clear subcontracting must not be used to meet short-term funding objectives. | P173 EP180 E166 |
| | New rule: To be clear on the rationale for subcontracting (NB Existing rule for main providers, now expanded to include employer-providers). | P- EP181 E- |
| | Clarification: That a main provider can use delivery subcontractors to complement their own delivery and these delivery subcontractors can deliver full or part-apprenticeship training. (NB Existing rule but only previously included in the main provider / employer-provider rules). | P- EP- E171 |
| | Clarification: That a main provider must maintain the relationship with the employer at all times. The main provider must not allow a delivery subcontractor to lead that relationship. (NB Existing rule but only previously included in the main provider / employer-provider rules). | P- EP- E175 |
| | New rules: To describe the additional information that must be published alongside the | P175-P178 EP- |

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Summary of changes part 6

P192 - New rule: To be clear who is responsible for ensuring safeguarding is rigorously enforced in subcontracting arrangements.

P193 - New rule: To be clear that it is not acceptable for any staff member with a direct or indirect financial interest in a subcontractor to undertake any management control activities of that subcontractor.

P196 - New rule: To outline responsibilities in relation to the Prevent duty.

P199 - Clarification: To be clear that the written contract with a subcontractor must be in place before any delivery takes place.

P200 to P210 - New rules and clarifications: The section has been updated to be clear on what, as a minimum, must be included within the contract with the delivery subcontractor.

P211 to P212 - New section: To outline the subcontracting threshold and exemption cases process.

P213 to P217 - New section: To summarise all of the rules relating to subcontracting reporting and external audit requirements.

P220 - New rule: To change the relevant dates from a financial year to an academic year, to align with the subcontractor declarations.

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

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| | subcontracting rationale. | E- |
| | New rule: That the ESFA will reserve the right to require an explanation where the funding retained as a management fee for a subcontract exceeds 20% of the overall contract but offers little value. | P177 EP182 E- |
| | New rule: That delivery subcontractors must not be used without the appropriate knowledge, skills, and experience of contracting with, and managing, delivery subcontractors. (NB Existing rule for main providers, now expanded to include employer-providers). | P- EP185 E- |
| | New rule: To be clear that learners supported through subcontracting should fully understand the roles and responsibilities of the various parties. | P187 EP190 E- |
| | New rule: To be clear who is responsible for the actions of subcontractors including who is responsible for making alternative delivery arrangements, protecting the audit trail, and / or repaying ESFA when a subcontractor fails to deliver. | P190 EP191 E178-E180 |
| | New rule: To be clear who is responsible for ensuring safeguarding is rigorously enforced in subcontracting arrangements. | P192 EP193 E- |
| | New rule: To be clear that it is not acceptable for any staff member with a direct or indirect financial interest in a subcontractor to undertake any management control activities of that subcontractor. | P193 EP194 E- |
| | New rule: To outline responsibilities in relation to the Prevent duty. | P196 EP197 E- |
| | New rule: That an employer-provider must not enter into any agreement for brokerage. (NB Existing rule for main providers, now expanded to include employer-providers). | P- EP199 E- |
| | Clarification: To be clear that the written contract with a subcontractor must be in place before any delivery takes place. | P199 EP200 E- |

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Summary of changes part 7

Subcontracting reporting and external audit requirements

P213 You must record subcontracted provision in line with the published guidance for the individualised learner record (ILR) data returns.

P214 If you return ILR data, in accordance with your ESFA contract (s) you must submit a fully completed subcontractor declaration by the dates given to you by the ESFA. This will be at least twice during the funding year. If you do not subcontract you must still provide a nil return to confirm this.

P215 You must also update your subcontractor declaration if your subcontracting arrangements change during the year. This is done via your [MyESF account](#).

P216 In accordance with your ESFA contract(s) you must obtain an annual report from an external auditor if the aggregate total of all subcontractors delivering ESFA funded provision on your behalf exceeds or is anticipated to exceed £100,000 in any single funding year. Whilst otherwise excluded from these rules, for the purposes of calculation of aggregate total of subcontractor delivery you must include delivery of all non-apprenticeships provision.

P217 You must supply us with a certificate signed by an external auditor and an authorised signatory to confirm you have received a report that provides assurance on the arrangements to manage and control your delivery subcontractors. You must send a copy of the external auditor's final report including the action plan of agreed recommendations to subcontracting.requirements@education.gov.uk. The ESFA will review this as part of our overall assurance arrangements. The following link includes the certificate you must return, as well as guidance and information on expectations: [Providing external assurance on subcontracting controls - GOV.UK \(www.gov.uk\)](#)

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

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| | New rules and clarifications: The section has been updated to be clear on what, as a minimum, must be included within the contract with the delivery subcontractor. | P200-P210 EP201-EP211 E- |
| | New section: To outline the subcontracting threshold and exemption cases process. | New for version 1 P211 to P212 EP211 to EP215 E- |
| | New section: To summarise all of the rules relating to subcontracting reporting and external audit requirements. | P213-P217 EP216-EP220 E- |
| | New rule: To change the relevant dates from a financial year to an academic year, to align with the subcontractor declarations. | P220 EP221 E- |
| When payments are made | Clarification: To reflect changes made in the co-investment section. | P232 EP- E- |
| Employer co-investment | Clarification: To reflect that we may withhold the final completion payment until all the necessary employer co-investment has been collected. | P247 EP- E-194 |
| | Clarification: To reflect that you must have collected and recorded (on the ILR) at least the amount of co-investment required for the whole programme up to the month before the completion payment is due, not counting any co-investment which might be required for the completion element itself. | P247.3 EP- E- |
| | Clarification: To reflect that throughout the financial year you should regularly have collected matching co-investment from employers. | P249 EP- E- |
| | Clarification: To reflect that throughout the financial year you should regularly have collected matching co-investment from employers and that for any change of circumstances, the co-investment is reconciled and any overpayment addressed. | New for version 1 P246 EP- E- |
| | Clarification: Employers may agree a schedule of co-investment payments with the main provider, which does not match payments made by us each month. | P- EP- E193 |

22

Summary of changes part 8

| | | |
|---|--|---|
| Subsidy control | New Rules: Section updated to reflect new Subsidy Control rules. | P269 to P272 EP271 to EP274 E230 to E233 |
| Apprenticeships funded by transfer of levy funds | Clarification: updates to reflect the upcoming launch of the online matching service. | P- EP282, EP286 and EP298 E241, E245 and E258 |
| | Clarification: updated to reflect the rules within the Employer Funding Rules around what happens a transfer payment fails. | P- EP300 E- |
| | Clarification: updated to reflect the rules within the Employer Funding Rules around monitoring process. | P- EP301 E- |
| Change of circumstance | New rule: To reflect where there is a change to the apprentice's programme (including changing to a new version of a standard). | P287.1 EP307.1 E265.1 |
| Breaks in learning | The flowchart has been updated and moved to a new position in the document to follow the text on breaks in learning. | P- EP- E- |
| Redundancy | - Text related to the previous redundancy policy has been deleted. | P- EP- E- |
| | - The flowchart has been updated. | P- EP- E- |
| Maternity, adoption and shared parental leave | Clarification: To reflect that a break in learning must be used where the individual has agreed, with their employer and provider, to take a break of 4 weeks or more from their apprenticeship (with or without a break from work) but plans to return to the programme in the future. | P310.1 EP329.1 E284.1 |
| Changing to a new version of a standard | New rules: For when an existing apprentice wishes to move to a different version of the same standard. | P314 to 327 EP333 to EP346 E288 to E298 |
| | Clarification: To reflect that the availability of an end-point assessment organisation must be considered before enabling an apprentice to move versions. | New for version 1 P315 and P320 to P322 |

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

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Summary of changes part 9

| | |
|--|--|
| P85 | Where the assessment identifies a need for reasonable adjustments to enable the apprentice to complete their apprenticeship, and where the provision of reasonable adjustments will incur costs to the provider, this must be clearly evidenced and documented. This must include: |
| P85.1 | documented evidence demonstrating the apprentice's learning difficulty or disability; |
| P85.2 | a documented assessment of how progress towards completion of the apprenticeship would be directly impacted without the reasonable adjustments being put in place; |
| P85.3 | details of the reasonable adjustments necessary to enable the apprentice to complete their apprenticeship; and |
| P85.4 | a documented and clear plan for delivering the reasonable adjustments throughout the apprenticeship. This plan must be agreed and signed-off by the apprentice, and with the apprentice's consent, it should be shared with the apprentice's employer. |
| All of this evidence must be in place, and the reasonable adjustments being delivered, in order to qualify for learning support funding for each month that it is claimed. Further details about the evidence requirements can be found in paragraph P370. | |

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

| | | |
|---|---|---|
| | | EP334 and EP339 to EP341 E289 and E294 |
| Evidence Pack (Programme Eligibility) | New rules: To reflect the evidence requirements for initial assessment. | P360.1 EP368.1 E- |
| Evidence Pack (Recognition of prior learning) | Clarification: To reflect evidence requirements for recognition of prior learning. | P366 EP374 E- |
| | Clarification: We have made revisions to aid further clarity. | New for version 1 P366.4 EP374.4 E- |
| Evidence Pack (Commitment Statement) | Clarification: to reflect the evidence requirements for progress reviews. | P367.3 EP375.3 E- |
| Evidence Pack (apprentices accessing learning support) | Following consultation with provider representatives and other stakeholders, we have substantially amended this section. | New for Version 1 P370 EP378 E- |
| Evidence Pack (Support for English and maths) | Clarification: To remove reference to the Functional Skills Qualifications temporary flexibilities which have now ended. | P- EP- E- |
| Evidence Pack (Paying for an apprenticeship) | New: Requirement to hold information on who the sending employer is for transfer funded apprenticeships. | P376 EP382.5 E- |
| Annex A: Eligibility criteria (who we fund) | Update: Changes to ordinary residence criteria for UK nationals. | P389 EP395 E323 |
| | Update: Changes to ordinary residence criteria for citizens with the Right of Abode. | P390 EP396 E324 |
| | New Rule: A new residency category has been added for UK nationals who have been living in the EEA. | P391 EP397 E325 |
| | New Rule: A new residency category has been added for EEA nationals in the UK (this replaces | P392 to P393 EP398 to EP399 |

24

Summary of changes part 10

| | | |
|-----------------|---|--|
| | the EEA citizens section). | E326 to E327 |
| | New Rule: A new residency category has been added for Non UK nationals (this replaces the Non EEA citizens section). | P394 EP400 E328 |
| | New Rule: A new residency category has been added for family members of UK and EEA nationals (this replaces the family members of EEA nationals section) | P395 to P396 EP402 to EP403 E329 to E30 |
| | New Rule: A new residency category which is exempt from the three year residency rule has been added. | P398.7 EP404.7 E332.7 |
| | New Rule: New rules have been added to explain which family members of nationals with Calais Leave to remain under section 67 can be eligible for funding. | P399 to P400 EP405 to EP406 E333 to E334 |
| | Update: Updates to the Child of a Turkish Worker section to reflect end date of agreement. | P404 EP410 E338 |
| | Update: Updates to the list of British Overseas Territories and EEA Countries we use for establishing eligibility. | P413 to P416 EP420 to EP423 E348 to E351 |
| Glossary | New content: New terms have been added to the glossary. | New for version 1 |

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

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New guides - including checklist

Education & Skills Funding Agency

Apprenticeship checklist for training providers

This checklist has been developed by the Education and Skills Funding Agency for use by apprenticeship training providers. It outlines criteria and guidance to support the delivery of apprenticeship training and can be used to identify areas of improvement or to induct new staff.

The checklist has been designed for your **internal use** to support training delivery and is **not mandatory**.

The checklist has been divided into 5 worksheets: preparation, starting delivery, ongoing delivery, completion, and inspection and intervention. Each worksheet provides a list of criteria, links to relevant guidance and a space for you to add comments, evidence, actions and more.

Outcomes from your assessment (for your internal use)

| Top areas for improvement | |
|---------------------------|--|
| 1) | |
| 2) | |
| 3) | |
| 4) | |
| 5) | |

Worksheets: Coversheet | Preparation | Starting delivery | Ongoing delivery | Completion | Inspect ...

<https://www.gov.uk/government/publications/provider-guide-to-delivering-high-quality-apprenticeships>

Provider guide to delivering high-quality apprenticeships

A guide and checklist for training providers that currently offer apprenticeship training, and for those that are considering offering apprenticeship training in the future.

From: Education and Skills Funding Agency
Published: November 2020
Last updated: 12 November 2021

Preparation to England

Documents

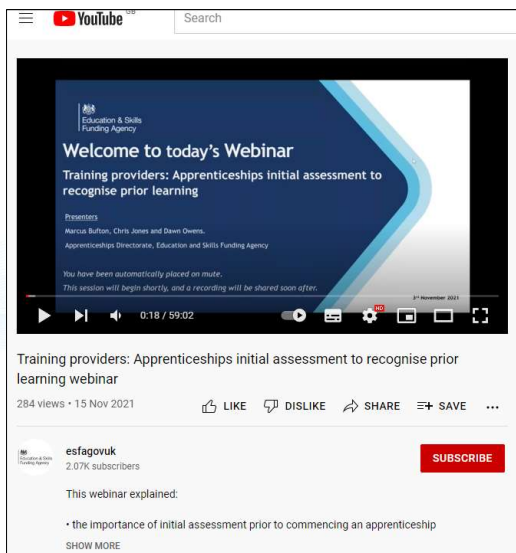
- Preparing to offer apprenticeships
- Starting to deliver apprenticeships
- Ongoing apprenticeship delivery
- Completion of the apprenticeship
- Ongoing inspection and ETEA intervention
- Apprenticeship checklist for training providers

Details

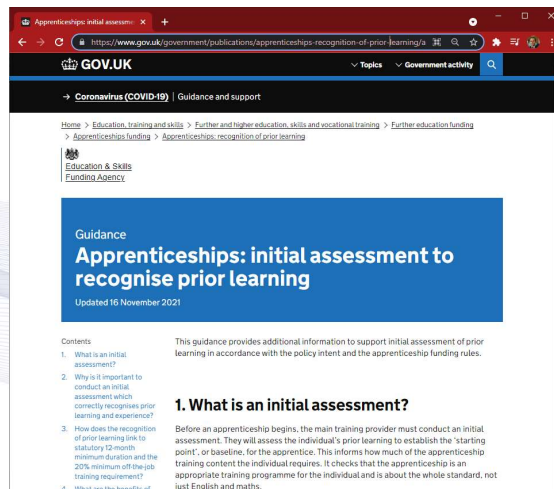
Apprenticeship checklist for training providers

26

And extra guidance on recognising prior learning



<https://youtu.be/4smtGpcinkE>



<https://www.gov.uk/government/publications/apprenticeships-recognition-of-prior-learning/apprenticeships-initial-assessment-to-recognise-prior-learning>

27

Possibly the most important funding rule going into 2021/22 audits (more on audit later)

“You must account for prior learning and experience when negotiating a price with the employer. You must reduce the content, duration, and price, where the individual has prior learning necessary to achieve the apprenticeship. Funds must not be used to pay for skills already attained by the apprentice.”

28

Profiling standard starts in 2021/22

[No formula changes but keep an eye on funding cap rates changes and associated dates]

29

| *Reminder* | | Levied employers | Non-levied employers |
|-------------------|--|---|--|
| | | On Digital Apprenticeship System | Now on Digital Apprenticeship System |
| | | Definition | |
| | | ACT1 | |
| | | In theory, annual UK payroll £3m+ else a transfer funded receiving employer | In theory, annual UK payroll less than £3m and not a transfer funded receiving employer |
| | | Levy credit calculated monthly based on 0.5% above £3m payroll for English employees + 10% | Co-investment model applies where employer pays provider 5% |
| | | If no levy credit then co-investment model applies where employer pays provider 5% | Up to 10 starts permitted per non-levy employer |
| | | No allocations (not even for co-investment) and ESFA pay for English and maths and incentives | No allocations (not even for co-investment) and ESFA pay 100% for English and maths and incentives |
| | | Eligible for new hire cash incentives for start until 31 March 2022 | Eligible for new hire cash incentives for start until 31 March 2022 |

30

Reminder**Working out if employer should be levied or not**

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

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

For example, in etc venues accounts their payroll is £7m (all England)

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

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

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

If their monthly pot runs out they switch to 5% cash contribution in return for 95% ESFA funding. Unused levy pots fund non-levied employers plus top-up, incentives, English & maths etc (is the theory)

31

Reminder**The funding bands**

Meant to negotiate with employer but reducing for prior learning and experience is an actual funding rule

80% paid monthly with final 20% paid in last month on completion of the framework or EPA (do not need to pass)

42 day qualifying period unless returning from a break

| For starts from 1 August 2018 | | For starts between 1 May 2017 and 31 July 2018 | |
|-------------------------------|--------------|--|--------------|
| Band Number | Band Maximum | Band Number | Band Maximum |
| 1 | £1,500 | 1 | £1,500 |
| 2 | £2,000 | 2 | £2,000 |
| 3 | £2,500 | 3 | £2,500 |
| 4 | £3,000 | 4 | £3,000 |
| 5 | £3,500 | 5 | £3,500 |
| 6 | £4,000 | 6 | £4,000 |
| 7 | £4,500 | 7 | £5,000 |
| 8 | £5,000 | 8 | £6,000 |
| 9 | £6,000 | 9 | £9,000 |
| 10 | £7,000 | | |
| 11 | £8,000 | | |
| 12 | £9,000 | | |
| 13 | £10,000 | | |
| 14 | £11,000 | 10 | £12,000 |
| 15 | £12,000 | | |
| 16 | £13,000 | | |
| 17 | £14,000 | 11 | £15,000 |
| 18 | £15,000 | | |
| 19 | £16,000 | | |
| 20 | £17,000 | 12 | £18,000 |
| 21 | £18,000 | | |
| 22 | £19,000 | | |
| 23 | £20,000 | 13 | £21,000 |
| 24 | £21,000 | | |
| 25 | £22,000 | | |
| 26 | £23,000 | 14 | £24,000 |
| 27 | £24,000 | | |
| 28 | £25,000 | | |
| 29 | £26,000 | 15 | £27,000 |
| 30 | £27,000 | | |

Education & Skills
Funding Agency

Apprenticeship technical funding guide

From August 2020

May 2021: version 3

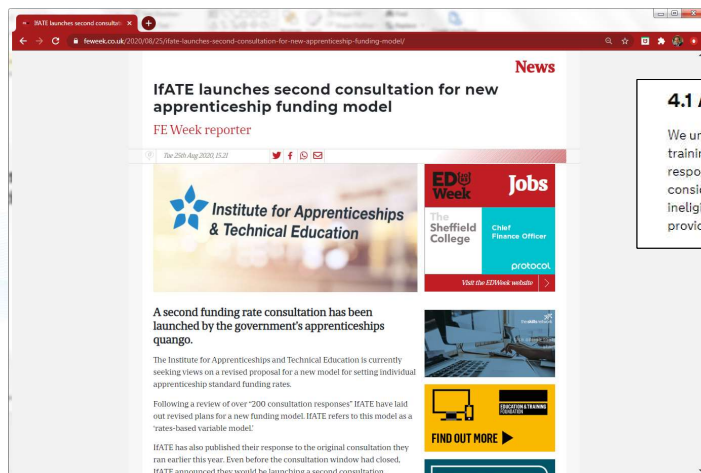
Page 1 of 49

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

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Band for standards do change (mostly downwards)

Second IfATE consultation ended 6 October 2020



Update 7 July 2021

4.1 Apprenticeship Funding: Eligible Costs Review:

We undertook a consultation earlier this year on the eligible and ineligible costs of training and on-programme assessment. We would like to thank the sector for responding so positively to the consultation which received 78 responses. We are considering our response to the consultation and any potential changes to eligible and ineligible costs as part of the Government's planned spending review in 2021. We will provide a further update towards the end of the year.

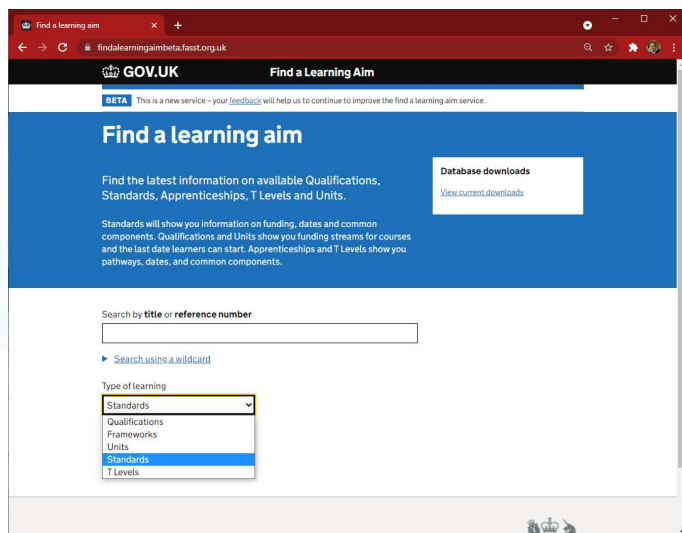
<https://www.gov.uk/government/publications/esfa-update-7-july-2021/esfa-update-further-education-7-july-2021#information-updated-apprenticeship-funding-rules-for-2021-to-2022>

IfATE say there will be no new info until due early year

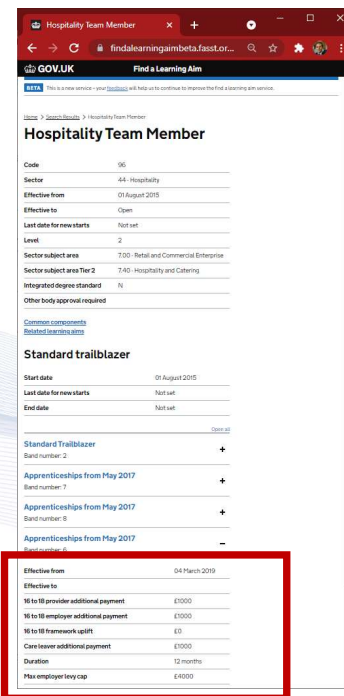
<https://f7week.co.uk/2020/08/25/ifate-launches-second-consultation-for-new-apprenticeship-funding-model/>

33

Using Find a learning aim (FaLA)



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



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Reminder [excl. new hire employer cash incentives for starts until March 31 2022]

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

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

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

£1000 for care leavers, paid to provider 60 days from start and must be paid in full to apprentice within 30 days.

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 ESFA will pay providers up to £150 a month, plus additional costs based on evidenced need

FRAMEWORKS ONLY: 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 ESFA at £471 for each qualification (no separate funding for ICT)

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Demo of my apprenticeship
funding calculator - 2021/22
edition

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The Individualised Learner Record (not going away!)

Version 3
Specification of the Individualised Learner Record for 2021 to 2022

Updated: 09 July 2021, [Summary of changes](#)
Published: 09 July 2021
From: Education and Skills Funding Agency

Overview

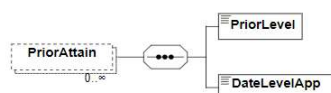
- Purpose, audience and background
- Summary of changes
- Use of ILR Data
- Coverage of the ILR
- ILR Structure
- Programme Aims
- Guidance on recording valid postcodes
- Format of the ILR file
- Field Collection Requirements
- Appendices, validation rules, and schema

<https://guidance.submit-learner-data.service.gov.uk/ilr>

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Summary of changes

Data model



Notes

- This entity is completed when the learning agreement has been agreed between the learner and provider. The prior attainment relevant to the agreement is recorded on the ILR with the start date matching the earliest learning aim start date for the agreement.
- Where all learning activities relating to the agreement have been completed and if the learner progresses into further learning with the same provider, a new learning agreement is made and a new prior attainment is recorded to reflect that learning agreement is recorded.
- The prior attainment is not updated during the period of learning where all activities relating to the learning agreement are continuing.
- The prior attainment is not updated at the end of all learning activities relating to the learner agreement. A new record is only added at the start of any subsequent learning where a new learning agreement has been signed.

<https://guidance.submit-learner-data.service.gov.uk/ilr/summaryofchanges>

Version 1 changes

Entity: [Prior Attainment](#)

Type of change: New entity

Details of change:

A new Prior attainment entity has been added to improve the data collected for prior attainment. This contains two new fields, Prior Level and Date applies from. The previous Prior attainment field has been removed.

Field: [Prior Level](#)

Type of change: New codes

Details of change:

Two new codes have been added to the prior attainment code list.

- Level 2 (code 3)
- Level 3 (code 5) The previous code 'Other qualifications below level 1' has been removed.

Field: [Prior Level](#)

Type of change: Revision

Details of change:

The prior attainment code list has been renumbered to reflect the updated levels.

Field: [Prior Level](#)

Type of change: Revision

Details of change:

The Prior attainment levels table has been updated to include Level 2 and Level 3 qualifications.

Field: [Employment Status Monitoring Type](#)

Field: [Employment status monitoring code](#)

Type of change: New Code

Details of change:

A new code ESM type (OET) has been added to record redundancy along with 6 unassigned codes

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Stop using ACT2 in the ILR!

13. Information: recording your apprentice data correctly

If your apprentice data is not recorded correctly then you could be preventing employers from receiving their incentive payment for hiring a new apprentice.

Please ensure that you are recording all learners on the apprenticeship service as Apprenticeship Contact Type (ACT)1 within the ILR. If a learner is listed as ACT2, then this will not be paid through the apprenticeship service and the employer will not receive their incentive payment.

Also please resolve any Data Locks on your account and ensure that the data in your ILR matches that in the apprenticeship service. If the information is different and you have an active Data Lock, then payments will not be made to yourself for training delivered, or the employer for their incentive.

If you need help with regards to resolving Data Locks, please use our Data mismatch errors knowledge article, or contact us on 0800 0150 600 (option 1 then option 2) and/or email us on helpdesk@manage-apprenticeships.service.gov.uk.

<https://www.gov.uk/government/publications/esfa-update-14-july-2021/esfa-update-further-education-14-july-2021#information-recording-your-apprentice-data-correctly>

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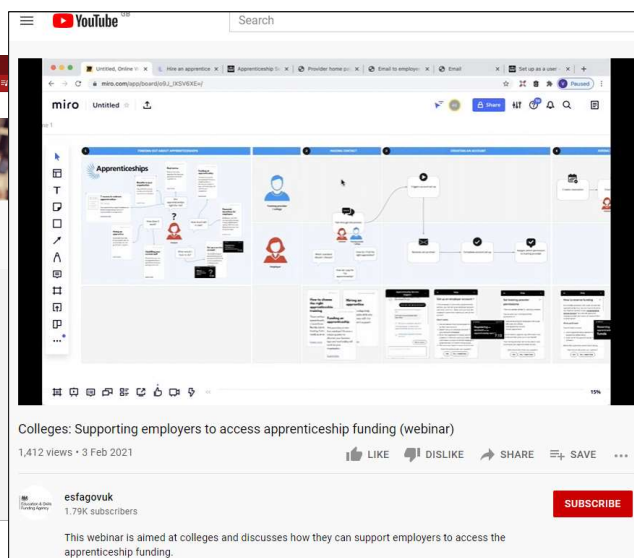
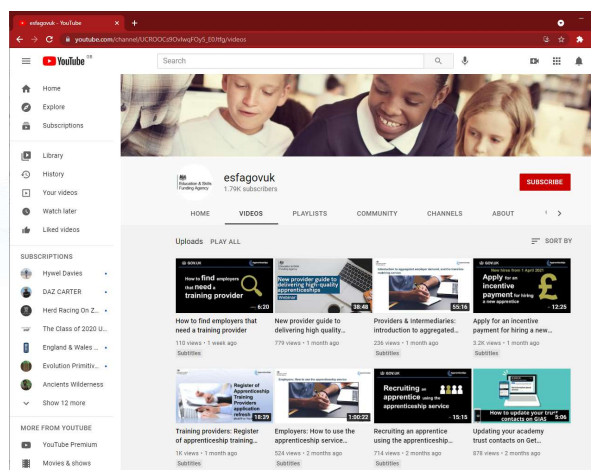
Apprenticeship Service continues to change



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Apprenticeship Service continues to change

ESFA videos may be useful



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Data self-assessment toolkit (DSAT)

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

Provider Data Self-Assessment Toolkit (PDSAT)

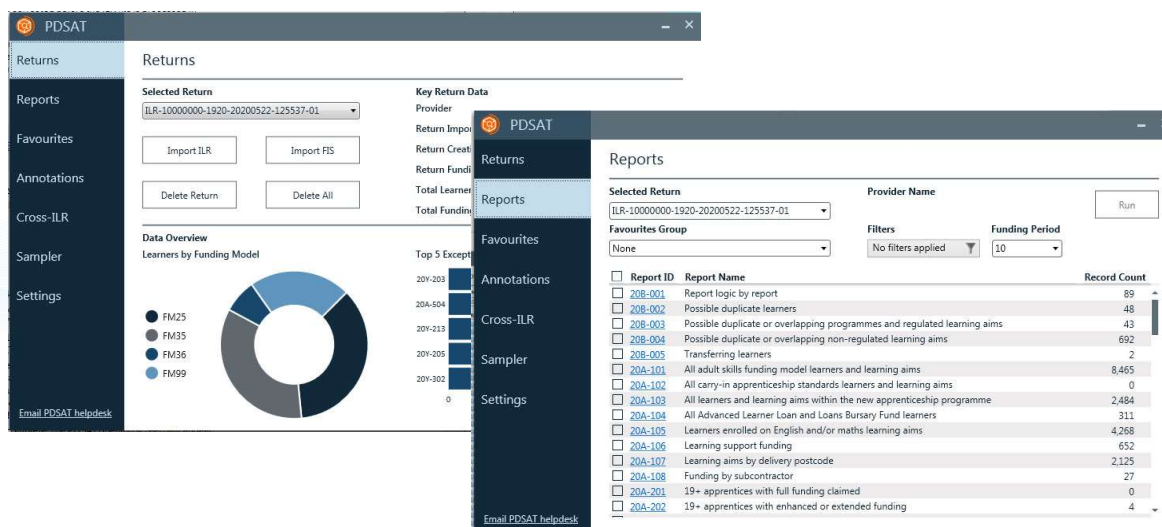
Reviewing PDSAT reports for the 2021 to 2022 funding year: User guide

October 2021

New user guide
for 2021/22

44

Data self-assessment toolkit (DSAT)



45

Example report and guidance

22A-212: Apprenticeship planned durations

Funding model: 36

Summarises by apprenticeship the count of apprenticeships starting on or after 1 May 2017 according to the planned duration.

For each apprenticeship and total negotiated price, this report groups by planned duration the number of learners. This enables review of the spread of planned durations for each apprenticeship programme.

Where providers deliver the same apprenticeship programme at the same price, it is reasonable to expect largely similar planned durations. Providers should be able to justify any wide variations in planned durations for delivery of the same apprenticeship programmes.

Look for apprenticeship programmes with learners on significantly different planned durations. For any individual apprenticeship programme, use report 22A-103 (All learners and learning aims within the new apprenticeship programme) to identify the learners affected and check whether there is any commonality between groups of learners and planned durations, such as whether they have the same employer.

Seek to establish the provider's reasons for such disparity and consider whether they are reasonable. In particular, consider whether it is appropriate to charge the same price for apprenticeship programmes that the provider plans to deliver over significantly different durations.

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

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Example report and guidance

22A-216: Planned off-the-job training hours

Funding model: 36

Identifies apprenticeship programmes with planned off-the-job training hours that may not meet the minimum requirement.

For each learner, this report uses the apprenticeship programme's planned duration, statutory annual leave entitlement and the least possible employment hours per week derived from the code associated with the employment status monitoring type *EII* (*Employment intensity indicator*) to calculate the least possible minimum off-the-job training requirement. For learners appearing in this report, the number of planned off-the-job training hours recorded in the ILR is lower even than this calculated minimum, meaning that their apprenticeship programme does not contain at least the minimum required amount of off-the-job training, risking the apprenticeship's eligibility for funding.

The provider must check each learner listed and correct the planned off-the-job training hours accordingly.

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

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Example report and guidance

22A-217: Actual off-the-job training hours compared to those planned

Funding model: 36

Identifies apprenticeship programmes with fewer actual off-the-job training hours than planned off-the-job training hours.

Use this report for ring-fencing and additional testing where you identify errors relating to the delivery of insufficient actual hours of off-the-job training.

It is quite feasible for the number of actual off-the-job training hours recorded in the ILR to be fewer than the number of planned off-the-job training hours, such as where an apprenticeship is delivered over a shorter duration than that planned³². Where the actual off-the-job training hours are fewer than those planned, the provider, employer and apprentice must sign a summary statement confirming their agreement to, and satisfaction with, the quantity of training delivered. Providers must be able to supply such evidence to justify any instances appearing in this report.

Where the evidence does not confirm this, or does not exist, funding for an apprentice's programme may be invalid and subject to recovery.

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

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Example report and guidance

Checking DSAT reports can also help you find funding you might not have claimed but are entitled to

22A-218: Apprenticeship completions

Funding model: 36

Identifies apprenticeship standard programmes recorded as complete but with no completion date.

This report will assist providers in ensuring that they claim completion payments for apprenticeship standards.

Once an apprentice has completed the end-point assessment, the provider can report the completion in the ILR by recording *Completion status* = 2.

However, to trigger a completion payment, the provider must also return the completion date (i.e. the date that the end-point assessment was completed) in the ILR field *Achievement date* (regardless of the outcome).

Where a provider omits to return the *Achievement date* for an apprenticeship standard completion (where the practical period ended on or after 1 August 2019), it risks missing out on the completion payment.

The provider should review all records listed with a view to updating the *Achievement date*. It must accurately record the date that the end-point assessment was completed and to secure the completion payment, it must be returned before the final R14 hard close for the funding year in which the activity takes place.

Note that whilst this action will ensure that the completion payment is not affected by any omissions to these fields, there are other variables that may affect the completion payment, such as the collection of co-investment from the employer, where applicable.

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

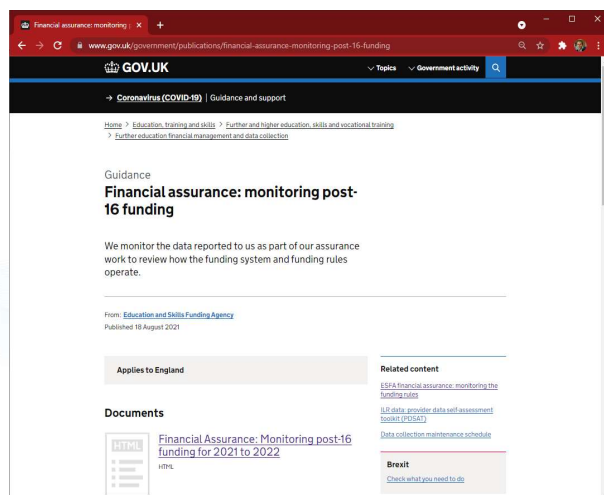
49

Audit and the Financial Assurance working papers

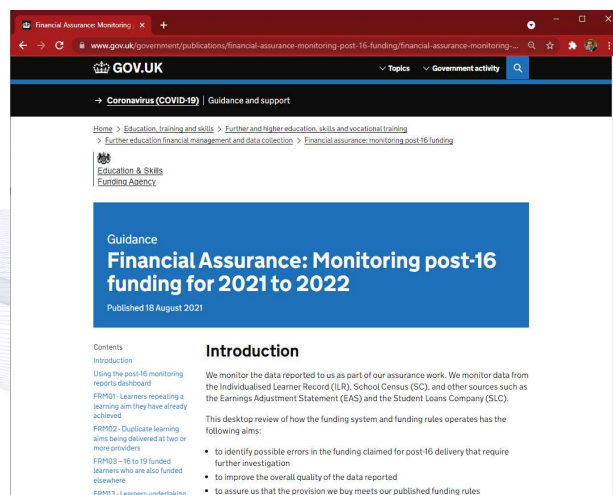
| App Audit Working Paper | | | | | | |
|---|--|--|--|--|-----------------|--|
| File Home Insert Page Layout Formulas Data Review View Help | | | | | | |
| E1 | | | | | | |
| A B C D E F G | | | | | | |
| 1 | Transaction no. | | | | | |
| 2 | Learner reference number | | | | | |
| 3 | Learner name (Family name & Given names) | | | | | |
| 4 | Unique learner number | | | | | |
| 5 | Date of birth | | | | | |
| 6 | National Insurance number | | | | | |
| 7 | Postcode prior to enrolment | | | | | |
| 8 | Disadvantage funding applies | | | | | |
| 9 | Prior attainment | | | | | |
| 10 | Indicative earnings (F15) | | | | | |
| 11 | Indicative earnings (F15): funding age band (16 to 18 or 19+) | | | | | |
| 12 | Indicative earnings (F15): employer type (levy or non-levy, from Apps Monthly Payment Report) | | | | | |
| 13 | Test | | | | Critical factor | |
| 14 | 1 Does evidence exist to confirm that the learner is eligible for ESFA funding? | | | | No: 0 | |
| 15 | 2 Are the learner and employer eligible and has the programme been correctly identified and coded? | | | | | |
| 16 | i Eligibility for funding | | | | | |
| 17 | ii Age | | | | | |
| 18 | iii Employed status (not self-employed) | | | | | |
| 19 | iv National minimum wage | | | | | |
| 20 | v Redundancy | | | | | |
| 21 | vi Employment hours | | | | | |
| 22 | vii Apprenticeship training agencies (ATAs) | | | | | |
| 23 | 3 Is the programme as designed eligible for funding and is the correct funding being claimed? | | | | | |
| 24 | i Negotiated price | | | | | |

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Financial assurance: monitoring post-16 funding

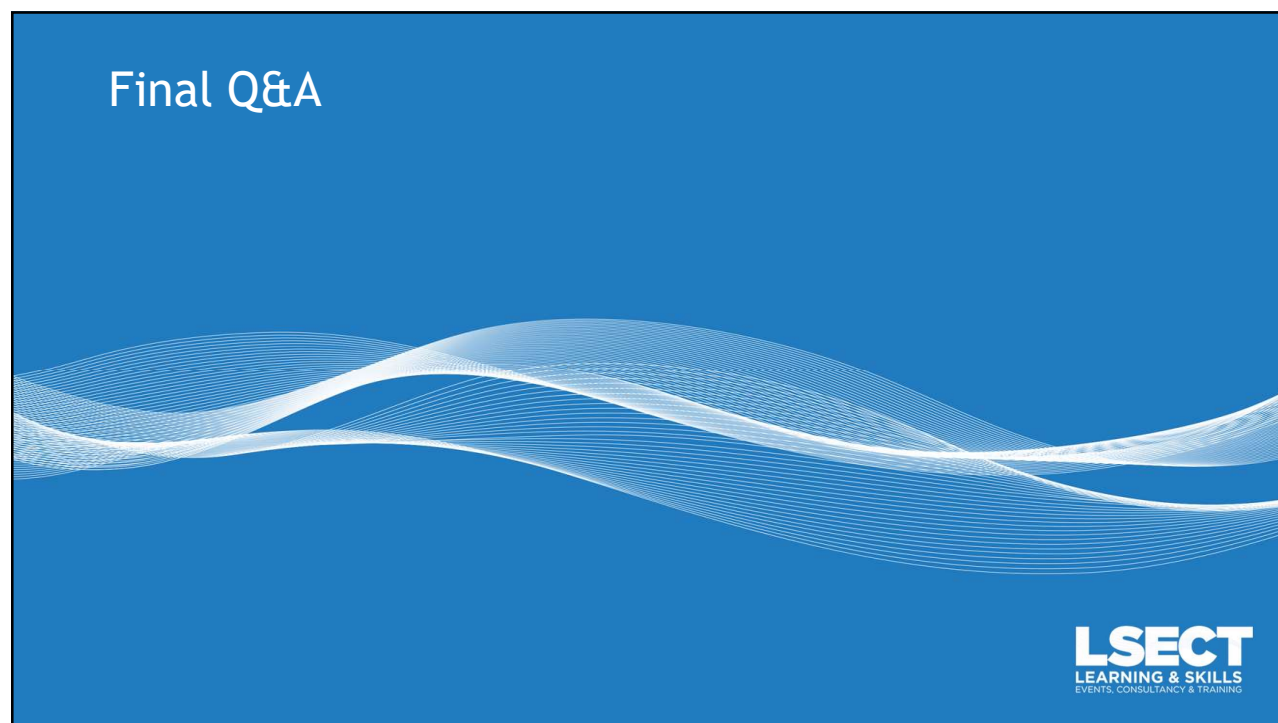


<https://www.gov.uk/government/publications/financial-assurance-monitoring-post-16-funding>



<https://www.gov.uk/government/publications/financial-assurance-monitoring-post-16-funding/financial-assurance-monitoring-post-16-funding-for-2021-to-2022>

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