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December 2012

Of importance to local authorities

## Executive Summary

This document provides guidance to local authorities on the preparation of the funding claim required to demonstrate the spend on Community Learning provision for the contract year ending 31 July 2013. The claim form format is set out at Annex A and is available on our website as an Excel workbook.

Although the Agency manages the spend on Community Learning at headline level, Community Learning is made up of: Personal and Community Development Learning, Family, English, Maths and Language<sup>1</sup> (FEML), Wider Family Learning (WFL) and Neighbourhood Learning in Deprived Communities (NLDC).

Please remember that from 2012/13 Formal First Step has been integrated into the Adult Skills Budget and any of this funding allocated should not be included within Community Learning claims.

With the creation of the Community Learning Trust Pilots (CLTs) the following has been agreed regarding adjustments at provider level:

- local authorities that are involved in CLT pilot activity will not be subject to reconciliation for any funding used for this pilot activity. Funds not used for pilot activity will be subject to year end adjustment.

The above policy ensures that local authorities engaged in the CLT pilots during 2012/13 are not adversely affected by the usual adjustment process.

The local authority's Chief Finance Officer must sign the claim form prior to it being returned to the Agency. The local authority should arrange for the claim to be sent to their Relationship Manager at their Skills Funding Agency [office](#) by **14 October 2013**. The claim form should be either a signed original or a copy with original signatures.

The document does not apply to other organisations (including further education colleges) that are in receipt of direct funding from the Agency for adult learning provision, or those providers under contract to local authorities, including colleges. Different arrangements apply to these organisations.

## Further information

For further information, please contact your Relationship Manager.

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<sup>1</sup> Previously known as Family Literacy, Language and Numeracy (FLLN).

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Annex A: Funding Claim for Skills Funding Agency Community Learning funding allocated for the academic year ending 31 July 2013.

# Section 1: Introduction

## For action:

1 Local authorities must send their final funding claims (in the format as set out at Annex A) to us by **14 October 2013**.

## Funding Claim for Community Learning 2012/13

2 This guidance is for local authorities, preparing a funding claim for the Skills Funding Agency (the Agency) relating to Community Learning (previously known as Adult Safeguarded Learning) for 2012/13. Only local authorities receiving allocations of funding from the Agency for Community Learning for 2012/13 need prepare and return a funding claim.

3 The following organisations do not need to complete the Community Learning funding claim:

- former external institutions that are commercial or voluntary sector learning providers
- colleges incorporated under the Further and Higher Education Act 1992 and
- other Agency-funded providers of further education that are not colleges.

4 This document is of interest to local authority chief finance officers, local authority chief education officers, and local authority officers responsible for Community Learning.

5 Where a local authority has received funding from the Agency for Community Learning provision in 2012/13, the chief financial officer's overall annual grant return for a local authority for the year to 31 March 2013 will encompass the proper application of these funds.

6 Community Learning includes a range of community-based and outreach learning opportunities, primarily managed and delivered by local authorities and general further education colleges and designed to bring together adults (often of different ages and backgrounds) by helping them to pursue an interest, address a need, acquire a new skill, become healthier or learn how better to support their children.

7 You can find guidance documents for Community Learning on our [website](#).

8 The Agency allocates the Community Learning funds to providers for an academic year from 1 August to 31 July.

9 The Agency requires local authorities to provide information on expenditure for Community Learning funds allocated to them annually. Accordingly, local authorities should have in place financial systems that allow the identification of all costs and expenditure relating to the use of these funds.

10 Although 2012/13 Community Learning allocations have been maintained at the same level as in 2011/12, the Agency expects all providers to ensure they reach at least as many learners in 2012/13 as in 2011/12, and where possible exceed this number.

11 Local authorities should record learners in the normal way on the Community Learning Individualised Learner Record (ILR), which you should return in line with the [information authority's](#) ILR returns timetable.

12 Any year-end adjustment will be based on the total Community Learning allocation for 2012/13, which is documented on Appendix 2 of the condition of funding agreement. While providers are free to decide how they meet their commitments and how they respond to identified needs in their local communities, the Agency expects them to deliver a balance of provision across Community Learning.

13 Following consultation with the sector, the Agency selected 15 Community Learning providers and invited them to become Community Learning Trust pilots across England in 2012/13. These represent a diverse range of local delivery models with the potential to develop innovative and more effective ways of using Community Learning Funds to meet needs in local areas. Local authorities that are involved in CLT pilot activity will not be subject to reconciliation for any funding used for this pilot activity. Funds not used for pilot activity will be subject to year-end adjustment.

## Section 2: The Funding Claim Community Learning 2012/13

### Introduction

14 This section of the document sets out our requirements for local authorities to complete a funding claim of their expenditure of Community Learning funding.

15 The Agency allocated the following Community Learning funds **for the contract year to 31 July 2013**. The local authority's expenditure of these funds should be disclosed in the funding claim (example provided at Annex A):

- Revenue - Personal and Community Development Learning
- Revenue - Family English, Maths and Language
- Revenue - Wider Family Learning
- Revenue - Neighbourhood Learning in Deprived Communities

16 There is no requirement for local authorities without a Community Learning budget to submit a nil return.

### Completion of the Funding Claim

17 Local authorities should complete their Community Learning claim forms (Annex A) to show their expenditure for Community Learning for the contract year 1 August 2012 to 31 July 2013. Appendix 2 of the condition of funding agreement shows the allocation value for contract year ending 31 July 2013. The columns in Annex A record:

- Column 1: Community Learning Programme Lines
- Column 2: the Local authority's expenditure during the contract year to 31 July 2013 against each of the programme lines.

18 Local authorities must complete a signed hard copy of their Community Learning claim form and return it to their Relationship Manager by **14 October 2013**. An electronic version can be sent in advance to the appropriate Skills Funding Agency mailbox (as shown in the [Excel version of the form](#) on the website).

19 The Agency will recover the balance of any funding not spent as at 31 July 2013 in December 2013.

20 Funding cannot be carried forward from the previous year to increase the allocation, and neither can any unspent funds be carried forward to a subsequent contracting year.

21 Claims submitted to the Agency should be either signed originals or copies bearing an original signature.

### **Responsible officers**

22 The local authority's Chief Finance Officer (designated officer under section 151 of the Local Government Act 1972) is required to sign the declarations at Annex A.

### **Submission timetable**

23 Local authority Chief Finance Officers should send the fully completed Community Learning funding claim to their Relationship Manager at the relevant Agency [office](#), no later than **14 October 2013**.

24 The Agency reserves the right to stop funding payments or to claw back all funding paid for the contract year where there is a failure to follow this submission timetable.

25 For enquiries about completing the Community Learning funding claim (Annex A), please contact your Relationship Manager.

A handwritten signature in black ink, appearing to read 'K. Smith', written in a cursive style.

**Keith Smith**  
**Executive Director Funding and Programmes**  
**Skills Funding Agency**

**Annex A: Funding Claim for Skills Funding Agency  
Community Learning Funding 2012/13**

**Skills  
Funding  
Agency**

Local Authority Name

UKPRN

Contact Name

Tel No

E-Mail

Line number	Column 1	Column 2
	Community Learning Programme Line	Expenditure funded by the Skills Funding Agency in year to 31/07/2013
		£
A	Personal and Community Development Learning ()	<input type="text"/>
B	Family, English, Maths and Language (FEML)	<input type="text"/>
C	Wider Family Learning (WFL)	<input type="text"/>
D	Neighbourhood Learning in Deprived Communities (NLDC)	<input type="text"/>
E	<b>Total Expenditure</b>	<input type="text"/>

**DECLARATION**

**To the best of my knowledge and belief:**

The information in Annex A of the funding claim is correct and has been accurately extracted from the local authority's records and financial systems.

**Chief Finance Officer**

**Signature:**

**Date**

**Name (please print):**

**Job title:**



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