Education & Skills Funding Agency

Final funding claims for 2017 to 2018 – user guide

October 2018

Aims

The aim of this presentation is to:

- 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

We will cover the following:

| 1. What is data returns? | 2. Getting started | 3. Navigating the site | 4. Submitting a claim | 5. Reports | 6. Signing the claim |

Funding Claims is a collection that can be found on the Data Returns tab on the Hub.

Funding Claims is an active collection that is used by providers to reconcile payments made to them by the Education and Skills Funding Agency. As well as this, it is used to support allocations management for the following year.

Funding Claims applies to colleges and training organisations who:
- are funded through a grant for their Adult Education Budget (non-procured)
- are funded through a grant with an Advanced Learning Loans bursary contract
- have a learner support contract (procured and non-procured)
- have a community learning contract
- have a grant for their 16-19 Funding

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:
- Firefox (version 57.0.4)
- Chrome (version 67.0.3396.87)
- Microsoft Edge (version 41.16299.492.0)

To get started:
- Open your web browser.
- Visit the Hub (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 '1718_Final_Funding_Claim' from the active tab.
- To create a new submission in the funding claims collection, click 'Create'.

| Home | Learning Aims | **Data Returns** |

You are here: Home ▸ Data Returns ▸ Collection View

Collection name - 1718_Final_Funding_Claim

Open Until: **No freeze date**   Return Number: -

1718_Final_Funding_Claim Form   Create
No files/forms are present for this item

Recent submission and reports

No collections have currently been submitted

Collections listing

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 as a provider then need to fill in the 'Exceptional adjustments' fields if any apply. This must be agreed with your ESFA contact before submission.

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

Adult Education Budget (non-procured)

AEB Contract Value = £2,009,951.00
(2015/16 Learner Support Contract Value = £181,025.00)
(2015/16 Community Learning Contract Value = £245,546.00)

	Delivery to date (£)	Exceptional adjustments (£)	Total delivery (£)
Other Learning - Programme Funding	56.00	0.00	56.00
Other Learning - Learning Support	28.00	0.00	28.00
19-24 Traineeships Programme Funding	56.00	0.00	56.00
19-24 Traineeships Learning Support	28.00	0.00	28.00
19-24 Traineeships Learner Support	28.00	0.00	28.00
Learner Support - 19+ Hardship	0.00		0.00
Learner Support - 20+ Childcare	0.00		0.00
Learner Support - Residential Access Fund	0.00		0.00
Learner Support - Administration Expenditure	0.00		0.00
Community Learning - Programme Funding	0.00		0.00
Adult Education Budget (non-procured) Total	**196.00**	**0.00**	**196.00**

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 2017 to 2018 and the Operational Performance Management Rules 2017 to 2018.

✔ Submit

Funding Claims Form (Non HE Form)

If you have a grant for your 16-19 contract, you will need to confirm that the pre-populated information in the 16-19 Funding Claim section holds the correct information. You will also need to fill in the column for Exceptional Adjustments if any apply. This must be agreed with your ESFA contact before submission.

There are 5 sections for 16-19 funding:
- 14-16 Direct Funded Students (Row A)
- 16-19 Students (including High Needs Students) (Row B)
- 19-24 Students with an EHC plan (Row C)
- 19+ Continuing Students (excluding EHC plan) (Row D)
- Condition of Funding Removal

If you believe the pre-populated amounts to be incorrect, please contact the Service Centre.

16-19 Students (including High Needs Students) (Row B)

	Student Numbers	Delivery to date (£)	Exceptional adjustments (£)	Total delivery (£)
540+ hours (Band 5)	17.00	89450.68	0.00	89,450.68
450+ hours (Band 4a)	9.00	39068.90	0.00	39,068.90
450 to 539 hours (Band 4b)	0.00	0.00	0.00	0.00
360 to 449 hours (Band 3)	2.00	7103.44	0.00	7,103.44
280 to 359 hours (Band 2)	9.00	25252.72	0.00	25,252.72
Up to 279 hours (Band 1)	1.00	2148.57	0.00	2,148.57
16-19 Students (including HNS) Total	**38.00**	**163,024.31**	**0.00**	**163,024.31**

Condition of Funding Removal

Condition of Funding Removal	11,900.00
Total 16-19 Funding Claim	**198,434.95**

[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 2017 to 2018 and the Operational Performance Management Rules 2017 to 2018.

[✓ Submit]

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. This is the amount of funding you have received.

If you have any Exceptional adjustments, these need to be entered into the corresponding field. This must be agreed with your ESFA contact before submission.

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

Adult Education Budget (non-procured)

AEB Contract Value = £62,756.00

	Delivery to date (£)	Exceptional adjustments (£)	Total delivery (£)
Other Learning - Programme Funding	0.00	0.00	0.00
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
Learner Support - 19+ Hardship	0.00		0.00
Learner Support - 20+ Childcare	0.00		0.00
Learner Support - Residential Access Fund	0.00		0.00
Learner Support - Administration Expenditure	0.00		0.00
Community Learning - Programme Funding	0.00		0.00
Adult Education Budget (non-procured) Total	**0.00**	**0.00**	**0.00**

[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 2017 to 2018 and the Operational Performance Management Rules 2017 to 2018.

[Submit]

Funding Claims Form (HE Form)

If you have a grant for your 16-19 contract, you will need to input the Student Numbers and Delivery to Date (£). You will also need to fill in the column for Exceptional Adjustments if any apply. This must be agreed with your ESFA contact before submission.

There are 5 sections for 16-19 funding:
- 14-16 Direct Funded Students (Row A)
- 16-19 Students (including High Needs Students) (Row B)
- 19-24 Students with an EHC plan (Row C)
- 19+ Continuing Students (excluding EHC plan) (Row D)
- Condition of Funding Removal

16-19 Students (including High Needs Students) (Row B)

	Student Numbers	Delivery to date (£)	Exceptional adjustments (£)	Total delivery (£)
540+ hours (Band 5)	0.00	0.00	0.00	0.00
450+ hours (Band 4a)	0.00	0.00	0.00	0.00
450 to 539 hours (Band 4b)	0.00	0.00	0.00	0.00
360 to 449 hours (Band 3)	0.00	0.00	0.00	0.00
280 to 359 hours (Band 2)	0.00	0.00	0.00	0.00
Up to 279 hours (Band 1)	0.00	0.00	0.00	0.00
16-19 Students (including HNS) Total	**0.00**	**0.00**	**0.00**	**0.00**

Condition of Funding Removal

Condition of Funding Removal	0.00

Total 16-19 Funding Claim

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 2017 to 2018 and the Operational Performance Management Rules 2017 to 2018.

Submit

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

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, the disclaimer checkbox should be checked and you can click the 'Submit' button. You will not be able to 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.

| 19-23 Apprenticeship Frameworks Learning Support | 0.00 | 0.3333333 | 0.33 |

Value must be a 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

Submitting a claim

Where Delivery to Date is not populated for Learner Support or Community Learning, a validation warning will be included in the submission alert window to make you aware of this.

This does not affect submission of the funding claim but acts as a warning that some sections may have been missed.

You can amend your form to include this information by clicking on the 'Open' button on the '1718_Final_ Funding_Claim' collection, making the required changes and submitting the form again.

Final Funding Claim 2017 to 2018

Adult Funding Claim

Learner Support (non-p...

Learner Support (non-procured)...

Submit Successful!

You have not entered any funding claim values for Learner Support (procured), Learner Support (non-procured) and Community Learning.

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

		Total delivery (£)
19+ Hardship		
20+ Childcare	0.00	0.00
Residential Access Fund	0.00	0.00
Administration Expenditure	0.00	0.00
Learner Support (non-procured) Total	**0.00**	**0.00**

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 '1718_Final_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, the disclaimer checkbox should be checked and 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 - 1718_Final_Funding_Claim

Open Until: **No freeze date**   Return Number: -

1718_Final_Funding_Claim Form   Open

fundingclaim_03102018104105.xml   03/10/2018 10:41:07 AM   ✖

Recent submission and reports

Name	Status	Reports
— 03/10/2018 10:41:0		
fundingclaim_03102018104105.xml	Job Finished	Funding Claim Submission Report 20181003-104153.pdf
	Job Started	
	Queue Job	
	Submitted	

Refresh

Collections listing

💾 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 2017 to 2018 and the Operational Performance Management Rules 2017 to 2018.

✔ 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

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 '1718_Final_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 sde.servicedesk@education.gov.uk or 0370 267 0001.

Funding Claim Submission Report   OFFICIAL - SENSITIVE

Provider :

UKPRN :

Funding Claim Period: Final   Year: 2017/18

Adult Funding Claim

Adult Education Budget (non-procured)

AEB Contract Value = £2,009,951.00

(2015/16 Learner Support Contract Value = £181,025.00)

(2015/16 Community Learning Contract Value = £245,546.00)

	Delivery To Date (£)	Exceptional adjustments (£)	Total Delivery (£)
Other Learning - Programme Funding	56.00	0.00	56.00
Other Learning - Learning Support	28.00	0.00	28.00
19-24 Traineeships Programme Funding	56.00	0.00	56.00
19-24 Traineeships Learning Support	28.00	0.00	28.00
19-24 Traineeships Learner Support	28.00	0.00	28.00
Learner Support - 19+ Hardship	0.00		0.00
Learner Support - 20+ Childcare	0.00		0.00
Learner Support - Residential Access Fund	0.00		0.00
Learner Support - Administration Expenditure	0.00		0.00
Community Learning - Programme Funding	0.00		0.00
Adult Education Budget (non-procured) Total	196.00	0.00	196.00

Important information

To open the funding claim form you need to ensure Java Script is enabled on the computer.

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 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 Final Funding Claims to the Hub, you will be able to view and sign it on the Skills Funding Service.

Collection name - 1718_Final_Funding_Claim

Open Until: **No freeze date**   Return Number: -

1718_Final_Funding_Claim Form   Create
No files/forms are present for this item

Recent submission and reports

Name	Status	Reports
— 03/10/2018 10:25:28		
fundingclaim_03102018102520.xml	Job Finished	Funding Claim Submission Report 20181003-102621.pdf
	Job Started	
	Queue Job	
	Submitted	

Refresh

Collections listing

We are changing the name of the Skills Funding Service to 'Manage your education and skills funding'. You can still use it to sign your funding claims.

Once the claim form has been submitted in the Hub, it will be available to sign on the Manage your education and skills funding service within 15 minutes.

You will need the Contract Authoriser or Data Returns and Claims Authoriser role to sign the claim. Check user roles and permissions.

👑 **GOV.UK**　　　　**Manage your education and skills funding**

Welcome Jim, CASTERBRIDGE COLLEGE　　UKPRN:12345678　　　　　Settings　Sign out

Manage your education and skills funding

Apprenticeship service

Request permission to access

ESFA contracts and agreements

14 new alerts to review

Funding claims

13 new alerts to review

Subcontractor declaration

Manage your declarations

Find out how this service is performing.

Manage your education and skills funding

☷ GOV.UK

Welcome Jim, CASTERBRIDGE COLLEGE   UKPRN:12345678   Settings   Sign out

Home

Funding claim documents

1 funding claim to sign by 13 October 2017

Edit search

Select claim types ⌃

☐ Mid year funding claim

☐ Year end funding claim

☐ Final funding claim

☐ Year end reconciliation

☐ Final reconciliation

Select academic years ⌄

Select status ⌄

Final (R14) funding claim for 2016 to 2017 version 1
This claim was submitted in the Hub at 10:19am on 06 October 2017.

You should sign by 10:11am on 13 October 2017.

Review and sign funding claim

Review your funding claim

This is your Final (R14) funding claim for 2016 to 2017 version 1 and is the information which was entered on the Hub at 10:19am on 06 October 2017.

Your delegated authority should sign this claim by 10:11am on 13 October 2017

Download document

Open all Close all

Adult Education Budget

Total claim figures £102,090.00

Advance Learner Loans Bursary

Total claim figures £116,108.00

Learner support

Total claim figures £25,020.00

Community Learning

Total claim figures £12,009.00

Continue to sign

or back to funding claims

👑 GOV.UK   Manage your education and skills funding

Welcome Jim, CASTERBRIDGE COLLEGE   UKPRN:12345678   Settings   Sign out

Home

Sign funding claim

You're about to agree and sign your Final (R14) funding claim for 2016 to 2017 version 1.

The claim should be signed by 10:11am on 13 October 2017

Total amount £330,292.00

By signing you confirm that you're authorised to sign the funding claim on behalf of CASTERBRIDGE COLLEGE

Agree and sign   or go back to review this funding claim

Useful links

View contracts

View funding claims

The Hub

Working with the ESFA as a provider

👑 **GOV.UK**　　　**Manage your education and skills funding**

Welcome Jim, CASTERBRIDGE COLLEGE　　UKPRN:12345678　　　Settings　Sign out

Funding claim signed

Final (R14) funding claim for 2016 to 2017 version 1

Signed by Jim Riaz on 10 October 2017 at 11:21am

We've sent you a confirmation email

What happens next?

Your reconciliation statement will be created from this signed funding claim.

Or you may want to:

Go back to funding claim documents

Feedback survey

If you have a few moments then please complete our survey.

It takes approximately 2 minutes and will help us to develop and improve this service.

👑 **GOV.UK**   **Manage your education and skills funding**

Welcome Jim, CASTERBRIDGE COLLEGE   UKPRN:12345678

Home

Funding claim documents

Edit search

Final (R14) funding claim for 2016 to 2017 version 1
Claim signed by Jim Riaz on 10 October 2017 at 11:21am.

View signed funding claim

Select claim types	^

☐ Mid year funding claim

☐ Year end funding claim

☐ Final funding claim

☐ Year end reconciliation

☐ Final reconciliation

Select academic years	⌄

Select status	⌄

Update results

Reset search

Education & Skills Funding Agency

Further help and support

Email: Sde.servicedesk@education.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 weekends and bank holidays. Queries can be raised out of hours by email.