



Skills Funding  
Agency

# Operational Performance Management Rules 2014 to 2015

Version 2

This document describes the performance-management rules for the 2014/2015 funding year. These rules will apply from 1 August 2014.

August 2014

Of interest to providers and employers



**European Union**  
**European Social Fund**  
Investing in jobs and skills

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# Introduction

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This document sets out the performance-management rules for the 2014/2015 funding year. The rules apply to all providers of education and training who receive funding from the Chief Executive of Skills Funding. It forms part of the Terms and Conditions of funding and should be read along with the financial memorandum, conditions of funding (grant), contract for services, conditions of funding (grant) – employer, 24+ Advanced Learning Loans facility conditions and the Funding Rules 2014 to 2015.

The terms ‘we’ and ‘Skills Funding Agency’ refer to the Chief Executive of Skills Funding and her staff.

When we refer to ‘you’ or ‘providers’, this includes colleges, training organisations, local authorities and employers who receive funding from us, or through a loans facility, to deliver education and training.

We use the term ‘funding agreement’ to refer to the financial memorandum, conditions of funding (grant), contract for services, conditions of funding (grant) - employer and 24+ Advanced Learning Loans facility conditions.

We use the term ‘learner’ to cover all those who receive education or training we have funded, either directly from the Chief Executive or through a loan.

The Hub’s Contracts and Finances page is an online service that will give you access to information about contracting and payments. From the 2014/2015 funding year, we will use the Contracts and Finances page to share your contract documents, funding statements, remittance reports (payments), subcontracting declarations and reconciliation statements.

# Principles of performance management

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This section sets out the principles by which we will manage your performance in the 2014/2015 funding year from August 2014 to July 2015, which spans two financial years – August 2014 to March 2015 (the latter part of the 2014/2015 financial year) and April 2015 to July 2015 (the beginning of the 2015/2016 financial year).

1. We will continue to apply different performance-management processes according to the type of funding agreement. Within those processes, we will apply our principles of performance management consistently to all providers.
2. We have no responsibility to pay any amount over your allocated funding for the funding year or financial year, as set out in your funding agreement for that year. You must manage your funding allocation or contract value as set out in appendix 2 of your funding agreement.
3. You are responsible for making sure you understand the funding system and make the right choices for learners and employers.
4. You should prioritise your existing funding allocation or contract value to meet the needs of your Local Enterprise Partnerships (LEPs), deliver Apprenticeships and deliver learning that will help people get back into work.
5. In response to the Government's [Rigour and Responsiveness in Skills](#) policy, we will use your track record to assess your ability to deliver education and training to the required quality and standard. Your track record will take account of Ofsted grades, [Minimum Standards](#) of performance, financial health, financial management and control, and your previous delivery against your contract.
6. We will use our approach to funding to make sure learning provision is of a high quality.
7. We will maximise participation funds by identifying delivery that is below funding allocation or contract value (under-delivery) and redistributing funds to providers with a good track record and evidence of demand from employers or learners.
8. We will prioritise redistributing funds for delivering Apprenticeships and Traineeships.
9. If we increase your contract value through the performance-management process you must use that extra funding to

deliver the type of learning provision that you requested funding for.

10. We will make sure that any changes to the rules in this document are published at least three months before the changes come into effect, unless this is not possible due to changes in national policy.
11. We uphold the Government's commitment to fund excellent vocational provision for young adults aged 16 to 18 so that they can take part in an Apprenticeship or Traineeship programme.
12. If we need more information to support our performance-management processes, we will try to use existing information produced from your own internal processes.

# Adult Skills Budget

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We will continue to fund the Adult Skills Budget according to the type of provider. This enables us to make sure that the appropriate terms and conditions are in place.

The two types of provider are:

- providers funded through a grant – these are providers with a financial memorandum or conditions of funding (grant); and
- providers funded through a contract – these are providers with a contract for services or conditions of funding (grant) – employer.

## Providers funded through a grant

13. We will make payments on a standard national monthly profile, shown in table 1 of annex A.
14. Your 2014/2015 contract will state the minimum amount of the Adult Skills Budget that we expect you to use to fund adult Apprenticeships. We will only reduce this minimum amount if there are exceptional circumstances.
15. We will consider requests to move funding out of your adult Apprenticeship contract value at the performance-management points (as set out in table 8 and diagram 1 of annex B). You will need formal agreement from us before transferring any funding.
16. You can ask for an increase to your 2014/2015 funding allocation or to move funding ('vire') within your funding allocation by sending a change request form to [providerperformancemanagement@sfa.bis.gov.uk](mailto:providerperformancemanagement@sfa.bis.gov.uk) at any of the performance-management points throughout the year.
17. You must send your change request form to the email address above by the deadlines shown in table 9 of annex B. We will not accept any forms that are sent after the deadlines or to a different email address.
18. We will increase your funding allocation if:
  - funds are available;
  - you have a good track record;
  - you can prove there is demand from employers or learners;
  - you are not under notice for Failure

of Inspection, Financial Health or Financial Control;

- you are not under notice for Minimum Standards in the type of provision you want the increase for; and
  - we are confident that awarding an increase to your contract value is a good use of public funds.
19. You must provide three funding claims setting out your actual delivery to date and, where appropriate, provide a forecast of your spending for the remainder of the funding year. The funding claims you must provide are:
- the mid-year funding claim (February 2015);
  - the year-end funding claim (September 2015); and
  - the final funding claim (October 2015).
20. To make your funding claims you must use our published funding-claim form. The funding-claim form and our Funding Claims 2014 to 2015 guide will contain more information on the claim process, evidence needed and audits.
21. We will use the information you provide in your funding claims to review your funding allocation for 2014/2015. If we have evidence that you will not deliver in full, we can reduce your funding allocation to a level that is in line with your actual delivery.
22. We will not apply an automatic year-end tolerance or automatic payment for delivery over your funding allocation to your final funding claim. For any under-delivery, we

will make a year-end adjustment to your funding allocation and you must pay back any funds you have not spent. We will confirm the value of funding you must pay back in your reconciliation statement.

23. We will use information from your funding claims when agreeing your funding allocation for 2015/2016. This will include looking at your track record and the accuracy of mid-year funding claims you have made in the past.
24. We can adjust your 2015/2016 funding allocation to reflect actual delivery declared on your 2014/2015 final funding claim.

### **Providers funded through a contract**

25. We will pay you on the basis of your actual delivery each month, within your contract value. We will work out the value of your actual delivery using the latest validated Individualised Learner Record (ILR) and Earnings Adjustment Statement (EAS) data you provide.
26. Your 2014/2015 contract will state the minimum value of the Adult Skills Budget that we expect you to use to fund adult Apprenticeships. We will only reduce this minimum value if there are exceptional circumstances.
27. We will consider requests to move funding out of your adult Apprenticeship contract value at the performance-management points. You will need formal agreement from us before transferring any funding.
28. You can ask for an increase to your 2014/2015 contract value or to move

funding ('vire') within your contract value by sending a change request form to [providerperformancemanagement@sfa.bis.gov.uk](mailto:providerperformancemanagement@sfa.bis.gov.uk) at any of the performance-management points throughout the year. Those points are set out in table 8 and diagram 1 of annex B.

29. You must send your change request form to the email address above by the deadlines shown in table 9 of annex B. We will not accept any forms that are sent after the deadlines or to a different e-mail address.
30. We will increase contract value if:
  - funds are available;
  - you have a good track record;
  - you can prove there is demand from employers or learners;
  - you are not under notice for Failure of Inspection, Financial Health or Financial Control;
  - you are not under notice for Minimum Standards in the type of provision you want the increase for; and
  - we are confident that awarding an increase to your contract value is good use of public funds.
31. We will measure your performance against a standard national profile (see table 2 of annex A) at the performance-management points throughout the year. Those points are set out in table 8 and diagram 1 of annex B.
32. We will reduce your contract value where your performance against

standard national profiles for the period in question is outside our published tolerance levels. The tolerance levels that we will apply at the performance-management points are set out in table 3 of annex A.

33. The reduction in your contract value will reflect some or all of the value of the under-delivery to date, and will reduce the future profile of the under-delivery. We will not change this approach unless there are exceptional circumstances.
34. When we work out any reduction to your contract value, we will only include delivery to date above the standard national profile for Apprenticeships. We will not include delivery to date above the standard national profile for non-Apprenticeships.

The following sections apply to all providers with an Adult Skills Budget funding agreement.

## Apprenticeships

35. In 2014/2015 we will fund adult Apprenticeships for those aged 19 and over through the Adult Skills Budget.
36. 'Apprenticeship Trailblazers', led by employers to develop concise and clear standards for Apprenticeships, must be funded from your existing Apprenticeship funding allocation or contract value.
37. We will manage the performance of Trailblazer activity in line with the rules set out in this document.

## Traineeships

38. You must use your existing non-Apprenticeship Adult Skills Budget funding allocation or contract value to deliver Traineeships for 19- to 24-year-olds.
39. If you do not receive Discretionary Learner Support funding from us, you may use your existing non-Apprenticeship Adult Skills Budget funding allocation or contract value to provide learner support for learners on a Traineeship programme.
40. We will monitor the amount of funding you spend on learner support for trainees and will use this when we review any change request forms you send us at the performance-management points.
41. We will manage performance of your Adult Skills Budget funding allocation or contract value, including that for 19 to 24 Traineeships, in line with the rules set out in this document.

## Learning Support

42. You must provide learning support to learners from your existing Adult Skills Budget funding allocation or contract value.
43. We will manage the performance of your Adult Skills Budget funding allocation or contract value, including Learning Support, in line with the rules set out in this document.

## English for Speakers of Other Languages (ESOL) Plus (Mandation)

44. You must use any ESOL Plus (Mandation) funding you have been allocated to deliver ESOL provision to the learners defined in your funding agreement.
45. We will manage performance of your Adult Skills Budget funding allocation, including that for ESOL Plus (Mandation), in line with the rules set out in this document.

## Adjustments to earnings

46. For the 2013/2014 funding year we introduced 'transition factors' for one year to adjust earnings while we introduced a new funding system. We will not apply a transition factor (or any other protection) to adjust your earnings in 2014/2015.
47. For the 2013/2014 funding year we applied ESOL protection to adjust earnings while we introduced a new funding system. We will not apply any ESOL protection in 2014/2015.
48. For all non-Apprenticeship learners funded through the Adult Skills Budget there will be a monthly limit on the amount of funding we will pay for each learner. We will monitor the amount that you earn per learner per month. If that amount is above the monthly limit, we will review this as part of our performance-management arrangements. In due course we will publish details of how we will work out whether you have gone over the limit. There is more information on the monthly limit at [Funding Rates and Formula](#).

# 16 to 18 Apprenticeships and Traineeships

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This section applies to all providers with a 16 to 18 funding agreement. We continue to manage the delivery of 16 to 18 Apprenticeships on behalf of the Education Funding Agency. We will also continue to manage the delivery of 16 to 18 Traineeships on behalf of the Education Funding Agency for providers that are not funded by them.

49. We will pay you on the basis of your actual delivery each month. We will work out the value of your actual delivery using the latest validated ILR and EAS data you provide.
50. Your 2014/2015 funding agreement will state the maximum value of 16 to 18 Traineeships you can deliver from your overall 16 to 18 Apprenticeship contract value.
51. We will consider requests to move funding into 16 to 18 Traineeships at the performance-management points (as set out in table 8 and diagram 1 of annex B). You will need formal agreement from us before transferring any funding.
52. You can ask for an increase to your 2014/2015 contract value or to move funding ('vire') within your contract value by sending a change request form to [providerperformancemanagement@sfa.bis.gov.uk](mailto:providerperformancemanagement@sfa.bis.gov.uk) at any of the performance-management points throughout the year. Those points are set out in table 8 and diagram 1 of annex B.
53. You must send your change request form to the email address above by the deadlines shown in table 9 of annex B. We will not accept any forms that are sent after the deadlines or to a different email address.
54. We will increase your contract value if:
- funds are available;
  - you have a good track record;
  - you can prove there is demand from employers or learners;
  - you are not under notice for Failure of Inspection, Financial Health or Financial Control;
  - you are not under notice for Minimum Standards in the type of provision you want the increase for; and

- we are confident that awarding an increase to your contract value is a good use of public funds.

55. We will measure your performance against a standard national profile (see table 4 of annex A) at the performance-management points throughout the year. Those points are set out in table 8 and diagram 1 of annex B.
56. We will reduce your contract value if your performance against standard national profiles for the period in question is outside our published tolerance levels. The tolerance levels that we will apply at performance-management points are set out in table 5 of annex A.
57. The reduction in your contract value will reflect some or all of the value of under-delivery to date, and we will reduce the future profile of the under-delivery. We will not change this approach unless there are exceptional circumstances.

# Community Learning

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This section applies to all providers with a Community Learning funding agreement.

58. You will be paid on the standard national profile shown in table 6 of annex A.
59. You must provide a final funding claim setting out your actual spend against your funding allocation for the 2014/2015 funding year in October 2015.
60. We will compare the actual spend in your final funding claim against the ILR data you have provided.
61. We will not apply an automatic year-end tolerance or automatic payment for delivery over your funding allocation to your final funding claim. For any under-delivery, we will make a year-end adjustment to your funding allocation and you must pay back any funds you have not spent. We will confirm the value of funding you must pay back in your reconciliation statement.
62. We can adjust your 2015/2016 funding allocation to reflect your actual delivery declared in your 2014/2015 final funding claim and ILR data.

# 24+ Advanced Learning Loans facility

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This section applies to all providers that have a Loans facility.

63. To manage the loans budget we will use information from the Student Loans Company on loans commitments (approved loans).
64. You can ask for an increase to your loans facility by sending a '[Loans Facility and Bursary Adjustment Request Form](#)' to [24plusall-facilityrequests@sfa.bis.gov.uk](mailto:24plusall-facilityrequests@sfa.bis.gov.uk).
65. When considering whether or not to increase your loans facility we will consider your current performance, your track record and the amount of funding available nationally.
66. We will respond to these requests within two working days. This process, set out in diagram 3 of annex C, is open to you at any time and there is no specific timetable.
67. We will review delivery against the national loans budget. We will only reduce your loans facility if there is a risk that the demand for loans may go over the national budget.
68. We will contact you if we need to reduce your loans facility. We will focus first on providers who have delivered small values of loans-funded activity.

# Discretionary Learner Support and 24+ Advanced Learning Loans Bursary

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This section applies to all providers with a Discretionary Learner Support or Loans Bursary funding agreement. The Loans Bursary Fund must be used to fund the 'area cost uplift' (funding to cover the extra cost of delivery in London and parts of the South East) and to provide learner support and learning support.

## Providers funded through a grant

69. You can use your combined 24+ Advanced Learning Loans Bursary Fund and Discretionary Learner Support funding allocations to support grant-funded learners and learners funded through a loan.
70. Your 24+ Advanced Learning Loans Bursary Fund and Discretionary Learner Support funding will be paid in three stages (that is, you will receive 'profile' payments) – 50% in August, 25% in January and 25% in April.
71. You must provide two funding claims giving details of the amount of your 24+ Advanced Learning Loans Bursary Fund and Discretionary Learner Support funding you have used. Where appropriate, you must also provide a forecast of your spending for the rest of the year. The funding claims required are:
- the mid-year funding claim (February 2015); and
  - the final funding claim (October 2015).
72. We will use information from the latest validated ILR and EAS data you provide to review your actual spend on learning support and area cost uplift for learners funded by a loan. We will use this and the spending from your mid-year funding claim when agreeing your final funding allocation for 2015/2016.
73. At the end of the year we will compare the amount of 24+ Advanced Learning Loans Bursary Fund and Discretionary Learner Support funding you have used to support learners against your combined 24+ Advanced Learning Loans Bursary Fund and Discretionary Learner Support funding allocations.
74. We will not apply an automatic payment for spending over your combined funding allocation and you must pay back any funds you have not spent. We will confirm the value of funding you must pay back in your reconciliation statement.
75. We can adjust your 2015/2016

funding allocation to reflect your actual spending declared in your 2014/2015 final funding claim.

## Providers funded through a contract

### Discretionary Learner Support

76. You can only use your Discretionary Learner Support funding allocation to support learners who are not funded through a loan.
77. Your Discretionary Learner Support funding will be paid in three stages (that is, you will receive 'profile' payments) – 50% in August, 25% in January and 25% in April.
78. You must provide two funding claims giving details of your actual spend to date and, where appropriate, provide a forecast of your spending for the rest of the funding year. The funding claims required are:
  - the mid-year funding claim (February 2015); and
  - the final funding claim (October 2015).
79. We will not apply an automatic tolerance or automatic payment for spending over your funding allocation to your final funding claim. For any under spend we will make a year-end adjustment to your funding allocation and you must pay back any funds you have not spent. We will confirm the value of funding you must pay back in your reconciliation statement.
80. We will use information from your funding claims when agreeing your funding allocation for 2015/2016. This will include looking at your

track record and the accuracy of previous mid-year funding claims.

81. We can adjust your 2015/2016 funding allocation to reflect your actual spending declared in your 2014/2015 final funding claim.

## Providers funded through a contract

### 24+ Advanced Learning Loans Bursary Fund

82. You must use your 24+ Advanced Learning Loans Bursary Fund to support learners funded through a loan.
83. We will pay you a fixed rate each month for eligible learners within your contract value. The rates are shown in the [Funding Rates and Formula](#). We will work out the value of funding to be paid using the latest validated ILR and EAS data you provide.
84. If you can prove that you cannot meet demand from your existing 24+ Advanced Learning Loans Bursary Fund contract value, we will review this in line with the process for changing your loans facility. Any increase to your 24+ Advanced Learning Loans Bursary Fund contract value will depend on the funding available nationally and your track record.
85. We will review your actual spend, using the latest validated ILR and EAS data you provide, at the performance-management points throughout the year. Those points are set out in table 8 and diagram 1 of annex B. We can reduce your funding allocation in line with your loans facility if we have evidence that you will not use your full funding allocation.

# European Social Fund

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## 2007-2013 programme

- 86. We will pay you on the basis of your actual delivery each month. We will work out the value of your actual delivery using the latest validated ILR and [Delivery Statement](#) data you provide.
- 87. We will not pay for any delivery above the value of the individual deliverable line shown in your funding agreement.
- 88. Any agreed changes to your contracts must be signed by you and us before your funding agreement ends.
- 89. We will measure your performance at the performance-management points throughout the year. Those points are set out in table 10 and diagram 1 of annex B.
- 90. We will measure your performance against the delivery profiles we have agreed with you and against the wider 'deliverables' set out in your funding agreement.
- 91. We will reduce your contract value if you fail to deliver in line with your delivery profiles. The reduction will reflect some or all of the value of the under-delivery to date, and will reduce the future profile of the under-delivery.

We will not change this approach unless there are exceptional circumstances.

- 92. We will base any adjustments to your contract on a complete assessment of your ability to deliver the amount of provision the funding agreement covers. This includes how your delivery profile fits with the timescale you have left to deliver the rest of the contract.

## 2014-2020 programme

We are currently working with the ESF Managing Authority and Local Enterprise Partnerships to develop the 2014-2020 European Social Fund programme. We will provide more information on the performance-management arrangements when it is available.

# Offenders' Learning and Skills Service (OLASS)

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This section applies to all providers with an OLASS funding agreement.

In order to manage delivery of offender learning, prisons are grouped into clusters and offenders can transfer between prisons in the same cluster. Each cluster is then grouped into a 'unit of procurement' (unit). Providers have contracts to deliver education and training to one or more units.

Your OLASS contract will show the contract value for each unit for the 2014/2015 funding year.

93. We will pay you on the basis of your actual delivery each month. We will work out the value of your actual delivery using the latest validated ILR and EAS data you provide for each:
- prison;
  - cluster; and
  - unit.
94. We will measure your performance against a standard national profile (see table 7 of annex A) at the performance-management points throughout the year. Those points are set out in table 11
- and diagram 1 of annex B.
95. We will work out a reduction to your contract value if you fail to deliver within the published tolerances. The tolerance levels that we will apply at the performance-management points are set out in table 3 of annex A. The reduction will reflect some or all of the under-delivery to date, and will reduce the future profile of the under-delivery.
96. You, we and representatives from the National Offender Management Service (NOMS) will review these measurements during the performance-management review. At the review, the lead governor can propose increases or reductions to the contract value for the unit of procurement.
97. We will use the performance-management points to adjust contract values to reflect changes to the prison estate (including prison closures, opening new prisons or changes to the type of prison).
98. We can adjust your contract values if we have evidence that they are no longer suitable, based on the information you have provided on ILR and EAS.

99. We will review and approve proposed increases if:

- funds are available;
- you are not under notice for Failure of Inspection, Financial Health or Financial Control;
- you have support from your [OLASS Governance Board](#);
- you have a good track record of delivery and can demonstrate that you could deliver education and training to an increased contract value;
- prison populations at the prisons you have requested increases for have increased, and that increase is not reflected in your contract value;
- the increased delivery or increased prison population is in line with the Transforming Rehabilitation agenda; and
- we are confident that the increased contract value is a good use of public funds.

# Apprenticeship Grant for Employers (AGE)

This section applies to all providers with an AGE facility.

AGE helps businesses, which would not otherwise be in a position to do so, to recruit young people (16- to 24-years-old) through the Apprenticeship programme by providing up to 10 grants of £1,500 per apprentice to eligible employers.

Your AGE facility contract is for the 2014/2015 financial year, which ends March 2015.

100. Your AGE facility is the total value of grants available for you to support employers recruiting 16- to 18-year-old apprentices and 19- to 24-year-old apprentices.
101. Your 2014/2015 funding agreement will state the maximum value of AGE for 16- to 18-year-olds, and the maximum value of AGE for 19- to 24-year-olds, within your overall AGE facility.
102. We will pay you on the basis of your actual delivery each month. We will work out the value of your actual delivery using the latest validated ILR data you provide.
103. You can ask for a change to your maximum value of AGE for 16- to 18-year-olds and your maximum value of AGE for 19- to 24-year-olds by sending an AGE Facility Adjustment Request Form to [providerAGEfacilitymanagement@sfa.bis.gov.uk](mailto:providerAGEfacilitymanagement@sfa.bis.gov.uk).
104. When considering whether or not to increase your AGE facility we will consider your current performance, your track record and the amount of funding available nationally.
105. We will review delivery against the national AGE budget. We will only reduce your AGE facility if there is a risk that the demand for AGE may go over the national budget.
106. We will contact you if we need to reduce your AGE facility. We will focus first on providers who have delivered small values of AGE activity.

# Annex A: Standard national profiles and performance-management tolerances

The following tables refer to P1 through to P12. These represent the funding-year periods where P1 is August and P12 is July.

Table 1. Adult Skills Budget standard national payment profile for providers funded through a grant

	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12
Adult Skills Budget monthly profile	12.56%	9.44%	9.56%	7.44%	5.60%	5.60%	5.20%	5.16%	12.56%	11.60%	9.60%	5.68%
Adult Skills Budget cumulative profile	12.56%	22%	31.56%	39%	44.60%	50.20%	55.40%	60.56%	73.12%	84.72%	94.32%	100%

Table 2. Adult Skills Budget standard national profile for providers funded through a contract

	<b>P1</b>	<b>P2</b>	<b>P3</b>	<b>P4</b>	<b>P5</b>	<b>P6</b>	<b>P7</b>	<b>P8</b>	<b>P9</b>	<b>P10</b>	<b>P11</b>	<b>P12</b>
Adult Skills Budget monthly profile	8.18%	8.18%	8.18%	8.18%	8.18%	8.18%	8.19%	8.24%	8.19%	8.78%	8.78%	8.74%
Adult Skills Budget cumulative profile	8.18%	16.36%	24.54%	32.72%	40.90%	49.08%	57.27%	65.51%	73.70%	82.48%	91.26%	100%

Table 3. Performance-management tolerances for the Adult Skills Budget and OLASS

<b>Performance-management point</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>Month</b>	<b>November 2014</b>	<b>February 2015</b>	<b>May 2015</b>
Tolerance (percentage of cumulative profile to date)	12%	6%	3%
Lower threshold for contract value adjustments	£10,000	£10,000	£10,000

Table 4. Standard national profile for 16 to 18 Apprenticeships and Traineeships

	<b>P1</b>	<b>P2</b>	<b>P3</b>	<b>P4</b>	<b>P5</b>	<b>P6</b>	<b>P7</b>	<b>P8</b>	<b>P9</b>	<b>P10</b>	<b>P11</b>	<b>P12</b>
16 to 18 Apprenticeships and Traineeships monthly profile	8%	8%	8%	8%	8%	8%	8.19%	8.15%	8.19%	9.14%	9.14%	9.19%
16 to 18 Apprenticeships and Traineeships cumulative profile	8%	16%	24%	32%	40%	48%	56.19%	64.34%	72.53%	81.67%	90.81%	100%

Table 5. Performance-management tolerances for 16 to 18 Apprenticeships and Traineeships

<b>Performance-management point</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>Month</b>	<b>November 2014</b>	<b>February 2015</b>	<b>May 2015</b>
Tolerance (Percentage of cumulative profile to date)	12%	6%	3%
Lower threshold for contract value adjustments	£10,000	£10,000	£10,000

Table 6. Standard national profile for Community Learning

	<b>P1</b>	<b>P2</b>	<b>P3</b>	<b>P4</b>	<b>P5</b>	<b>P6</b>	<b>P7</b>	<b>P8</b>	<b>P9</b>	<b>P10</b>	<b>P11</b>	<b>P12</b>
Community Learning monthly profile	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.36%	8.33%	8.33%	8.33%	8.34%
Community Learning cumulative profile	8.33%	16.66%	24.99%	33.32%	41.65%	49.98%	58.31%	66.67%	75%	83.33%	91.66%	100%

Table 7. Standard national profile for OLASS

	<b>P1</b>	<b>P2</b>	<b>P3</b>	<b>P4</b>	<b>P5</b>	<b>P6</b>	<b>P7</b>	<b>P8</b>	<b>P9</b>	<b>P10</b>	<b>P11</b>	<b>P12</b>
OLASS monthly profile	8.28%	8.28%	8.28%	8.29%	7%	8.29%	8.30%	8.35%	8.30%	8.89%	8.89%	8.85%
OLASS cumulative profile	8.28%	16.56%	24.84%	33.13%	40.13%	48.42%	56.72%	65.07%	73.37%	82.26%	91.15%	100%

# Annex B: Performance-management timetables

Table 8. Performance-management dates for Adult Skills Budget, 16 to 18 Apprenticeships and Traineeships

Performance-management points	Timeline		
	1	2	3
Change request form to be received	24 October 2014	27 January 2015	24 April 2015
Delivery information using the latest validated Individualised Learner Record data you provide	6 November 2014	5 February 2015	6 May 2015
Cases for increases to contract values reviewed	By 5 November 2014	By 5 February 2015	By 6 May 2015
Cases for reducing contract values reviewed	By 14 November 2014	By 13 February 2015	By 15 May 2015
Decision to approve or reject increases and reductions	By 28 November 2014	By 27 February 2015	By 22 May 2015
Providers told the outcome of our performance-management process	Week beginning 1 December 2014	Week beginning 2 March 2015	Week beginning 1 June 2015
Performance-management values published on our website	By 23 January 2015	By 30 April 2015	By 3 July 2015

Table 9. Change request form availability

Funding the change request will apply to	Change request form	
	Published	Date to be received by
Adult Skills Budget – P1 to P8 only	20 August 2014	10 September 2014
Adult Skills Budget and 16 to 18 Apprenticeships – P1 to P8 only	6 October 2014	24 October 2014
Adult Skills Budget and 16 to 18 Apprenticeships, periods 1 to 12 (including movements between P1 to P8 and P9 to P12)	7 January 2015	27 January 2015
Adult Skills Budget and 16 to 18 Apprenticeships – P9 to P12 only	1 April 2015	24 April 2015

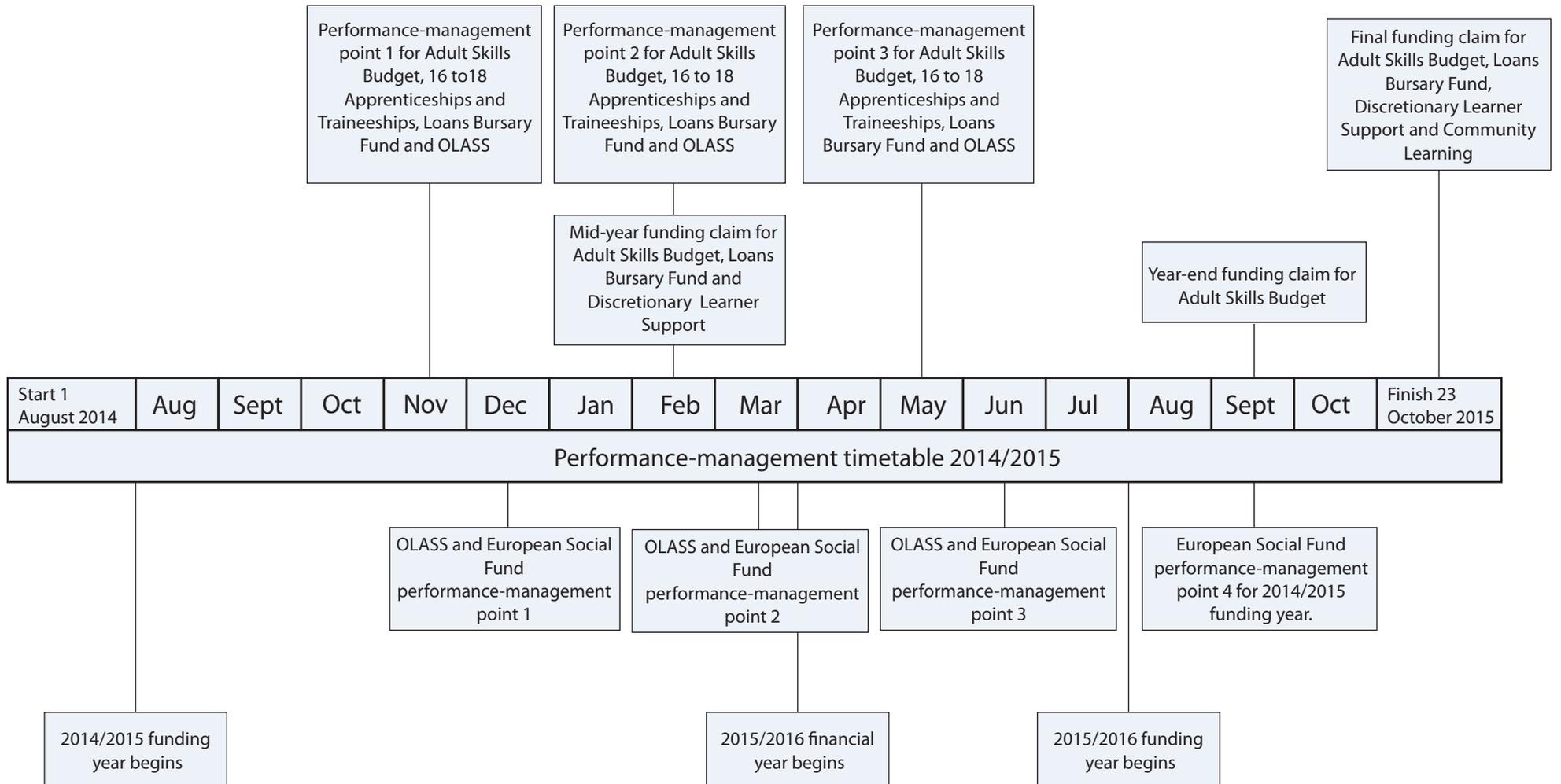
Table 10. Performance-management dates for European Social Fund

Performance-management points	Timeline			
	1	2	3	4
Delivery information using the latest validated Individualised Learner Record data you provide	4 December 2014	5 March 2015	4 June 2015	15 September 2015
Moderation and review	December 2014	March 2015	June 2015	September 2015
Sign off	December 2014	March 2015	June 2015	October 2015
Telling providers the outcome of our performance-management process	December 2014	March 2015	June 2015	October 2015

Table 11. Performance-management dates for OLASS

Performance-management points	Timeline		
	1	2	3
Delivery information using the latest validated Individualised Learner Record data you provide	6 November 2014	5 February 2015	6 May 2015
Moderation and review	November to December 2014	February to March 2015	May to June 2015
Sign off	December 2014	March 2015	June 2015
Telling providers the outcome of our performance-management process	December 2014	March 2015	June 2015

Diagram 1. Performance-management timetable



# Annex C: Performance-management processes

Diagram 2. Adult Skills Budget and 16 to 18 Apprenticeships performance-management process

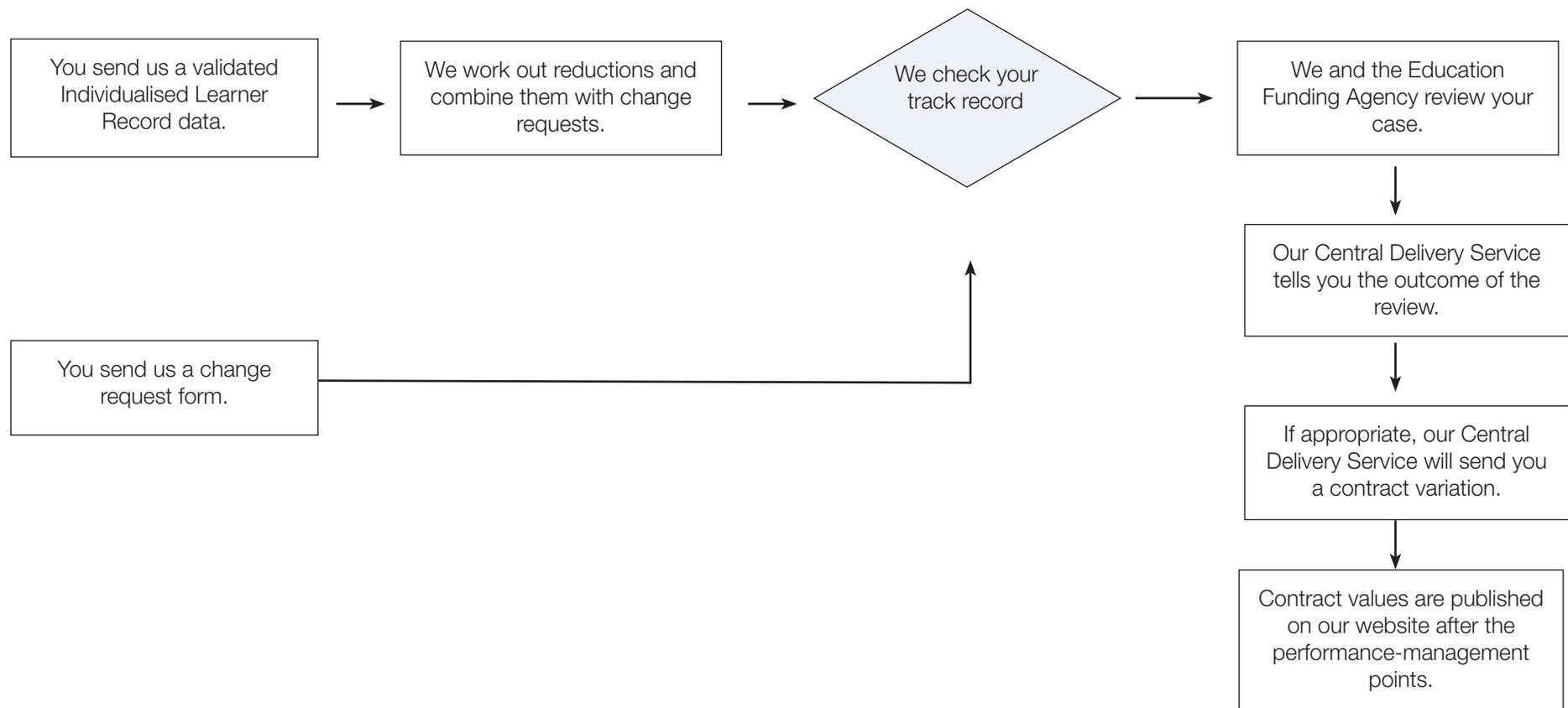


Diagram 3. 24+ Advanced Learning Loans performance-management process

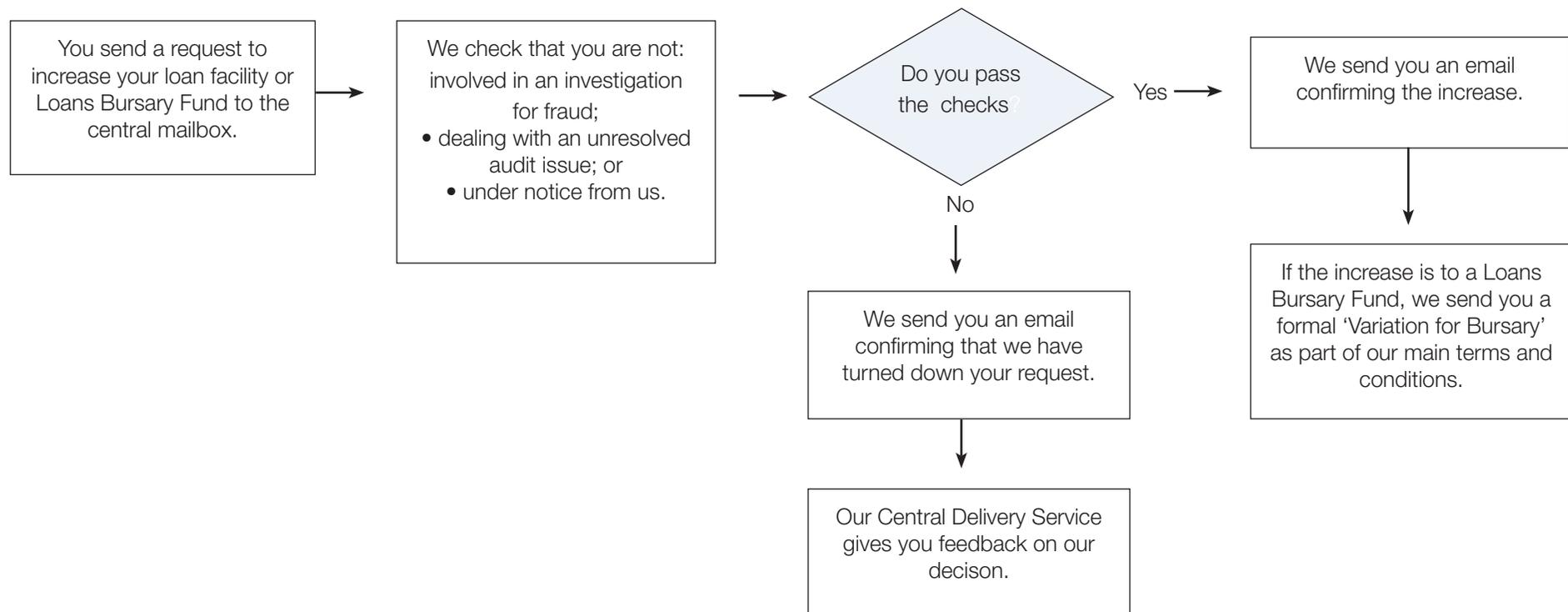


Diagram 4. ESF performance-management process

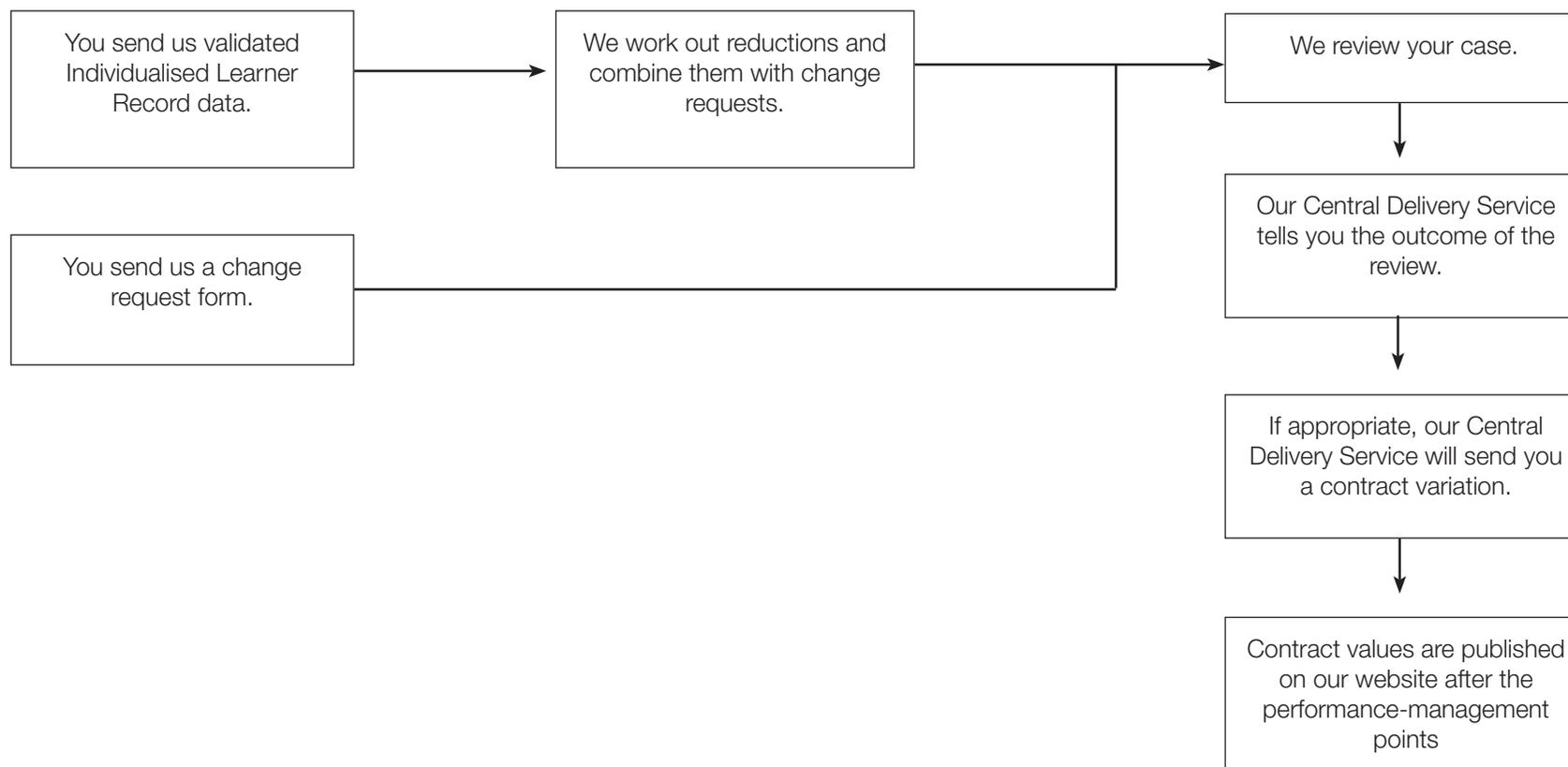
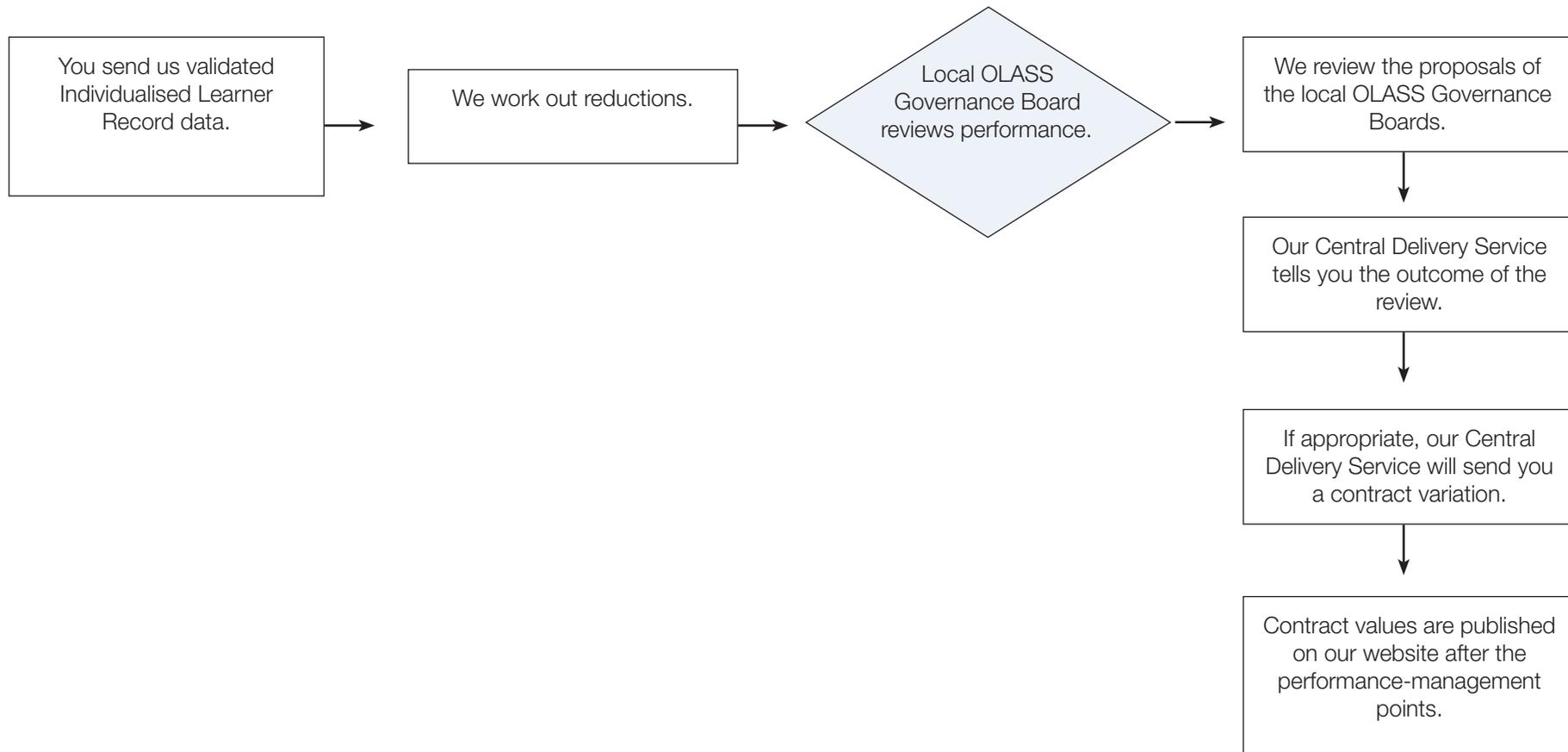


Diagram 5. OLASS performance-management process



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