



Skills Funding Agency

Funding Rules 2015 to 2016 Version 2 Addendum 1

Introduction

1. This document sets out amendments to the Funding Rules 2015 to 2016 Version 2.
2. The amendments forms part of the terms and conditions of the funding agreements and the 24+ Advanced Learning Loans Facility Conditions between Secretary of State for Business Innovation and Skills acting through the Skills Funding Agency (SFA) and all providers of education and training who receive funding from the SFA or a 24+ Advanced Learning Loan (Loan) Facility.
3. The amendments change the funding rules on ESF match funding, financial contributions, Level 3 Early Years Educator qualifications and Traineeships.
4. We will apply the changes to the funding rules from **1 August 2015**.
5. We have identified the amendments by striking through the text that is no longer applicable and underlining text that we have added.

Amendments

Paragraph Reference	Text
Introduction and purpose of the document	
First paragraph	This document sets out the funding rules for the 2015 to 2016 funding year, referred to in this document as 2015 to 2016. The rules apply to all providers of education and training who receive funding from the Chief Executive of Skills Funding <u>Secretary of State for Business Innovation and Skills acting through the Skills Funding Agency (SFA)</u> . The Chief Executive of Skills Funding (the Chief Executive) is a statutory post established by the Apprenticeships, Skills, Children and Learning (ASCL) Act 2009 and is the legal entity (the

	organisation legally entitled to enter into contracts) which enters into funding agreements with providers of education.
Section 1 – General funding rules for 2015 to 2016	
ESF match funding	
108.2	Keep all learner data and documents until the end of the document retention period for the 2007 to 2013 ESF programme (at least until 31 December 2022), for the 2014 to 2020 Programme (at least until 31 December 2029 <u>2030</u> but we will confirm this once the Operational Programme is approved)
117	<u>You must display any ESF posters for the 2014-20 ESF Programme prominently at yours and subcontractors' premises. You must also display any ESF plaques from the 2007-13 Programme prominently at yours and subcontractors' premises, until we tell you to take them down. You can get these plaques from us. If you need extra plaques, you should contact our Central Delivery Service.</u>
Evidence requirements	<p>Paragraph 113 – A signed declaration at the end of the contract term that states the arrangements in place to store and retrieve all documents needed to check the match provision delivered by you and your subcontractors. <u>For the 2007 to 2013 ESF Programme - at least until 31 December 2022. For the 2014 to 2020 ESF Programme - at least until 31 December 2030, but we will confirm this once the Operational Programme is approved.</u></p> <p>Paragraph 116 – Copies of documents describing, recording or publicising ESF projects which display the ESF logo and a statement that the project activity is part-financed by the European Social Fund. <u>At least one document that is used with participants must contain a learner signature, together with the ESF logo and a statement that the project activity is part-financed by the European Social Fund.</u></p> <p>Paragraph 117 - ESF plaques <u>and posters</u> must be visible to all staff and participants in a prominent place within your premises</p>
Section 2 – The adult skills budget including apprenticeships	
Financial Contributions	
196	The following individuals are entitled to full funding for their learning:
196.1	<p>Individuals aged 16 to 18 <u>and individuals aged 19 to 23 who qualify for enhanced apprenticeship funding under paragraph 318)</u> on the day they start:</p> <ul style="list-style-type: none"> • intermediate-level apprenticeships • advanced-level apprenticeships, or

	<ul style="list-style-type: none"> • higher apprenticeships at levels 4, 5, 6 <u>and 7</u> for their non-prescribed higher education learning aims.
196.4	<p>Individuals aged 19 to 23 on the day they start, <u>who are not starting an apprenticeship</u>:</p> <p>The bullet points in 196.4 are unchanged.</p>
197	<p>The following individuals are entitled to co-funding for their learning unless they qualify for full funding.</p> <p>197.1 Individuals aged 19 or older on the day they start:</p> <ul style="list-style-type: none"> • intermediate-level apprenticeships, <u>where the individual does not qualify for enhanced apprenticeship funding under paragraph 318</u> • advanced-level apprenticeships, <u>where the individual does not qualify for enhanced apprenticeship funding under paragraph 318</u> • higher apprenticeships at levels 4, 5, <u>6 and 7</u> for their non-prescribed higher education learning aims, <u>and where the individual does not qualify for enhanced apprenticeship funding under paragraph 318</u>, or • ESOL learning aims delivered through classroom learning
198	<p>Individuals not specified in the full-funding and co-funding sections above will not be eligible to be funded through the adult skills budget. This includes:</p> <p>Individuals on the day they start:</p> <ul style="list-style-type: none"> • prescribed higher education aims, unless they are undertaking a higher apprenticeship framework or standard • non-prescribed higher education aims above level 4 <u>delivered outside of an apprenticeship framework</u> • intermediate-level apprenticeships where they have previously attained a level 4 or above • advanced-level apprenticeships where they have previously attained a level 4 or above, or • higher-level apprenticeships at level 4 where
198.1	<ul style="list-style-type: none"> • higher-level apprenticeships at level 4 where

	they have previously attained a level 4 or above
Level 3 Early Years Educator qualifications	
199 to 204	<p>For the rules on apprenticeships in the early years education and childcare sector, please see paragraph 311.</p> <p>To be eligible for funding for level 3 early years educator learning aims, learners must have achieved GCSE English and maths at grade C or above, or the equivalents listed below, before enrolling. This also applies where a learner is funded through a Loan.</p> <p>There is no time limit on when the GCSE or the following qualifications were achieved.</p> <ul style="list-style-type: none"> ● UK-recognised predecessor qualifications: 'O' Level grades A to C or CSE Grade 1. ● recognised Scottish, Northern Irish and Welsh equivalents ● AS and A-levels. ● international qualifications defined by UK NARIC (see note 1 below) as meeting GCSE A* to C. <p>We will not accept the use of equivalency tests.</p> <p>The learning aims that this requirement applies to will be flagged in LARS.</p> <p>You must record the learner's prior achievement of GCSE grade A* to C in both English and maths in the learning agreement before the start of learning.</p>
311	<p>From 1 August 2015, an individual wanting to follow an advanced-level apprenticeship in Children and Young People's Workforce, Pathway 1: Early Years Educator, must have achieved the minimum in English and maths required by the apprenticeship framework before the apprenticeship can start <u>GCSEs at grade C or above on completion of this framework.</u></p>
Traineeships	
347	<p>For learners on a state benefit related to their unemployment <u>Jobseeker's Allowance or Universal Credit</u>, the Department for Work and Pensions (DWP) policy is that work placements can be up to 240 hours (or extended if an offer of an apprenticeship place is accepted.) at a maximum of 30 hours</p>

	<p><u>a week and these hours can be undertaken over the duration of the traineeship programme. All elements of the programme (including the work placement) are subject to a maximum of 35 hours activity each week for the duration of the programme. This condition for the learner meets the requirements of state benefit rules whilst participating in the traineeship programme.</u></p>
<p>Additional paragraph after 352</p>	<p><u>Work preparation</u></p> <p><u><i>Traineeships for 19- to 24-year-olds</i></u></p> <p><u>All work preparation activity, including non-regulated aims, must be a learning aim categorised as Work Preparation-SFA Traineeships on the Learning Aim Reference Service (LARS).</u></p> <p><u>These aims will not attract individual funding as they are included in the single traineeship rate for work placement and work preparation.</u></p> <p><u>Any learning aim which is not categorised as Work Preparation-SFA Traineeships on LARS must not be used for work preparation as part of a traineeship as this would be double funding.</u></p>

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