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Education & Skills
Funding Agency

Updated 25 August 2017

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Apprenticeship funding for levy-contracted apprentices: ensure your individualised learner record (ILR) matches information agreed with employers in the apprenticeship service

For Action

To receive funding the individualised learner record (ILR) you submit must match the information you have agreed with employers in the service. To help you identify any records that do not match, we provide you with an apprenticeship data match report. You should use this to identify any ILR or apprenticeship service records you need to amend. Any changes to the agreement recorded in the apprenticeship service need to be agreed by you and the employer. For more information on data matching, see the apprenticeship technical guide for starts from 1 May 2017.

You must review where the data has not matched between the systems and make the necessary changes as soon as possible. The final date, for changes relating to delivery from May to July 2017 to be paid, is for R14 on 19 October for apprenticeship service changes and for submitting an ILR.

For more information on changes that need to be made by this deadline see the 'Processing and changes at the end of the funding year' section of the apprenticeship technical funding guide for starts from 1 May 2017.

ESF Providers – dual running phase

For Action

Between August and October, you must include all your European Social Fund (ESF) learners who started on or before 31 July in your 2016 to 2017 ILR returns. From September, the calculation date for payments will follow the 2017 to 2018 ILR return schedule. This calculation will use your latest 2016 to 2017 ILR submission.

As the calculation date will occur whilst the 2016 to 2017 collection is open you must not remove any ESF learners from your submission. If any learners are not included in the file used to calculate payments, then your funding for 2016 to 2017 for those learners will be withdrawn.

AGE Programme Closure

For Action

Financial Year 2017 to 2018 The AGE programme ended for new starts on 31 July 2017. The last date to flag learners as requiring an AGE grant, for starts from 1 January to 31 July will be the R14 ILR return which closes on 19 October.

Please ensure that any learners starting prior to 1 August are recorded with the correct LDM code by this date. Please note, no AGE payments will be made on the 2017 to 2018 ILR data. Any delivery over contracted values will be considered, if affordable, at the end of the programme.

To assist providers, we are planning to issue an AGE report for R13 (data submitted 14 September 2017) so that any queries can be addressed before the final cut-off date of 19 October 2017

Year-end claim 2016 to 2017

For action

You must submit your year-end funding claims by 5pm on 20 September using the digital claim form on [the Hub](#) if you are:

- funded through grant for Adult Education Budget
- funded through grant for Adult Apprenticeships
- funded through grant with an Advanced Learner Loans Bursary contract
- with a Learner Support contract
- with a Community Learning contract
- with Community Learning Mental Health Research Project funding

The form will include your R13 information where applicable and will be available from 15 September. You must include your actual figures for any none ILR related funding lines and forecasts for any data lag. Once you have submitted your year-end funding claim, you will also be able to view it on the [Skills Funding Service](#).

You will not be able to complete the form after the deadline on 20 September.

To aid in completing the year-end claim please read the Funding Claims [2016 to 2017 guidance document](#),we will also publish a technical guidance document to help you complete the form in early September.

Find apprenticeship training: ensure your apprenticeship data is up to date

For Information

[Find apprenticeship training](#) is an online service for employers to select apprenticeships and find training providers who offer that training. The service, launched last autumn, now has around 5,000 users per week.

Please make sure your apprenticeship data is kept up-to-date. We recommend that MI staff work with their marketing or business development colleagues on this data collection to make sure:

- the list of apprenticeships you offer is accurate
- the training sites and coverage reflects your provision
- your additional information is suitable for employers

There is information on [how to submit your data](#). Any changes you make will be visible in the live service the following day.

For further help completing this data collection, please contact the [Course Directory Support Team](#) or call 0844 811 5073.

Apprenticeship service: Support employers set up their apprenticeship service account

For Information

Under the apprenticeship service section of your [Skills Funding Service](#) account you will now find some useful bullet points to help you support employers. These outline the next steps employers will need to take after [registering](#) their apprenticeship service accounts on [Manage apprenticeships](#).

Apprenticeship service: 'How to' documents

For Information

We are in the final stages of producing "How to use the apprenticeship service" documents for employers and providers. These will become available soon and will be published on [GOV.UK](#).

Hub returns

For Information

In R12 we processed 4,490 files from 1,068 providers, over 430 providers submitted their first R12 file in the last 4 days of the collection window.

Individualised learner record (ILR): R13

For Information

The ILR R13 data collection for the 2016 to 2017 funding year is now open and will close at 6pm on Thursday, 14 September. As always, we recommend that you submit your data as early as possible. If you need to submit an Earnings Adjustment Statement (EAS) and you do not have access to this on the Data Returns tab in the Hub, please contact the [service desk](#) or call us on 0370 267 0001 to request this.

Individualised learner record (ILR): R01

For Information

The ILR R01 data collection for the 2017 to 2018 funding year is now open and will close at 6pm on 6 September. As always, we recommend that you submit your data as early as possible. If you need to submit an Earnings Adjustment Statement (EAS) and you do not have access to this on the Data Returns

tab in the Hub, please contact the service desk or call us on 0370 267 0001 to request this.

Known Issues Documents

For Information

Known Issues documents are published for Data Returns, Funding Information System (FIS) and the ILR Learner Entry Tool on GOV.UK. These documents include details of all active and closed known issues for the systems: They provide details of any suggested actions and advise when the issues have been resolved.

An updated version of the 2016 to 2017 document is now available and a new version for 2017 to 2018 has also been published. If you identify any issues that are not included in these documents, please contact the service desk or call us on 0370 267 0001.

Funding Information System (FIS)

For Information

The 2017 to 2018 version of FIS is now available for all providers. Please be aware that the amalgamation procedure is not working correctly, a fix for this will be deployed in a later version. You can view the latest component set version and reference data versions on the FIS Page on the Hub.

The following reports are included in FIS:

- Rule Violation Summary report
- Rule Violation report
- Funding Summary report
- Main Occupancy report
- ALLB Occupancy report
- Trailblazer Apprenticeships Occupancy report
- Trailblazer Apprenticeships Employer Incentives report
- Adult Funding Claim report
- Summary of Funding Model 35 Funding report
- Summary of Funding Model 35 by Learner report
- Maths and English report
- High Needs Students Summary report
- High Needs Students Detail report
- Funding Claim report 16-19
- Summary of Funding by Student report 16-19
- CL Summary of Learners by Non-Single Budget Category report
- Apprenticeships Indicative Earnings report

Apprenticeship technical funding guide (from 1 May 2017)

For Information

We have published version 3 of the [technical guide to the apprenticeship funding system from 1 May 2017](). This explains how funding will work for apprenticeship frameworks and standards starting on or after this date, including how we will calculate provider payments. Version 3 includes further information about how we prioritise apprentices to be funded from an employer's account, data matching and a new section about the actions needed at end of the funding year. For further information, please contact the [service desk]() or call us on 0370 267 0001.

Framework withdrawals - Latest announcement

For Information

Earlier this year we asked for feedback on a fourth batch of proposed framework withdrawals. We recognise that we are in a period of considerable change for the sector, so to maximise stability we have now postponed the next wave of frameworks to be withdrawn until the autumn. Once we have finalised the next batch of frameworks to be withdrawn we will publish them on [GOV.UK](). We will delay the original proposed withdrawal dates from April 2018 to a later date, that will account for the postponement of the announcement, and will ensure we give a sufficient notice period to the sector.

Withdrawals by Issuing Authorities

For Information

The Issuing Authorities, [Skills for Care]() and [Skills for Health]() have announced they are withdrawing these apprenticeships frameworks to new starts from 29 December:

- Health and Social Care (framework code 444)
- Care Leadership and Management (framework code 584)
- Health (Allied Health Profession Support) (framework code 478)

These frameworks are being replaced with these standards:

- [Adult Care Worker (equates to level 2)]()
- [Healthcare Support Worker (Level 2)]()
- [Senior Healthcare Support Worker (level 3)]() includes named options for Adult Nursing Support, Mental Healthcare Support, Children & Young People Support, Allied Health Profession Therapy Support, Maternity Support and Theatre Support.
- [Lead Adult Care Worker (level 3)]()
- [Lead Practitioner in Adult Care (level 4)]()
- [Leader in Adult Care (level 5)]()

Any apprentices starting on these frameworks before the withdrawal date will be able to continue on the

framework until completion and successful apprentices will then be able to claim their certificate using the framework system.

Monitoring the funding rules

For Information

We monitor the data you report to us through the individualised learner record (ILR) as part of our assurance work. This helps us to review how the funding system and funding rules are operating, and improve the overall quality of data being reported to us. As part of this review, we share the data with you to help you ensure you have the appropriate evidence to support your funding claims (if appropriate), and comply with the key principles of funding.

We are now approaching the close of the 2016 to 2017 funding year for data collections and funding claims. As part of this process, we have contacted providers where we have concerns that the funding claim is incorrect in the following areas, asking for the data to be corrected before the close of the R14 data submission:

- repeat learning aims (BIRST report 1) – where either you or your subcontractor have previously delivered the learning and recorded it as achieved, and have subsequently delivered the same aim again
- actual end date (BIRST report 5) – where you have changed this date between funding years, or re-opened a closed learning aim from the previous funding year
- planned end date (BIRST report 6) – where you have changed this date between funding years
- repeat programmes (BIRST report 14) – where either you or your subcontractor have previously delivered the learning and recorded it as achieved, and have subsequently delivered the same aim again

We have also asked providers to provide us with evidence of eligibility (including evidence that learning was actually delivered), or to correct data, for the following areas:

- other funding adjustment (BIRST report 4) – where you have recorded an adjustment of greater than 100
- withdrawals on learning start date (BIRST report 8) – where you have earned funding for that single day in learning
- fully funded 19+ apprenticeships started before 1 May (BIRST report 12) – where full funding has been claimed but there is no supporting data to indicate that they are eligible for full-funding

Where funding has been claimed in error, you must correct the data as soon as possible and by the close of the R14 data return. The funding monitoring reports: user guide 2016 to 2017 and the funding monitoring plan list the actions you must take, and will direct you to the relevant funding rules and sections of the provider support manual where there is a published process you must follow to ensure your data returns are recorded accurately.

We will continue to monitor for data corrections over the coming months and will recover any over claim of funds where we are satisfied there is an error. As the case in previous years, this may include us undertaking further assurance activity after R14 to confirm eligibility for funding. Such actions may result in

a delay to us approving funding claims and issuing reconciliation statements.

Funding rules monitoring - employer co-investment

For Information

Where apprenticeship training is not funded from a digital account (non-levy payers), employers must co-invest 10% of the agreed training cost up to the maximum value of the funding band. If an employer's digital account balance is less than that month's earnings for an apprentice, co-investment is required from the employer for 10% of the remaining earnings (up to the funding band maximum).

You must report any payments received through the ILR and keep evidence that these contributions have been collected. We will take into account any refunds made to the employer when determining if the 10% has been collected. We will withhold the completion payment if you do not collect the employer contribution.

You may agree a schedule of co-investment payment with the employer which does not match monthly payments made by us, provided the employer has paid a matching 10% of the programme earnings to date at our quarterly data-points as set out in the Funding Rules (June, September, December and March).

At least every quarter you must:

- have collected the matching co-investment from employers
- report the cash value on the ILR of total employer contributions received from the beginning of the apprenticeship to the end of the quarter on the ILR in June, September, December and March

To help you to monitor whether you collect the 10% co-investment, when you submit your ILR records you will be able to see:

- the employer contribution that you have recorded on your ILR records in the 'Apprenticeship Indicative Earnings' report.
- how earnings will be paid, either through co-investment, from a digital account, or a combination of the two, through your 'Apps Monthly Payment' report
- the co-investment required from employers for each month, for each apprentice in your 'Apps Co-Funding Contributions' report
- the employer contribution that you have recorded and how this compares against the amount we expect you to have collected up to the ILR return that month in the 'Recording co-investment payments' BIRST report (number 30).

Further guidance on these is available in:

- the [apprenticeship funding and performance-management rules for training providers May 2017 to March 2018](#) about the rules for when you need to co-invest
- the [apprenticeship technical funding guide](#) for how we calculate funding
- the [2016 to 2017 ILR funding reports](#) guidance for information about the funding reports you will generate after submitting an ILR
- the [funding and monitoring plan and reports guidance](#) for information on what we are monitoring and the

relevant BIRST report

Is there anything wrong with this page?

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