Funding Summary - September 2017

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Appendices;

1. ESFA Post-16: intervention and accountability
2. How to register and use the apprenticeship service as a training provider
3. Qualification achievement rates: changes for 2016 to 2017

Introduction

A myriad of minor announcements and amendments this month including the re issuing of apprenticeship rules and addendum, I am sure that most of you find it difficult to ensure you always have the latest version being used throughout your organisations. AELP seem to be confident that the rules for apprenticeship subcontracting will also be amended to allow current style contracting to continue into 2018. One welcome piece of news is apprenticeship minimum standards remaining at 62% for 2016/17, despite previous indications it would rise to 65%.

This summary has been published after the submission date, however I trust you all submitted growth cases for apprenticeship non-levy growth last week?

Many providers were notified last week of an increase to their AEB allocation for November 2017 to July 2018 following the sectors threat of legal action to the ESFA over the ITT bidding process.

Details have been announced for funding capacity and delivery of work placements to build towards the introduction of T levels. Unfortunately many ITP's will be excluded from this process as only existing 16-19 contract holders are being offered this funding. I would hope that this will change in the future as most of the excluded ITP's will be the sectors best at engaging with employers. I would also hope that this will not mean ITP's will be excluded from mainstream T level funding in 2020?

16 to 18 apprenticeship, 16 to 18 traineeship and adult apprenticeship over-delivery payments 2016 to 2017

We are fully funding all high-quality 16 to 18 apprenticeship, 16 to 18 traineeship (former SFA-funded) and adult apprenticeship delivery for the August 2016 to July 2017 period.

Funding calculations are based on your R12 ILR data return and contract variations will be issued during September 2017.

If you have any queries please contact your Provider Manager.

Updated apprenticeship funding and performance-management rules

Confirmation below that the funding rules have not changed, this is simply an integration of documents issued with the recent non-levy procurement exercise.

We have now published an updated version of the apprenticeship funding and performance-management rules that apply to apprenticeship starts from 1 May 2017 to 31 March 2019. A draft of the performance-management rules was published as part of the competition for the current non-

levy apprenticeship procurement. These have now been integrated within the existing funding rules document; the funding rules have not changed. For 1 April 2018 to 31 March 2019, this document remains draft and we reserve the right to make changes to these rules in line with government policy.

The 2016 to 2017 funding rules still apply to learners that started before 1 May 2017 but the performance-management rules for carry in learners are now included in the 2017 to 2019 rules.

Apprenticeship funding and performance management rules 2017 to 2018

No major changes here only as described below.

We've published an addendum to the apprenticeship funding and performance management rules.

This document is an addendum to the apprenticeship funding and performance management rules May 2017 to March 2018. It revises existing rules and sets out additional rules for the delivery of English and maths for apprentices with learning difficulties and disabilities, as well as equivalent English and maths qualifications for standards. It also provides clarifications to the contracting and subcontracting section of the funding rules.

Register of apprenticeship training providers

The register of apprenticeship training providers (RoATP) is now open for applications and closes at 5pm on Friday, 27 October.

Organisations that are approved to deliver apprenticeship training for employers using the apprenticeship service.

Register of apprenticeship training providers: application instructions

Updated application instructions for joining the register of apprenticeship training providers.

Information relating to the register of apprenticeship training providers application process.

Register of apprenticeship training providers: e-tendering portal guidance

Updated register of apprenticeship training providers: e-tendering portal guidance.

To help organisations locate and complete the register of apprenticeship training providers application questions which are on our e-tendering portal.

Using the apprenticeship service as an employer

We have updated the how to register and use the apprenticeship service as an employer page on GOV.UK. This now includes information on:

- who you need to talk to before you set up an account
- what you need to think about if setting up multiple connected organisations
- what to do after you've set-up your account
- how your funding will be received and the deadlines you need to be aware of
- changing apprentice details once you have added a cohort
- managing payments to your training provider by using stop, pause and resume

We've also published information for apprenticeship training providers detailing how they use the service.

Non-levy paying employers set to manage their apprenticeship programme online by 2019

From April 2019, we aim to bring all employers onto the apprenticeship service to manage their apprenticeship programme. Over the next 18 months, this part of the service will be designed and developed. During this time, we will be in contact with non-levy paying employers to make sure the service meets their needs.

In the meantime, non-levy paying employers can continue to use find apprenticeship training to search for suitable apprenticeships and see details of approved providers who can deliver the training. Employers can also work with their training providers to post apprenticeship vacancies online and find the right candidates using recruit an apprentice.

If you are a non-levy paying employer that would be willing to help us to test the new features of the service (likely to take no more than an hour of your time), please get in touch by emailing DgitalApprenticeshipService@sfa.bis.gov.uk.

Apprenticeship data match errors

To ensure timely payments, it's important that you work with your employers to ensure information in the ILR and the apprenticeship service is accurate and up to date before submitting your ILR data on the 4th working day of the month.

This is particularly important to prevent apprenticeship data match errors, caused when there is a no corresponding record or a mismatch of data against an apprentice's record held on the apprenticeship service and the training providers ILR return.

We are continuing to see large numbers of training providers submitting their first and final ILR on the last day of the ILR submission period and this does not allow any time to correct data lock errors with the employers you are working with.

The apprenticeship service provides an apprenticeship data match report when you submit an ILR and you should use this to identify any errors which require further action.

If you or your employer has issues regarding apprenticeship data match errors contact the helpdesk on 08000 150 600 or helpdesk@manage-apprenticeships.service.gov.uk.

Apprenticeship service registrations and commitments to July 2017

This release provides headline experimental statistics on the use of the apprenticeship service. These include apprenticeship service account registrations (ASAs) and numbers of commitments, where an apprentice who is expected to go on to start has been recorded in the system.

Guidance about these changes and paying the apprenticeship levy is available. For more further education (FE) statistics, please refer to the FE and skills statistical first release (SFR), and the FE data library.

We may adjust the content and timing of these statistics, depending on user feedback and data reporting.

Removal of apprenticeship frameworks

The government expects to move from apprenticeship frameworks to standards over the course of the parliament. We are phasing the withdrawal of apprenticeship frameworks as employers take on apprentices on the new standards and ensuring issuing authorities and training providers have reasonable notice to prepare for the changes.

The apprenticeship framework delivery list contains all the apprenticeships frameworks available as well as the withdrawal date for all the frameworks we have either withdrawn or are withdrawing.

The information document explains why we are withdrawing apprenticeships frameworks and further information on the process of transitioning from frameworks to standards.

Latest batch of apprenticeship withdrawals

We are asking for your feedback on withdrawing the 5th batch of frameworks from Wednesday 13 September to 6pm on Wednesday 18 October.

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

A full list of frameworks included in this proposal is available above.

We will review the feedback and announce the final list for withdrawal next year.

We will announce the outcome of the 4th batch that we consulted on earlier this year at the same time as the outcome of the 5th batch. The frameworks we plan to withdraw from both batches will be withdrawn to new starts no earlier than 1 January 2019.

If we defer the withdrawal, the framework will be included in the next batch of proposed withdrawals that is planned later next year.

The frameworks included in this proposal have replacement apprenticeship standards that cover the same occupations; the replacement standards are expected to be ready for delivery by 1 January 2019.

We will consider deferring the withdrawal date if you can provide clear and strong evidence that:

- the relevant standards due to be in place by 1 January 2019, or soon after, will not cover some occupations covered by the framework's pathways for which there is still significant demand or
- there are strong reasons why the replacement standard(s) cannot be ready for learners from 1 January 2019 or soon after

R14 hard close

It's critical that you make any amendments to your 2016 to 2017 ILR data before the ILR hard close on the Thursday, 19 October. After this date you will not be able to fix any issues from your 2016 to 2017 ILR return and will not receive payment for this activity.

After this deadline you will be unable to:

- create and approve a new apprentice record with a start date within the 2016 to 2017 academic year
- create and approve a replacement record for any incorrect record that has been stopped and backdated
- make changes (such as the agreed costs) to any existing records to take effect prior to the 31 July 2017

For more information please refer to the apprenticeship technical funding guide and the ILR guides and templates for 2016 to 2017.

ESFA financial health assessment

This guidance is for existing and prospective providers wishing to deliver services on behalf of the Education and Skills Funding Agency.

It contains information about the financial health assessment to help organisations determine what information is required to undertake an assessment.

Advanced learner loans facility requests

If you already have a loan facility you can use the change request form to ask for an increase or reduction, or to have your loan facility and loans bursary funding removed.

If you do not have a loan facility you can use the first time request form to request one; you must have an adult apprenticeships or adult education budget funding agreement with us to do this.

Minimum standards 2016 to 2017: apprenticeships and AEB

Confirmation of no change to apprenticeship minimum standards, leaving them at 62% despite the ESFA previously intimating they would rise to 65%.

We will use the overall Qualification Achievement Rate (QAR) methodology when calculating minimum standards in 2016 to 2017 for:

- apprenticeships - all ages
- classroom and workplace learning – adult learners only

1. We will use the overall qualification achievement rate (QAR) methodology when calculating Minimum Standards.
2. In 2016 to 2017 we will calculate minimum standards for:
   a. Apprenticeships - all ages for both frameworks and standards, regardless of how they are funded by us (framework funding for starts before 1 May 2017 and standards under the trailblazer pilot funding methodology). Apprenticeship starts from 1 May 2017 (funding model 36) will be excluded for the 2016 to 2017 QAR calculations, but included in the 2017 to 2018 QAR calculations.
   b. Education and Training (Classroom and Workplace) – adult learners only
3. We review thresholds and tolerance levels annually to consider any policy requirements and/or the impact on QAR of recent QAR business rule or other policy rule changes.
4. The thresholds and tolerance levels will remain the same as in 2015 to 2016, including for apprenticeships. This is because of the impact of the QAR business rule changes on national achievement rates in 2015 to 2016.

R14 - Qualification Achievement Rates and Minimum Standards 2016 to 2017

We are approaching the close of the 2016 to 2017 funding year for data collections and funding claims. We use this data to calculate provider Qualification Achievement Rates (QAR) and Minimum Standards.

Please ensure any amendments are made to your 2016 to 2017 ILR data before the ILR hard close on Thursday, 19 October.

After this date you will not be able to fix any issues from your 2016 to 2017 ILR return. We only use R04 2017 to 2018 data returns to identify late notified apprenticeship achievements, restarts for learners returning from a planned break and, in the timely QAR calculations, to identify achievements within 90 days.

For further information on the methodology for 2016 to 2017, please refer to the business rules.

We will also shortly publish the updated QAR dataset production specification documents for 2016 to 2017.

Clarification on Prevent referrals notification procedure

AELP notification here, I asked for clarity as per the last paragraph and have confirmation this applies to all age learners.

We have had a number of queries regarding the position on prevent referrals – specifically, which ones need to be notified to the ESFA.

We have been informed that the ESFA will not require institutions to routinely inform them about Prevent referrals to channel panels. In line with the position on safeguarding more generally, they will only require institutions to inform them when the institution itself, or one of its subcontractors, is the subject of an investigation by the local authority or the police in connection with a Prevent issue. In such circumstances, the ESFA require the Chair or Chief Executive of the Institution (or senior designated safeguarding lead) to email Enquiries.EFA@education.gov.uk.

Further details are available on this link.

https://www.gov.uk/guidance/16-to-19-education-funding-guidance?&utm_source=eshot&utm_medium=email&utm_campaign=CountdownIssue839#informing-esfa-about-serious-safeguarding-incidents

It was brought to our attention that the link – above – took readers to a document outlining the position for 16-19 year old learners. Following further clarification from DfE it has been confirmed that the same regulations apply for older (19+) learners and provision.

General Data Protection Regulations (GDPR)

AELP article.

The GDPR becomes law on 25 May 2018 and requires all organisations to comply with the legislation. This includes ITPs. The GDPR extends the rights of individuals currently set out under the Data Protection Act and requires organisations to establish policies and procedures to protect personal data. It covers the mapping of personal data held, how it is processed, managed and retained. Providers will need to show the flow of data within in order to assess privacy risks and complete a data protection impact assessment.

AELP are making changes to our business to meet the requirements as there are significant penalties for breach of compliance of up to 4% of turnover. Members are encouraged to review their policies and procedures to comply.

The Information Commissioners Office (ICO) website provides detailed guidance on the requirements of the GDPR (https://ico.org.uk/for-organisations/data-protection-reform/).

Work placements – capacity and delivery fund from April 2018 to July 2019

Funding only currently being offered to existing 16-19 providers which at £250 per learner is certainly not a generous offer. The funding builds capacity for work placements from April 2018 for T level roll out.

On Thursday, 6 July, Education Secretary Justine Greening confirmed a £50 million investment from April 2018 to fund high-quality work placements, a key component of every T-Level, to help prepare young people for skilled work.

All 16 to 19 students following a new technical education route will be entitled to a substantial work placement to arm them with the technical skills that they need to give them the best possible chance for entering skilled employment.

This funding will be available to institutions currently delivering the technical programmes at level 2 and 3, with an Ofsted grade of "Requires Improvement" or better. We have published guidance covering:

- details of institution eligibility, the process for distributing the funding and guidance for completing an implementation plan
- principles for work placements

To receive an allocation for the Capacity and Delivery Fund (CDF) all eligible providers must opt in by completing and submitting a 3 year implementation plan. In this plan providers will be asked to describe how the funding will be used to build capacity and deliver work placements. The implementation plan must be completed and returned by 24 November 2017 via an on-line survey.

In order to receive this funding institutions are required to opt in and agree to:

- utilise the funding to build capability and capacity for delivery of high quality substantive work placements
- the delivery of high quality substantive work placements during the 2018 to 2019 academic year in line with the principles set out
- deliver at least a set number of high quality substantive work placements in 2018 to 2019 academic year - no fewer than 10% of the number of qualifying students on full time level 2 and/or level 3 vocational and technical programmes in 2015 to 2016 academic year
- provide a completed implementation plan template to the Education and Skills Funding Agency (ESFA) by 24 November 2017, that clearly outlines what the short and medium term actions will be to ensure delivery of placements in the 2018 to 2019 academic year, and how this will help support delivery in future once T levels have been introduced
- provide termly monitoring/progress reports to the ESFA on 1 October 2018, 1 February 2019 and 1 June 2019
- conduct student and employer satisfaction surveys
- record all high quality substantive work placements fully in the ILR or school census at each data return point

Updated provider complaints procedure

We have a new provider complaints procedure for learners, which is available on GOV.UK.

Please familiarise yourselves with the procedure and update your internal and external communications and processes as required.

Consultation of reformed subject content of Functional Skills announced

The government have recently announced a new consultation on reformed subject content for Functional Skills qualifications in mathematics and English.

The Government is reforming functional skills qualifications to improve their relevance and content, and to build their recognition and credibility in the labour market.

The reformed subject content consultation document asks questions on the proposed content for all five qualification levels in mathematics and English. The consultation will run from 12 September until 07 November 2017.

To express your views in this consultation please follow this link……..https://consult.education.gov.uk/adult-english-and-maths/reformed-functional-skills-maths-and-english-subje/

In parallel with this consultation Ofqual, the examinations regulator, is consulting on the revised regulatory requirements for the reformed Functional Skills and this will open on the 27th September 2017.

Further education colleges: financial intervention and exceptional support

Who says we have a level playing field in the sector between ITP's and Colleges, well that is unless you are the largest ITP?

This document sets out policy on how the Department for Education and the Education and Skills Funding Agency (ESFA) will protect learners when a further education college has financial difficulties.

This guidance includes information on the:

- importance of good financial management
- effects on a college when they seek exceptional financial support
- decision-making process
- relationship with area reviews

HE learning aim request: due 29 September 2017

Providers requesting new learning aims for prescribed Higher Education provision for the 2016 to 2017 funding year must submit the completed form and approval letter to us by Friday, 29 September.

This will allow them to be created and uploaded to the Learning Aim Reference Service (LARS) database for the R14 ILR submission that opens on Monday, 9 October and closes on Tuesday, 19 October.

Any requests received after this date for 2016 to 2017 may not be processed in time for the final R14 ILR submission.

The completed form and approval letter should be emailed to the service desk.

Institutes of Technology - call for proposals

The Government is committed to developing prestigious Institutes of Technology to deliver the higher-level technical skills that employers need and will be launching a call for proposals to establish Institutes of Technology before the end of 2017.

IoTs will have employers at the heart of their leadership and governance, and in the design and delivery of curriculum. IoTs will strengthen and grow provision to fill gaps in the market; they will focus particularly on technical skills (e.g. Science, Technology, Engineering Mathematics) at levels 4 and 5 but will extend to degree level and above (level 6+) to strengthen routes into higher levels of technical education, as well as directly into employment.

Applicants will be able to bid into a £170m fund to establish these institutions to deliver these much needed skills across all regions of England.

Please click on the links below to view more information for potential bidders. Completed pro-formas should be submitted to the Institutes of Technology team by 31 October 2017.

- IoT Policy Statement
- IoT FAQs
- IoT Pro-forma

Appendix 1

ESFA Post-16: intervention and accountability

Intervention

The Education and Skills Funding Agency (ESFA) allocates significant annual funding to providers of education and skills training for young people and adults. ESFA holds providers to account for their performance to ensure they consistently raise standards.

In April 2013, the Department for Education (DfE), jointly with the then Department for Business, Innovation and Skills published Rigour and responsiveness in skills. This forms the framework for rapid and decisive intervention in response to under-performance.

Intervention triggers

ESFA will formally intervene when it has evidence of under-performance. This may include escalating cases for assessment by the Further Education Commissioner.

Where a provider of education or training is under-performing, the ESFA will implement the DfE policy in line with its contracts and funding agreements.

We adopt 2 triggers in identifying educational under-performance:

- an overall inadequate Ofsted judgement (or in the case of a school sixth-form, or an academy sixth-form a separate inadequate Ofsted judgement for the sixth-form provision)
- performance below National Minimum Standards set each year

We adopt a further trigger in identifying financial under-performance:

- inadequate financial health and/or control, as determined by ESFA in accordance with the criteria below

Where intervention is triggered, ESFA will implement the DfE policy in line with any contract or funding agreement, which override any information on this page where there are differences.

Ofsted judgement

Sixth-form and further education colleges

If a sixth-form or further education college receives an inadequate Ofsted judgement, the FE Commissioner will undertake an assessment of the capacity and capability of the college's current leadership and management to lead improvement, and make recommendations to the minister about appropriate intervention action.

ESFA will issue a Notice to Improve where a college receives an inadequate Ofsted judgement, setting out conditions that the college must meet in a time bound period in order to receive continued funding. All Notices will be published on www.GOV.UK.

Independent learning providers (ILPs)

Where an ILP receives an inadequate Ofsted judgement, ESFA will typically terminate the contract and seek a better provider, subject to protecting the interests of learners.

National minimum standards

School and college accountability systems have been reformed to set higher expectations, and to make the system fairer, more ambitious, and more transparent. Further information on how the DfE is applying the minimum standards to the performance of schools and colleges can be found on the 16 to 18 minimum standards page published on GOV.UK. All colleges and ILPs that deliver apprenticeship (all age) and/or adult (19+) education and training provision are required to meet

minimum standard thresholds using the qualification achievement rate (QAR) methodology. Those that fail to meet these standards will be subject to the ESFA's intervention policy.

Financial health and control

Sixth-form and further education colleges

ESFA assess college financial health in line with Part 3 of the college financial planning handbook.

We assess financial control to be inadequate where one or more of the following exists:

- qualified audit opinion on its financial statements
- modified regularity report
- qualified audit opinion on a funding audit
- significant fraud
- critical review of financial management and governance

Where a college has inadequate financial health and/or control, ESFA will write to the college to confirm the position and consider appropriate intervention activity with reference to the funding agreement and the most recent departmental policy. This may include an assessment by the FE Commissioner and/or the issue of a Financial Notice. All Notices will be published on www.GOV.UK.

Financial Notice to Improve – financial health

When ESFA issues a college with a Financial Notice to Improve (FNtI), the college will be required to improve its financial health. This may include the preparation and implementation of a financial recovery plan.

ESFA will determine when the college has made sufficient progress for the FNtI to be lifted based on a set of conditions included within the notice.

Financial Notice to Improve – financial control

It will be made clear to the college what needs to improve, and the action plan that a college has to produce will be used to monitor progress against the weaknesses identified. It is expected that a college will address all financial management and control weaknesses within a specified timescale.

ESFA will determine when the college has made sufficient progress for monitoring to cease and the notice lifted, based on a set of conditions included within the notice.

There are special arrangements for Financial Notices in cases of structural change and/or merger.

Independent learning providers

ESFA assess ILP financial health in line with the published methodology.

Where an ILP has inadequate financial health, ESFA will consider each case on its merits but reserves the right to take action in accordance with the contract.

Early intervention for colleges

ESFA has issued separate information on the approach to managing risk in colleges. We will work with colleges to facilitate swift mitigating actions that focus on ensuring a return to sound financial resilience and, where required, improvement in quality. Our aim is to lower the risk of a college falling into the scope of formal intervention measures and achieve a rapid turnaround at a lower cost to public funds, while maintaining high quality learning delivery to students, adult learners and employers.

Appendix 2

How to register and use the apprenticeship service as a training provider

1. Set up your apprenticeship training provider account

You need to have an account with the government's Information Management Services system (IdAMS) to use this service.

If your organisation doesn't already have an IdAMS account, you'll get your account details when you register as an apprenticeship training provider.

If your organisation already has an IdAMS account, an account super-user from your organisation will need to give you access to the apprenticeship service.

Outside the apprenticeship service you must also have a signed and dated contract between your organisation and the employer for the training of their apprentices.

You can now set up your apprenticeship service account.

2. What to do after you've set-up your apprenticeship service account

In your apprenticeship service account you'll be asked to sign the training provider agreement on the Skills Funding Service which you'll need to do before you can approve apprentices for funding.

Before you get paid, you must:

- have an agreement in place with the employer (which you'll do offline)
- make sure the employer has started the process of adding apprentices in their apprenticeship service account
- make sure you and your employer have approved any changes to the cohort or apprentices - so that you get paid

Your employer can ask you to add all or some of the apprentice details. They may choose to add the details themselves.

As a training provider, you can bulk upload apprentices to your cohort.

You can create the bulk upload file from your learner management system (MIS) or you can access the template from within the service or on GOV.UK.

If you use the template you must:

- open the template in your spreadsheet software (for example Excel)
- follow the exact format of the template when adding your apprentices
- create a unique name for the file, so you don't overwrite the template
- save the spreadsheet document as a .csv file on your computer
- upload the file you've saved into your apprenticeship service account

If your employer has added the apprentice details you'll need to add the unique learner numbers (ULN) before you can approve the cohort for funding.

It's important that the apprentices added to the apprenticeship service account match the details you have on the Individualised Learner Record (ILR). This will be checked as part of your month end submission.

The first time you receive a request from an employer to add or approve apprentices, you will be asked to confirm that the employer's information is correct and that you've agreed to be their training provider.

Help employers with their apprenticeship service account

If you've agreed to train an employer's apprentices, the employer must follow these steps before you'll see any cohorts or apprentices in your apprenticeship service account:

- add PAYE schemes to their apprenticeship service account
- add organisations employing the apprentices - that you'll be training
- sign their agreement with the Education and Skills Funding Agency (ESFA)
- add apprentices, unless the employer has asked you to do this for them

View your cohorts

You'll be able to:

- view the cohorts that have recently been added
- approve new cohorts
- see if there are any cohorts for review
- see how many cohorts are with the employer to approve

Manage your apprentices in your apprenticeship service account

You can see the full list of apprentices and their details. You can filter the list by:

- status - whether the apprentice has started their training or not
- what tasks need to be completed
- which apprenticeship you want to group them in
- the organisation employing the apprentice

You can view more details of each apprentice, where you can edit and update some of their information.

Before you approve your cohorts

Make sure that:

- you're checking the correct cohort or apprentice
- the apprenticeship matches what's been agreed between you and your employer
- the total price of the training, including any end-point assessment costs, is correct
- you're aware that if the price of the training is greater than the funding band, you will need to invoice the employer directly to recover any additional costs
- that all of these details match the ILR

Changing apprentices' details

Any changes you make to the details of an apprentice, in the apprenticeship service, need to be approved by the employer.

Payments

Once the apprentice starts, you will include the apprentices in your ILR return. When an ILR file is received, the data collection system will check the ILR record with the data held in the apprenticeship service. Any data mismatches are shown in a report.

There are a number of new reports in addition to the usual ILR reports. These include:

- a 'data match' report to confirm whether the ILR data matches the apprentice data in the apprenticeship service
- an 'indicative earnings' report
- a 'month-end payment' report
- a 'co-funding' report to show whether you need to claim any co-investment payments from employers

You can continue to update your ILR data and the details in the apprenticeship service until the collection period closes on the 4th working day of each month. The employer will need to approve any changes made before the collection closes in order to receive funding that month.

Once the ILR has been submitted, the file is checked against the apprenticeship service and the updated reports will be available from the data collection area on the Hub.

3. Help

You can contact the National Apprenticeship Service for advice or help using the service.

Telephone: 0800 015 0600 - Find out about call charges

Or email us: helpdesk@manage-apprenticeships.service.gov.uk.

Appendix 3

Qualification achievement rates: changes for 2016 to 2017

Purpose

1. This document outlines the changes for qualification achievement rates (QAR) for the 2016 to 2017 funding year (1 August 2016 to 31 July 2017). It describes at a high level the changes to the technical specification compared to the 2015 to 2016 technical specification.

2. We will update the core QAR methodology to incorporate the changes below in September 2017. This document should be read along with the business rules document published in November 2016.

Main changes from the 2015 to 2016 technical specification

3. We will continue to exclude non-formula funded community learning provision (Funding model 10 'Community Learning').

4. We will exclude all Offender Learning and Skills Service (OLASS) learning aims (identified by Learning Delivery Monitoring code 34) from the 2016 to 2017 calculations; the responsibility of these learning aims transferred to the Ministry of Justice in 2016 to 2017.

5. We will include Apprenticeship standards in the 2016 to 2017 calculations.

6. We will exclude all apprenticeship starts from 1 May 2017 under the new funding model (Funding model 36 'Apprenticeships (from 1 May 2017)') from the 2016 to 2017 calculations; these will be included in 2017 to 2018 calculations.

7. We will include the reformed AS levels that are decoupled from the A level. We will also include any legacy AS levels that were cashed. The calculations will include both the reformed AS levels and legacy AS levels, depending on which methodology was relevant when the learning aim started. For more information on reformed AS levels, please refer to this link.

8. We will exclude apprenticeship seasonal worker pilot learning aims, identified using Learning Delivery Monitoring code 348.

9. We will include the new GCSE grading structure (1 - 9 rather than A* - H) in the 2016 to 2017 calculations. The calculations will use both the old A* - H grades and the new 1-9 grades, depending on which grades were relevant when the learning aims started.