



Skills Funding  
Agency

# Funding Claims overview

## February 2017

# Aims

This presentation will:

- provide an overview of Funding Claims on the Hub
- provide detailed key user functionality
- demonstrate key areas of the system
- identify where and who to go to for further help and support

It will cover the following:





Funding Claims is a collection that can be found on the Data Returns tab on the [Hub](#).

Funding Claims is an active collection that providers use to reconcile payments made to them by the Skills Funding Agency. It is also used to support allocations management for the following year.

Funding Claims applies to colleges and training organisations that:

- are funded through a grant for their Adult Education Budget
- are funded through a grant for Adult Apprenticeships
- are funded through a grant with an Advanced Learning Loans Bursary contract
- have a Discretionary Learner Support contract
- have a Community Learning contract
- have a Community Learning Mental Health contract

1. What is Funding Claims?

2. Getting started

3. Navigating the site

4. Submitting a Claim

5. Reports

## Opening Funding Claims

The following steps will apply each time you need to use Funding Claims. You will need to have internet access and login details for the Hub. We recommend you use Internet Explorer (minimum version 11). You could also use:

- Chrome (version 55.0.2883.87M or newer)
- Firefox (version 50.1.0 or newer)

### To get started

- Open your web browser
- Visit the [Hub](https://hub.fasst.org.uk/) (<https://hub.fasst.org.uk/>)
- Select 'Sign in' from the top right hand corner, and follow the instructions
- Once you are logged in, select 'Data Returns' from the menu tabs
- Select '1617 Mid-Year Funding Claim' from the Active tab
- To create a new submission, in the Funding Claims collection, click 'Create'

The screenshot shows the FASST Hub interface. At the top, there are navigation tabs: 'Home', 'Learning Aims', and 'Data Returns'. Below the tabs, the breadcrumb trail reads 'You are here: Home > Data Returns > Collection View'. The main content area displays 'Collection name - 1617\_Mid-Year\_Funding\_Claim'. On the right side, there is a status indicator: 'Open Until: 16 Feb 2017 Return Number: -'. Below this, there is a section for '1617\_Mid\_Year\_Funding\_Claim\_Form' with a 'Create' button. A message below the form states 'No file/forms are present for this item'. At the bottom of the form section, there is a 'Submit' button. Below the form section, there is a section for 'Recent submission and reports' with the message 'No collections have currently been submitted'. At the bottom right, there is a 'Collections listing' button.

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## Funding Claims Form (Non HE Form)

If you are a college or training provider that submits full ILR returns, even if you are an HE training provider, you will see this form once you have selected to create a new submission.

The 'Delivery to date' column is auto populated based on the funding you have received

You then need to fill in the 'Forecasted delivery' fields for the types of funding you receive.

The 'Print' button allows you to print a copy of the funding claim form before submission.

### Mid-Year (R06) Funding Claim 2016 to 2017

#### Adult Apprenticeships

Adult Apprenticeships Contract Value = £768,081.00

	Delivery to date (£)	Forecasted delivery (£)	Total delivery (£)
19-23 Apprenticeships Programme Funding	700.00	0.00	700.00
19-23 Apprenticeships Learning Support	100.00	0.00	100.00
24+ Apprenticeships Programme Funding	700.00	0.00	700.00
24+ Apprenticeships Learning Support	100.00	0.00	100.00
19+ Apprenticeships Learner Support	1000.00	0.00	1,000.00
19-23 Trailblazer Apprenticeships Programme Funding	589018.58	0.00	589,018.58
19-23 Trailblazer Apprenticeships Learning Support	85900.00	0.00	85,900.00
24+ Trailblazer Apprenticeships Programme Funding	542660.58	0.00	542,660.58
24+ Trailblazer Apprenticeships Learning Support	23500.00	0.00	23,500.00
<b>Adult Apprenticeships Total</b>	<b>-98,756,720.83</b>	<b>0.00</b>	<b>-98,756,720.83</b>

Save

Print

Cancel

#### Confirm and Submit

As far as I know and believe this funding claim is complete and accurate, and keeps to the Funding Rules 2016 to 2017 and the Operational Performance Management Rules 2016 to 2017

Submit

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## Funding Claims Form (HE Form)

If you are a college or training provider that submits partial ILR returns, or submit only to HESA, then you will need to complete this version of the form to make a Funding Claims submission.

As a provider that meets the above criteria, you will need to fill in the 'Delivery to date' fields for the types of funding you receive, as well as the 'Forecasted delivery'. This is the amount of funding you have received and how much you are forecasted to receive.

The 'Print' button allows you to print a copy of the funding claim form before submission.

### Mid-Year (R06) Funding Claim 2016 to 2017

#### Adult Education Budget

AEB Contract Value = £17,133.00

(2015/16 DLS Contract Value = £1,484.00)

	Delivery to date (£)	Forecasted delivery (£)	Total delivery (£)
Other Learning - Programme Funding	0.00	0.00	0.00
Other Learning - Learning Support	0.00	0.00 x	0.00
19-24 Traineeships Programme Funding	0.00	0.00	0.00
19-24 Traineeships Learning Support	0.00	0.00	0.00
19-24 Traineeships Learner Support	0.00	0.00	0.00
DLS - 19+ Hardship	0.00	0.00	0.00
DLS - 20+ Childcare	0.00	0.00	0.00
DLS - Residential Access Fund	0.00	0.00	0.00
DLS - Administration Expenditure	0.00	0.00	0.00
Community Learning Programme Funding	0.00	0.00	0.00
<b>Adult Education Budget Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Save

Print

Cancel

#### Confirm and Submit

As far as I know and believe this funding claim is complete and accurate, and keeps to the Funding Rules 2016 to 2017 and the Operational Performance Management Rules 2016 to 2017

Submit

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## Funding Claims Form

The 'Save' button allows you to save the form and return to it at a later time. You must ensure that you submit the form before the funding claim deadline.

A confirmation message will be displayed after you have saved the form. Clicking on 'OK' will return you to the collection screen.

The 'Cancel' button will take you back to the collection screen without saving any of your changes.

A message will be displayed to check that you want to proceed without saving.

### Save Successful!

Your data has been saved successfully. It has not yet been submitted so please make sure you submit the form before the funding claim deadline.

Ok

### Please confirm

You have unsaved changes, if you cancel you will lose your changes. Are you sure you want to cancel your changes ?

Yes

No

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## Submitting a Claim

If you have an error with one of your inputs, a message will be displayed below it outlining the reason for the error.

Once you have completed the form and resolved any errors, you need to tick the disclaimer checkbox and then you can click the 'Submit' button. You will not be able submit your form if you have any errors on it.

Once you have clicked 'Submit', an alert will be shown. This alert shows that the form has been submitted successfully. Clicking on 'OK' will return you to the collection screen.

19-24 Traineeships Programme Funding	<input type="text" value="-100.00"/>	<input type="text" value="100.00"/>	<input type="text" value="0.00"/>
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Value must be a positive number with a maximum of 8 digits and 2 decimal places

Save

Print

Cancel

Confirm and Submit

As far as I know and believe this funding claim is complete and accurate, and keeps to the Funding Rules 2016 to 2017 and the Operational Performance Management Rules 2016 to 2017

Submit

### Submit Successful!

Your template return has been submitted successfully. You will be redirected to the collection page where you can monitor the progress of this data submission.

OK



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## Submitting a Claim

If you have saved your form, you need to ensure that you return to the form and submit it before the deadline. Within the 1617 Mid Year Funding Claim collection, you should click on the 'Open' button to review the form you have saved.

Once you have completed the saved form and resolved any errors, you should tick the disclaimer checkbox and then you can click the 'Submit' button. You will not be able submit your form if you have any errors on it.

Once you have clicked 'Submit', an alert will be shown. This alert shows that the form has been submitted successfully. Clicking on 'OK' will return you to the collection screen.

Collection name - 1617\_Mid-Year\_Funding\_Claim

Open URL: 16 Feb 2017 Return Number: -

1617_Mid-Year_Funding_Claim_Form		Open
1617_Mid-Year_Funding_Claim_Form	16 Feb 2017 01:28:29 PM	

Save Print Cancel

Confirm and Submit

As far as I know and believe this funding claim is complete and accurate, and keeps to the Funding Rules 2016 to 2017 and the Operational Performance Management Rules 2016 to 2017

Submit

### Submit Successful!

Your template return has been submitted successfully. You will be redirected to the collection page where you can monitor the progress of this data submission.

OK

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## Reports

Once you have successfully submitted your Claim, you will be able to open a report that looks like this. The report is available from the Recent Submissions and Reports section of the collection.

Within the collection period, you can amend your form by clicking on the 'Open' button on the 1617 Mid Year Funding Claim collection, making the required changes and submitting the form again.

We advise that you review your claim to ensure it is accurate. If it is not accurate, then you will need to contact the helpdesk at [servicedesk@sfa.bis.gov.uk](mailto:servicedesk@sfa.bis.gov.uk) or 0370 267 0001.

### SFA Funding Claim Submission Report

OFFICIAL - SENSITIVE

Provider :

UKPRN :

Funding Claim Period:

Mid-Year (R06)

Year: 2016/17

#### Adult Education Budget

AEB Contract Value = £17,133.00

(2015/16 DLS Contract Value = £1,484.00)

	Delivery To Date	Forecasted delivery (£)	Total Delivery
Other Learning - Programme Funding	100.00	0.00	100.00
Other Learning - Learning Support	0.00	0.00	0.00
19-24 Traineeships Programme Funding	0.00	0.00	0.00
19-24 Traineeships Learning Support	0.00	0.00	0.00
19-24 Traineeships Learner Support	0.00	0.00	0.00
DLS - 19+ Hardship	0.00	0.00	0.00
DLS - 20+ Childcare	0.00	0.00	0.00
DLS - Residential Access Fund	0.00	0.00	0.00
DLS - Administration Expenditure	0.00	0.00	0.00
Community Learning Programme Funding	0.00	0.00	0.00
<b>Adult Education Budget Total</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>

# Important Information

## Important Information

The Funding Claim Submission Report is based on the form you have submitted. You can find it in the 'Recent Submissions and Reports' section of the collection.

The SFA Funding Claims Report, in the Business Reports tab, may have slightly different values due to different rules for the rounding of the figures. We use the Funding Claim collection for payments.

Once you have submitted your mid-year Funding Claim in the Hub, you will also be able to view it on the [Skills Funding Service](#).

### Recent submission and reports

Name	Status	Reports
← 24/01/2017 13:15:18		
fundclaim_24012017131430.xml	Job Finished Job Started Queue Job Submitted	Funding Claim Submission Report 20170124-131616.pdf

Refresh

# Further help and support

**Email:** [servicedesk@sfa.bis.gov.uk](mailto:servicedesk@sfa.bis.gov.uk)

**Telephone:** 0370 2670001

**Service Desk opening hours:**

8:30am to 5:00pm	Monday to Thursday
8:30am to 4:00pm	Friday
8:30am to 6:00pm	Days when ILR returns are due
8:30am to 1:00pm	Christmas Eve

The Service Desk is closed on weekends and bank holidays. Queries can be raised out of hours by email.