Employer support fund pilot

Online data tool guidance

October 2019

Contents

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 [DfE sign in](#) 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.

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 copy of the declaration is available on GOV.UK.

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.

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.

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.

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

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.

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.

Students

You can add 10 out of 10 students for the employer: J D Hart

ULN	
Select technical route	Select technical route...
Start date	DD MM YYYY
End date	DD MM YYYY
Placement hours	hours
Funding	£
Has the funding been paid?	Select payment status...

What has the funding been spent on?

Add student

Continue

Back

The funding per student can be up to a maximum of £750. Where a student completes their placement with 2 employers, the £750 should be split across both employers.

A drop-down menu of eligible costs which are allowed under the pilot in the categories below. For costs that are not included in the drop down menu, please click "others" and enter what the funding has been spent on.

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

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.

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 EmployerSupportFund.PILOT@education.gov.uk.

Education & Skills
Funding Agency