



Skills Funding  
Agency

# Apprenticeship frameworks funding rules

For the 2016 to 2017 funding year (1 August 2016 to 31 July 2017).

## Version 1

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Of interest to providers and employers

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## Apprenticeship frameworks

- C1. This document sets out the additional funding rules for apprenticeship frameworks. You must read it together with other relevant funding rule documents. These include:
- the Skills Funding Agency: common funding rules
  - apprenticeship common funding rules

## Quality

- C2. The apprentice must be able to undertake confidently the full breadth of duties to the level set by the industry in which they work, and in the range of circumstances appropriate to the job once they have completed the apprenticeship. For more information, please read the Statement on Apprenticeship Quality on [GOV.UK](https://www.gov.uk).

## Eligibility rules for apprentices on apprenticeship frameworks

- C3. All apprentices on a framework must be an employee, unless the apprentice is in an occupation listed in the alternative completion condition regulations (please refer to rule C5 below).
- C4. The regulations also include alternative completion conditions where an apprentice is made redundant and is within six months of finishing their apprenticeship. This allows the apprentice to complete and achieve their apprenticeship framework without further employment.
- C5. You can find details of the alternative completion condition for apprentices made redundant and the list of exempt occupational areas in in [The Apprenticeships \(Alternative English Completion Conditions\) Regulations 2012](#) and [The Apprenticeships \(Alternative English Completion Conditions\) \(Amendment\) Regulations 2013](#).
- C6. For the advanced-level apprenticeship in sporting excellence (AASE), those specific sports that are designated through the alternative completion conditions, you must:
- C6.1. have an endorsement for each AASE apprentice that the relevant national governing body (NGB) has identified the apprentice as having the potential to compete at games level and is included in the number of AASE apprenticeships agreed between the NGB and us for the funding year
  - C6.2. hold this evidence of endorsement in the learner file; if you do not have an endorsement the individual is not eligible to be funded

## **Apprenticeship duration**

- C7. The only exception to the one-year minimum duration is for apprentices on a framework, aged 19 years or older on the day the apprenticeship starts and where you do not claim the full funding rate for the apprenticeship framework. This must be either because:
- C7.1. the funding of a mandatory learning aim is reduced due to recognised prior learning (RPL)
  - C7.2. or a mandatory learning aim is not required, as it has previously been achieved
- C8. The exception applies only to funded regulated qualifications as required by the Specification for Apprenticeships Standards in England (SASE) framework document.
- C9. You must not reduce the funding of any regulated qualifications without evidence of prior learning to allow a duration of less than one year for an apprenticeship.

## **What is eligible to be funded?**

- C10. We will only fund a learning aim listed in the apprenticeship framework as mandatory.
- C11. We base funding for an apprenticeship framework on the apprentice's age on the day they start an apprenticeship framework. We will fully fund all apprentices aged 16 to 18 years old and co-fund those aged 19 or older.
- C12. Apprenticeship funding supports individuals to progress to higher levels of learning. Individuals who already have a qualification at Level 4 or above are only eligible for funding for a higher apprenticeship at Level 5 or above. They are not eligible for funding for an intermediate level, advanced level or Level 4 higher apprenticeship.
- C13. If an apprentice leaves without achieving, the last date of learning for all learning aims, including the apprenticeship programme learning aim, is the date you have evidence the apprentice was still in learning for any learning aim that is part of their apprenticeship.

## **Extending the funding for apprentices aged 19 to 24**

- C14. There are two circumstances when we will fully fund 19- to 24-year-old apprentices starting an apprenticeship framework. This is where the apprentice was:
- C14.1. not able to start an apprenticeship framework before their 19th birthday due to exceptional circumstances, including being in custody or having a serious illness

C14.2.a former relevant child (care leaver) as defined by the Children Act 1989.

C14.3.a child in care is defined by the Children Act 1989 as an:

C14.4.eligible child - a young person who is 16 or 17 and who has been looked after by the local authority/Health and Social Care Trust for at least a period of 13 weeks since the age of 14, and who is still looked after

C14.5.relevant child - a young person who is 16 or 17 who has left care after their 16th birthday and before leaving care was an eligible child

C14.6.former relevant child - a young person who is aged between 18 and 21 (25 if in education or training) who, before turning 18 was either an eligible or a relevant child, or both

C15. To evidence a care leaver you need a self-declaration from the apprentice.

C16. For an apprentice not able to start an apprenticeship framework before their 19th birthday due to exceptional circumstances you must:

C16.1. have evidence to demonstrate these exceptional circumstances with supporting evidence from an authoritative source, such as a local authority or probation service

C16.2. not claim full funding if, since leaving full-time compulsory education and the start date of their apprenticeship framework they have:

C16.2.1. not been living in England or

C16.2.2. have been in education or training funded by the SFA, Education Funding Agency, predecessor organisations or other government body, excluding any learning whilst in custody

## **Employer statement**

C17. You must give each employer a statement setting out the financial value of the government's financial contribution to training their apprentices. You must provide this at the start of the apprenticeship framework and at the beginning of each funding year. We expect the format to be 'over the next funding year, Her Majesty's Government (HMG) will contribute £\*\*\* to [insert employee's name] apprenticeship training'. The employer may need this information for State Aid purposes.

## English and maths

- C18. You must follow the requirements for English and maths as set out in the apprenticeship framework.
- C19. The rules below apply to all intermediate-level apprentices who start frameworks on or after 1 August 2014.
- C20. If they already have a Level 2 in English and maths that meets the minimum requirement of the apprenticeship framework before they start then they are exempt from taking English or maths.
- C20.1. If they already have a Level 1 in either English or maths that meets the minimum requirement of the apprenticeship framework before they start they must start and continue to study Level-2 English or maths.
- C20.2. If they do not have the Level 1 in English or maths that meets the minimum requirement of the apprenticeship framework before they start they must:
- C20.2.1. be offered the opportunity to take Level 2 functional skills or GCSE qualifications in English or maths
  - C20.2.2. achieve the English and maths requirements set in the framework
  - C20.2.3. If they achieve Level 1 in English or maths during their apprenticeship, you must offer them Level-2 Functional Skills or GCSE qualifications in English or maths.
- C21. You must record the offer of Level 2 in English or maths during an apprenticeship in the learner file, and have evidence where the apprentice declines to take up the offer.
- C22. If the apprentice studies at Level 2 in English or maths where they already have qualifications that meet the requirements of the apprenticeship framework, they do not need to achieve these before framework achievement can be claimed.
- C23. You must report all English and maths delivered as part of an apprenticeship as an apprenticeship learning aim in the Individualised Learner Record (ILR).
- C24. If you claim funding for Level 1 in English or maths, you cannot claim funding for Level 2 in English or maths unless Level 1 has been achieved.
- C25. You must not claim funding for Level 1 in English and maths if the mandatory English and maths requirement of the apprenticeship framework is at Level 2.

- C26. If the apprenticeship framework specifies Level 2 in English and maths and the apprentice has achieved this before starting, we will not fund further English and maths to achieve their apprenticeship unless you:
- C26.1. carry out a thorough initial assessment to confirm that the apprentice needs to repeat English or maths to achieve their apprenticeship
  - C26.2. use this assessment to structure a programme of study for English and maths learning
  - C26.3. only enrol apprentices on qualifications listed in the framework document and necessary to achieve their apprenticeship
  - C26.4. deliver ongoing assessment
  - C26.5. record all of the assessment outcomes in the learner file
  - C26.6. use current assessment tools based on the National Literacy and Numeracy Standards and core curriculum. The tools must:
    - C26.6.1. place an apprentice's current skills levels within the Regulated Qualifications Framework levels
    - C26.6.2. be conducted by qualified individuals including, for the diagnostic assessment, a practitioner who will structure the learner's programme of study

### **Completion and achievement of an apprenticeship framework**

- C27. You must have the outcome of all learning aims before you can ask the apprentice to confirm achievement. This includes that the apprentice has achieved all mandatory elements and they have been in learning for at least the minimum duration of the framework.
- C28. You must apply for the apprenticeship completion certificate from Apprenticeship Certificates England within three months of completion of learning.
- C29. You must pass on all apprenticeship completion certificates to the apprentice.

### **Employer incentives**

- C30. The Apprenticeship Grant for Employers (AGE) 16 to 24 grant for an employer aims to support businesses, who would not otherwise be in a position to do so, to recruit individuals aged 16 to 24 into employment through an apprenticeship framework.

C31. You must:

C31.1. refer to the eligibility criteria set out in the [AGE Training Organisation Fact Sheet](#) and in the provider's AGE Funding Appendix

C31.2. obtain an employee declaration that confirms details of their eligibility and that they understand the conditions under which the grant is paid

C31.3. pass on the AGE payment to the employer within 30 working days of receiving it from us

C31.4. report in the ILR the Employer Reference Number for the employer receiving the grant and the Learning Delivery Monitoring code applicable for AGE

### **Apprenticeship learner support**

C32. We will support apprentices that need help where there are circumstances, such as redundancy, where the apprentice suffers hardship that affects their ability to continue and complete their apprenticeship.

C33. If there is genuine hardship that could be an obstacle to the learner during their apprenticeship, you can claim learner support to help them.

C34. We expect that employers will support apprentices for their additional expenses. However, you are permitted to do so if the apprentice is in genuine need (for example, in the case of redundancy and temporary unemployment).

C35. You must promptly claim for learner support from your apprenticeship budget through the Earnings Adjustment Statement. We will not pay you for claims from a previous funding year if you do not claim on time.





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