

# **Unit Delivery in 2012/13**

## **Information and Guidance**

**July 2012**

Audience details: Of interest to everyone involved in delivering Skills Funding Agency funded provision for Adult Learners.

## Information and Guidance on Unit Delivery for 2012/13

### What is the Unit Delivery Offer for 2012/13?

The Skills Funding Agency will continue to fund the delivery of units to learners in 2012/13 as part of the Offender Learning and Skills Service (OLASS 4) and the Offer for the Unemployed. There is also a limited number of units being delivered alongside apprenticeship frameworks for SMEs.

### Which units will be available for funding?

Instead of publishing a list of units available for funding, in 2012/13 providers will be able to use units within the Rules of Combination of a qualification already approved for funding within the Adult Skills Budget and as part of OLASS 4 or the Offer for the Unemployed. This is providing the unit:

- is between entry level 1 and level 4 inclusive (i.e. units at level 5 and above are not eligible)
- is in line with purposes B<sup>1</sup>, C<sup>2</sup> or D1<sup>3</sup>, (or, for entry and level 1 only, A<sup>4</sup>)
- does not have a Sector Subject Area of 9.1<sup>5</sup>, 9.2<sup>6</sup>, 10<sup>7</sup>, 11<sup>8</sup> or 12<sup>9</sup>
- in the main is shared by more than one awarding organisation
- is not ineligible for funding because it is linked to licence to practice or deemed an 'inefficient use of public funding' (this includes provision normally supported by employers, such as stand alone health and safety, first aid, or food hygiene)

Any units that do not fit the criteria above will not be available for use in unit delivery for OLASS 4 or the Offer for the Unemployed. If a particular unit is not approved for funding within LARA and the provider believes that, based on the criteria above, it should be approved for funding, then the provider should use the Agency's [Exception Process](#) to raise this. As part of this, providers will need to provide evidence from the relevant awarding organisation that they are willing to support the award of credit, the certification of the unit, and the associated credit accumulation.

There is no difference in availability of units between OLASS 4 and the Offer for the Unemployed, i.e. if a unit is available for OLASS 4 learners, it will also be available for learners accessing the Offer for the Unemployed.

### What are funding arrangements for units?

Funding for units delivered as part of the Offer for the Unemployed will be calculated according to their Guided Learning Hour (glh) value. This also applies to the funding of the additional units that SMEs with fewer than ten employees may add to their Apprenticeship, per apprentice.

Funding for units delivered as part of OLASS 4 will be calculated according to the credit band they fall into within the simplified Learning Aim Rates Matrix.

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<sup>1</sup> Prepare for further learning or training and/or develop knowledge and/or skills in a subject area

<sup>2</sup> Prepare for employment

<sup>3</sup> Confirm competence in an occupational role to the standards required

<sup>4</sup> Recognise personal growth and engagement in learning

<sup>5</sup> Performing Arts

<sup>6</sup> Crafts, Creative Arts and Design

<sup>7</sup> History, Philosophy and Theology

<sup>8</sup> Social Sciences

<sup>9</sup> Languages, Literature and Culture

### **When will LARA show units and their funding rates?**

The majority of the units which were available in 2011/12 will also be available in 2012/13, and will have their 'last date for new starts' updated to reflect this during week commencing 23 July. When these units are made available, providers will be informed via Update.

We expect that new units available for delivery in 2012/13 for the first time will be added to LARA in August 2012. Again, providers will be informed via Update when these units are added.

Because the funding arrangements for OLASS 4 and the Offer for the Unemployed are different, funding rates for OLASS 4 will be made available on LARA in August 2012.

Providers should check on LARA that units are eligible for funding, bearing in mind the timescales above. It should be noted that until a unit appears in LARA, it is not eligible for delivery as part of OLASS 4 or the Offer for the Unemployed.

### **How should units be delivered?**

The Agency expects providers to combine units into coherent programmes aimed at progressing learners towards employment outcomes or qualification achievement. The following list describes how programmes of units should ideally look, ie they should:

- include units that respond to locally assessed skills needs and support growth sectors
- deliver a mix of general employability units alongside directly vocational units
- deliver a level of challenge appropriate to the learner, in order to facilitate progression
- in the main be units that are shared by awarding organisations to facilitate credit accumulation and transfer
- not have large credit values, so that each programme is a coherent package of smaller units allowing the accumulation of credit towards a target qualification
- be of sufficient size to allow the features above to be delivered, e.g. a minimum of three credits

The Agency expects that providers will focus on the needs of learners and business and employer needs, and not develop programmes simply to maximise funding.

### **Personal Learning Record**

Providers may find the [Personal Learning Record](#) a useful resource in checking prior achievement of individual learners, and additionally identifying rules of combination and routes to achievement as part of designing a suitable programme of units.

### **How should unit delivery be recorded and reported to the Agency?**

Providers should record each unit as a separate learning aim on the Individualised Learner Record (ILR). All other recording requirements are the same.

### **Is the Agency carrying out further trials of unit delivery in 2012/13?**

No more unit delivery trials will take place. Instead, we will work with a small group of providers and awarding organisations to work through some of the logistical and delivery issues which were identified in the [NIACE Evaluation of Unit Delivery](#).

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