

Employer support fund pilot

Online data tool guidance

October 2019

Contents

Summary	3
Expiry or review date	3
Who is this publication for?	3
Overview	4
What does the tool do?	4
How to access the tool	4
How to use the tool	5
1. Input your details	5
2. Upload a signed declaration	5
3. Input employer details	6
4. Input student details	8
5. Add additional students per employer (as required)	11
6. Input your details	12
7. Feedback	14

Summary

This publication provides non-statutory guidance from the Education Skills & Funding Agency. It has been produced to provide guidance to schools in the Employer Support Fund Pilot on how to use the online tracking tool.

Expiry or review date

This guidance will be reviewed before August 2020.

Who is this publication for?

This guidance is for:

• school leaders and school staff involved in the employer support fund pilot

Overview

What does the tool do?

The online data tracking tool has been designed to collect information on how providers have distributed the funding from the employer support fund pilot and what it is being spent on during the academic year 2019 to 2020. The information provided will also be used to recover any underspend at the end of the academic year.

As stated in your contract, you are required to submit accurate information regarding how you have allocated funding to employers and must keep the tool up-to-date before the specific CDF monitoring points in December, March and June.

How to access the tool

To access the tool, you will need a <u>DfE sign in</u> account and the 'Access to Employer Support Fund Pilot' role. You can request this form your organisations approver.

If you do not have an approver at your organisation please visit DfE sign-in.

How to use the tool

1. Input your details

The provider details will include your address, URN, UKPRN and your local authority. Your Total Fund amount is your allocation at the start of the academic year and available spend is the amount you have left to spend.

This will reduce each time you make a submission to reflect your remaining balance.

GOV.UK	Welcome to DfE online forms dfeuat@forms	com 🛩
BETA This is a new service - your feedback will help us improve it.		
Employer support fund pilo	t	
Provider details Declaration Employer Student Your details		
Bath College Address: Avon Street, Bath, Avon, BA1 1UP URN: 130558 UKPRN: 10001465 Local authority: Bath and North East Somerset		
£60000.00 Total fund £55975.00	Available spend	
When making a new submission you will be asked to: • Select or create an employer • Assign the required number of students to the placement and provide d • Upload an employer signed declaration	letails	
 New submission		

2. Upload a signed declaration

You will be required to upload a declaration, signed by you, in conjunction with the employer receiving the funding for each placement. It should include a breakdown of costs covered per industry placement for each student agreed at the time of signing.

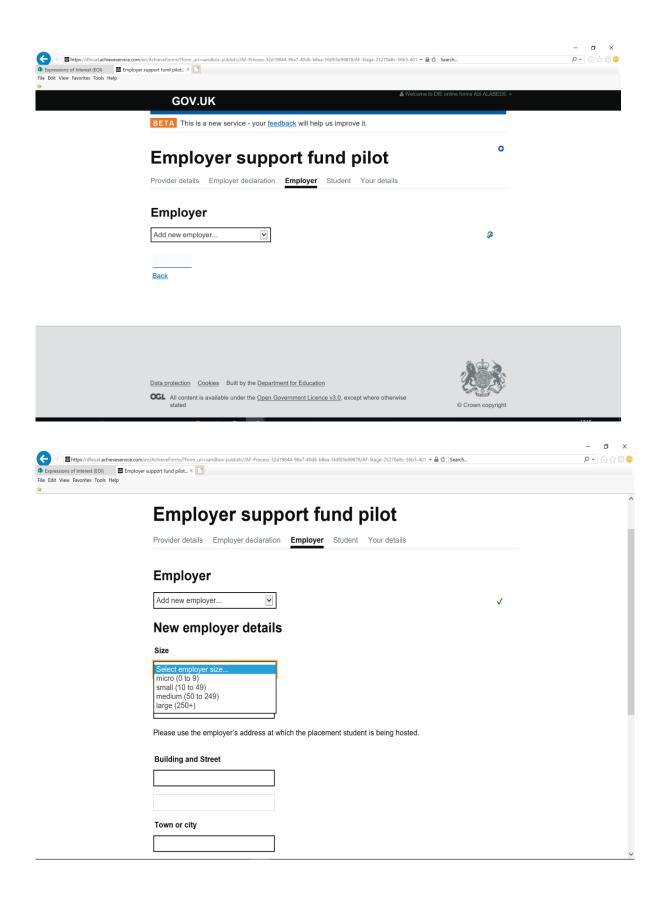
The signed declaration sets out details of the employers' actual and specific costs that they have stated that they need funding to cover in order to deliver the Industry Placement. A <u>copy of the declaration is available on GOV.UK</u>.

DETA This is a new service - your feedback will help us improve it. Employer support fund pilot Provider details Declaration Employer signed declaration	
Declaration	
Unload employer signed declaration	
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3. Input employer details

This allows you to input employer details, including the local address at which the industry placement is taking place, the size of the employer and other relevant information.

- A. For employers whose details have previously been entered, you can select them from a drop-list as shown below.
- B. You can then select the employer size, according to the number of employees that organisation has.
- C. You should then add the address of where the student is being hosted on placement.



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	Select employer size	
	Name	
	Please use the employer's address at which the placement student is being hosted.	
	Building and Street	
	Town or city	
	-	
	County (optional)	
	Postcode	
	Continue	
	Back	

4. Input student details

Once an employer has been selected / added, you will be required to enter the following details of the student(s) who is/are undertaking a placement with that employer. These are shown below.

A. Please enter the student's unique learner number.

*	Provider details Declaration Em	npioyer Student Your details	
	Students You can add 10 out of	10 students for the employ	yer: J D Hart
	ULN		
	Select technical route	Select technical route	
	Start date	DD MM YYYY	This is the student's 10-digit Unique
	End date	DD MM YYYY	Learner Number
	Placement hours	hours	
	Funding	£	
	Has the funding been paid?	Select payment status	
	What has the funding been spent	on?	
			0
	Add student		
	Continue		
	Back		

B. Please select the relevant technical route and pathway that are closest to the occupational area of the course that the student is studying towards.

ULN	
Select technical route	Select technical route
Start date	Education and Childcare Agriculture, Environmental and Animal Ca Business and Administration Catering and Hospitality
nd date	Construction Creative and Design
acement hours	Digital Engineering and Manufacturing Hair and Beauty Health and Science
Inding	Legal, Finance and Accounting
as the funding been paid?	Select payment status
What has the funding been sp	ent on?

Once the relevant route has been chosen, you can then select the pathway which will appear depending on the route selected.

		F-Process-32d19844-96a7-40d6-b8ea-5fdf03e99878/AF-Stage-25270e8c-56b3-401 🔻 🗎 🖒 🛛 de-merger	• ☆ ۞
	Student support fund pilot × 📑		
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•		your rooused without as improve to	
		una aut fund allat	
	Employer s	upport fund pilot	
	1 5		
	Provider details Declaration	Employer Student Your details	
		· · · · ·	
	Students		
	You can add 10 out	t of 10 students for the employer. I D Hart	
		t of 10 students for the employer: J D Hart	
	ULN	1020236772	
		1020200112	
	Select technical route		
	Select technical foute	Business and Administration 🗸	
	Select pathway	Select pathway	
		Management and Administration	
	Start date	Human Resources	
	Start date		
	End date	DD MM YYYY	
	Placement hours		
	Flacement nouis	hours	
	Funding		
	Funding	£	
	Has the funding been paid?		
	has the fullaling been paid?	Select payment status	
	What has the funding been		

C. Please then enter the proposed start and end dates for the placement, as well as the number of hours that the placement is expected to take place. These are the number of hours a student has spent or will spend on their placement with this employer. If you are not sure what these dates are, please include a rough timing.

Please note, if this is below 315 hours then the student will be expected to undertake the remaining hours with an additional, occupationally-relevant employer (placements can only be split between up to 2 employers maximum). The tool will not allow you to assign a student to more than 2 employers.

Students		
You can add 10 out of 10 students t	for the employer: J D Hart	
ULN		
Select technical route Select technical r	oute	
Start date DD MM Y	~~~~	This is the date the student
End date DD MM Y	AAAA	started or is expected to start
Placement hours	hours	their placement.
Funding £		
Has the funding been paid? Select payment s	itatus	This is the date that the
What has the funding been spent on?		student finished or is
	(expected to finish their
Add student		placement.
Continue		

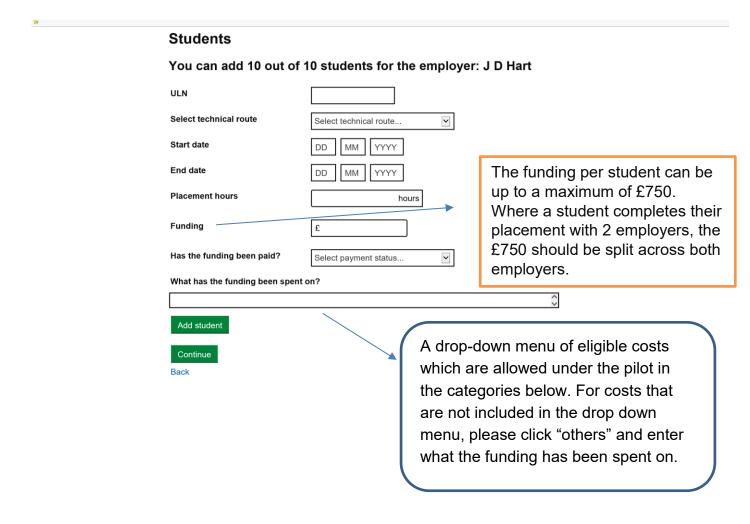
D. Please enter the amount of funding that you have allocated to the employer and what the funding has been spent on. Please note that the maximum funding you can spend per student is £750, this can be split between two employers. The tool will restrict you from entering over £750 per student.

Please ensure you fully complete the box entitled 'what has the funding been spent on:

Eligible costs include:

- **Tangible costs** are costs directly related to the industry placement such as equipment, uniforms / suitable work wear, protective clothing, providing a work station, software costs, reasonable adjustments, entrance to site requirements, additional liability insurance
- **Training costs** are the direct costs of training staff to develop their knowledge and build their confidence in offering and delivering high quality industry placements, which may include training for line managers in mentoring and working with learners and providing them with the practical skills to deliver high quality industry placements and effective training to learners.
- Administrative costs are the direct costs incurred by the employer in connection with the setting up of systems to deliver the industry placement. They include the

costs of setting up or enhancing internal IT and organisational systems to support delivery.



5. Add additional students per employer (as required)

The tool allows you to add additional students for each employer, as we are aware that more than one student may be completing their placement with an employer. Please note that an employer can only be funded for a **maximum of ten students** under the pilot.

Straight line connector pointing to call-out box

77			
	Placement hours		hours
		This field is	required
	Funding	£	
		This field is	required
	Has the funding been paid?	Select payme	nt status
		This field is	required
	What has the funding been spent o	n?	
			\$
	This field is required		You can add a maximum of 10
	Add student		students per employer
	Continue		statents per employer
	Back		
	Data protection <u>Cookies</u> Built by the Depr CCL All content is available under the <u>Oper</u> stated		

The list of students that have been added per employer appears at the bottom of the page and you can edit student information before you submit the form.

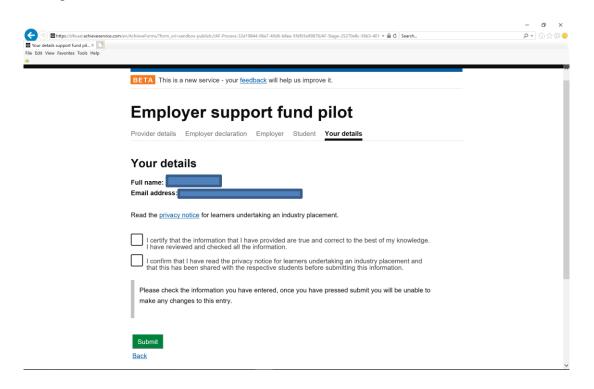
Image: Student support fund pilot × Image: Student support fund pilot × Image: Student view Favorites Tools Help	/en/AchieveForms/Tform_uri=sandbox-publishr//AF-Process-32d19844-96a7-40d6-b8ea-5fdf03e99878/	AF-Stage-25270e8c-56b3-401 マ 🔒 O Search	- ◘ × ♪ ↓ ☆ ⊗ ●
	Select payment status What has the funding been spent on? Help with spend	0	
	Add student ULN Start date End d L 1003056032 20/10/2019 23/0 Continue Back	1/2020 £650.00 You ca	n edit previous student ation or delete student information
	Data protection <u>Cookies</u> Built by the <u>Department for Education</u> CCL All content is available under the <u>Open Government Licence v3.0</u> , exce stated	You must confirm that that have been includ declaration have been tool	ed in the signed
			~

6. Input your details

Once the required number of students per employer has been entered, the personnel completing the tool will need to provide confirmation that the information provided is true

and accurate. You are also required to share the privacy notice for the students undertaking the industry placement to inform them of how their personal information is being used and provide confirmation of doing this before submitting the form.

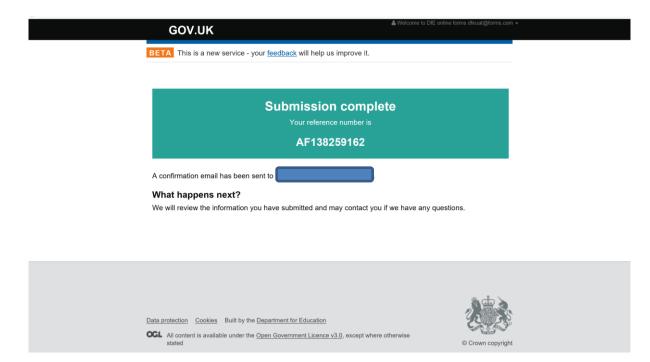
Please note that once the form has been submitted, the information entered cannot be changed.



The privacy note can be viewed by clicking the hyperlink, which will take you to this page:



Once you confirm these and submit the form, there will be a confirmation page, with a confirmation email sent to you with the information you have entered as shown below:



7. Feedback

Please send feedback on any issues that you experience while using the tool to <u>EmployerSupportFund.PILOT@education.gov.uk.</u>



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