## LOCAL EDUCATION AUTHORITY ADULT LEARNING PLANS 2002/03

## 

ALLOCATIONS TO LOCAL EDUCATION AUTHORITIES:

#### FAMILY LITERACY AND NUMERACY, 1APRIL 2002 - 31 MARCH 2003

## ETHNIC MINORITY ACHIEVEMENT GRANT, 1APRIL 2002 - 31 MARCH 2003

FOR EXECUTIVE DIRECTORS AND NAMED ACL CONTACTS

**HANDLING NOTE 3 30 January 2002**

Dear Colleagues

Please find enclosed a pack containing the indicative allocations for Family Literacy and Numeracy (FLN) and Ethnic Minority Achievement Grant (EMAG) allocations for LEA’s in your area. These allocations have recently transferred to the LSC from DfES on a financial year basis for 2002‑03.

Please forward the relevant indicative allocation to the relevant LEA as quickly as possible and no later than 11 February 2002. You should confirm that the LEA wishes to receive all or part of the allocation and notify Jeanette Jeffcoate of the outcome no later than 14 March 2002. An email is acceptable.

**Note that there will be no additional funding available for either of these two initiatives from the former Schools Standards Fund, although an LEA may opt to take up only part of its allocation with your agreement, dependent on local circumstances.**

**Match Funding**

In 2001-02 LEA match funding was a condition of FLN and EMAG funding, usually in the proportion 47% LEA contribution to 53% from DfES. This is not the case in 2002-03 because it was felt that finding ‘clean’ funds to match with would be problematic for LEAs. It should be emphasised to LEAs that the LSC expects them to continue to deliver programmes at broadly the same level and volume as in 2001-02. Where a sub‑contracting LEA indicates that it wishes to withdraw match funding from its subcontractors for 2002-03 as this would have implications for literacy and numeracy provision in their area, the LEA should be strongly discouraged from doing so, other than on grounds of proven poor quality. LEAs should be prepared to refer to any impact on local provision as a result of opting to discontinue match-funding arrangements in their Adult Learning Plans.

## Family Literacy and Numeracy (FLN)

This is not to be confused with Family Learning funding which is entirely separate. Family Learning Guidance is available separately.

## FLN has been a national initiative since 1994, designed to enable parents and their children to improve their literacy and numeracy skills together. The funding is focused on the most deprived LEAs in England, with the less deprived getting smaller allocations on a descending scale. The LEAs are expected to work in partnerships on some of the programmes eg with the voluntary sector.

The main programmes on offer are ‘keeping up with the children’ (how parents can keep up with what their children are taught in the daily literacy and numeracy hours at school), ‘early start’ (for new and existing parents of 0-3s), ‘family literacy and numeracy online’, ‘pacesetter and pioneer’ programmes (for parents and carers who have few or no qualifications and little experience of ICT).

The criteria for programmes are very precise ie that the funding may only be used to deliver three strands of courses: family literacy course; family numeracy course; family literacy and numeracy workshop. The money can only be used for these programmes. Guidelines on types of programmes and supporting materials are produced by the Basic Skills Agency. The LSC is negotiating with the Basic Skills Agency for the provision of new models of family literacy and numeracy, which will be funded separately and over and above the allocations identified here. Other types of family-based programme should be funded through the Family Learning funding which is new to the LSC from 2002/03.

All LEA’s received some FLN funding from the DfES for 2001-02 under School Standards Fund. The funding was calculated using local levels of deprivation, based on the proportion of school children eligible for school meals as the deprivation indicator. Weightings were given using numbers of school children receiving free school meals as a proportion of total school populations. Allocations for 2002-03 have been continued at 2001-02 levels on the advice of the DfES.

The allocations are shown at Annex A, with a breakdown of amounts for literacy and numeracy based on DfES allocations for 2001-02.

## Ethnic Minority Achievement Grant EMAG)

**EMAG** was transferred to the DFEE from the Home Office in 1998: it was previously known as ‘section 11’ grant. The adult element of EMAG is less than 1% of the schools element – adult EMAG will be some £740,000 for 30 LEAs in 2002-03. This is for the year from April 2002.

EMAG has been rolled forward at the same level as 2001-02 for those authorities that received it previously. There is no allowance in the funding transferred from the DfES for this funding to be uplifted for inflation or for any other uplift factor.

EMAG will support the following items of eligible expenditure:

* 1. Gross salaries, employers’ national insurance and employers’ superannuation contributions of employing:
     1. adult education tutors and outreach workers, employed by the LEA, to facilitate provision for ethnic minority adults and to develop appropriate links between schools and adult education.
  2. Costs of appropriate teaching materials
  3. Training costs for teachers and classroom assistants, including training fees; travel and subsistence for attendance at training courses; supply cover; and training materials.

It is a condition of funding for EMAG for 2002-03 that each LEA should provide a brief action plan to say what they will spend their funding on and that an annual report should be provided soon after the year-end setting out actual expenditure and services delivered or items provided. Please agree with each LEA a date for the return of each of these items of information to the local office. Chasing of items outstanding will become a local responsibility.

In subsequent years, monitoring will be subsumed within the ACL Monitoring Instrument or any appropriate successor document.

It is also anticipated that the system will be reviewed and simplified from 2003. This will involve consultation with the Home Office and the LGA and others.

EMAG Allocations are set out in Annex B.

## Links with the LEA Adult Learning Plan for 28 March 2002

LEA’s should outline FLN provision as part of their Adult Learning Plan for 2002/03. Please refer to paragraphs 5.23-26 of the LEA Adult Learning Plan Guidance for 2002/03 for more details.

## Payments

It is intended that payments will begin in April where the national office has confirmation from LLSCs that allocations will be taken up. Payments will continue on a pro rata monthly basis. Payment arrangements will be with the part of the local authority that would receive the mainstream ACL funding allocation. For some LEAs this will differ to previous years, where the FLN allocation went to the basic skills team for example. If you need to change the arrangement please notify us as soon as possible, so that alternative arrangements can be made.

## Covering Letter

A suggested model letter, to introduce the FLN and EMAG allocations to Chief Education Officers/Directors of Education **and** ACL contacts for each of the LEAs in your area, is also enclosed. Copies of both this memo and the suggested introduction letter will be placed on the intranet. If you are unable to gain access to the intranet, please call and we will provide any information required on a disk.

A list of all documents issued to date is set out below.

Please contact the national office with queries arising from this or any other ACL matter. Contact names can be found in Handling Note 1 and any ACL Newsletter.

With regards,

**SUE YEOMANS** (Learning Programmes) **JEANETTE JEFFCOATE** (Operations)

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## Related documents issued to date and available on the LSC intranet or by email from Joanne.bratby@lsc.gov.uk

Handling Note 1 2 November 2001

Final Draft Adult Learning Plan Guidance 2 November 2001

Learner Number Forms Additional Guidance on Collation 14 November 2001

Handling Note 2: indicative ACL allocations November 2001

Capital Guidance December 2001

Capital minor works allocations January 2002