



Skills Funding  
Agency

# 24+ Advanced Learning Loans

Budget Management

April 2013

Of interest to colleges and private training organisations

## Introduction

1. This briefing note describes the budget management process for 24+ Advanced Learning Loans (Loans), setting out how we will work to ensure funding supports the demand for Loans and the learners' choices. We have worked with the further education (FE) sector to produce this guidance and in the first year we will keep the process under review to ensure that it remains fit for purpose.
2. We will set out full details of the Agency's Loans performance management process in the Performance Management Guide, which we will release before issuing contracts for 2013/14.

## Loans Budget Management

3. We will use data from the Student Loans Company about Loans commitments (approved Loans) to manage the Loans budget. We will compare the value of Loans commitments to the national budget profile, which is shown in Annex A.
4. The Agency will keep under review an amount of delivery against the national budget. We **will not** reduce colleges' and private training organisations' Loan Facilities unless there is a risk that the demand for Loans may exceed the national budget.
5. From June 2013 we will publish a monthly update showing the total value of Loans commitments. This will inform colleges and private training organisations when the value of Loan commitments could exceed the budget. This will give them advanced notice of when we might need to reduce their Loan Facilities, reflecting the wider demand for Loans places.
6. Where we need to reduce colleges' and private training organisations' Loan Facilities, we will focus first on those that have delivered small values of Loan-funded activity to date.

## Process for Adjusting Loan Facilities

7. The *24+ Advanced Learning Loans Facility Conditions* (Loan Conditions) state that colleges and training organisations cannot exceed their Loan Facility unless they have an agreed variation with the Agency. Colleges and private training organisations are responsible for monitoring the value of approved Loans against their Facility and contacting the Agency to discuss any proposed increase.
8. To ensure this requirement does not prevent learners from accessing Loans funding, we will provide a national single point of contact for colleges and private training organisations to request a change to their Loan Facility.
9. Colleges and private training organisations requesting an increase can submit a brief form to a [central mailbox](#) and the Agency will respond within two working days with written confirmation of the decision. This process is open to colleges and private training organisations at any time and it is not subject to a specific timetable. Please refer to Annex B for details of the mailbox and the form; we will publish the form separately alongside this note.
10. Requests for increases to Loan Facility are subject to quality checks and the availability of funding nationally; we will approve all cases where we can.

## Loans Bursary

11. Colleges and private training organisations should plan to use the Loans Bursary values confirmed on their Final Funding Statements.
12. In the first year of delivery if the college or private training organisation has evidence of learner demand that it cannot meet from the existing Bursary, we will discuss this as part of the process for changing the Loans Facility. Any increase to loans Bursary is still subject to affordability.

## Annex A: Budget profile for 24+ Advanced Learning Loans in 2013/2014

### Academic Year

	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12
<b>Monthly Funding Profile (£m)</b>	1.1	13.9	15.9	16.7	17.7	19.8	20.8	23.2	24.6	25.0	25.7	27.5
<b>Cumulative Funding Profile (£m)</b>	1.1	15.0	30.8	47.6	65.2	85.0	105.8	129.0	153.6	178.7	204.4	231.9

## Annex B: Loans Facility and Bursary Adjustment Request Form



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### 24+ Advanced Learning Loan Facility Change Request Form

Please read the notes page before completing this form. Please only complete the cells in yellow.

Provider Name

UK Provider Registration Number (UKPRN)

#### Total Requested Loan Facility 2013/2014

Academic Year 2013/2014	<input type="text"/>
August 2013 to March 2014	<input type="text"/>
April 2014 to July 2014	<input type="text"/>

#### Propose an alternative Financial Year split

August 2013 to March 2014	<input type="text"/>
April 2014 to July 2014	<input type="text"/>

Please note that the Agency will consider proposals for an alternative Financial Year split in line with the budget. We cannot guarantee that proposals will be accepted.

#### Total Requested Loan Bursary 2013/2014

Academic Year 2013/2014	<input type="text"/>
August 2013 to March 2014	<input type="text"/>
April 2014 to July 2014	<input type="text"/>

Reason for Change Request

#### Request completed by

Name	<input type="text"/>
Position in Organisation	<input type="text"/>
Email Address	<input type="text"/>
Date of Request	<input type="text"/>

Please tick to confirm that you have the authority to act on behalf of the applicant organisation named in this form.

Please note that the Agency will copy confirmation of the request to the Head of the Organisation.

Once completed, please email this form to: [24plusallfacilityrequests@skillsfundingagency.bis.gov.uk](mailto:24plusallfacilityrequests@skillsfundingagency.bis.gov.uk)



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