



Education  
Funding  
Agency

**2016 to 2017**

**Conditions of Funding Agreement**

**(GFE & Specialist Colleges)**

**between**

**(i) the Secretary of State for Education  
(acting through the Education Funding  
Agency)**

**and**

**(ii) [GFE & Specialist Colleges Name]**

## Contents

### Part One

### Part Two

1. Introduction
- 2 THE COLLEGE's Obligations
- 3 Learning Programmes
- 4 Payment and Review of Performance
- 5 Quality Assurance
- 6 Retention of Documents
- 7 Public Reputations of the Parties
- 8 Freedom of Information and Confidentiality
- 9 Feedback and Complaints
- 10 Consent to Publication
- 11 Supply of Data
- 12 Protection of Personal Data
- 13 Student Health and Safety and Safeguarding
- 14 Sub Contracting
- 15 Access and Monitoring
- 16 Breach
- 17 Termination
- 18 Dispute Resolution
- 19 Revisions
- 20 The Contract (Rights of Third Parties) Act 1999

21 Entire Agreement

22 Governing Law and Jurisdiction

### **Appendices and Annexes**

Appendix 1 – Payment Schedule

Appendix 2 – Definitions and interpretation

Appendix 3 – Raising the Participation Age (RPA)

Study Programmes, incorporating Traineeships

14-16 full-time provision

Annex 1 – 16 to 18 Residential Bursaries

Annex 2 – PE and Sports Grant Annex 3 – Army Cadets

Annex 4 – Specialist Provision and High Need Students

Annex 5 – Closing Schools

Annex 6 – 16 to 19 Bursary Fund

Annex 7 – Residential Support Scheme

Annex 8 – 19+ Continuing Learners

This Funding Agreement is made on the 1st day of August 2016 between:

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**INSERT GFE NAME AND ADDRESS** SECRETARY OF STATE FOR  
EDUCATION  
ACTING THROUGH THE EDUCATION  
FUNDING AGENCY  
53-55 BUTTS ROAD  
EARLSDON PARK  
EARLSDON  
COVENTRY  
CV1 3BH

Hereinafter called  
THE COLLEGE

Hereinafter called  
THE EFA

## **Part One**

1. THE EFA is an executive agency of the Department for Education, exercising powers on behalf of the Secretary of State and is acting on behalf of the Crown.
2. THE EFA pays funding to only those College's which agree to comply with this Funding Agreement together with:
  - a. the Funding Guidance;  
<https://www.gov.uk/16-to-19-education-funding-guidance>
  - b. the Capital Transactions Guidance;
  - c. the Joint Audit Code of Practice  
<https://www.gov.uk/16-to-19-education-financial-management-and-assurance>
  - d. the Accounts Direction;  
<https://www.gov.uk/government/publications/sfa-financial-management-how-to-prepare-colleges-annual-financial-statements>
  - e. the Financial Planning Handbook;  
<https://www.gov.uk/government/publications/financial-planning-handbook>

f. the Minimum Standards

<https://www.gov.uk/government/publications/interim-ks5-minimum-standards>

g. Specification of the Individualised Learner Record for 2016 to 2017

<https://www.gov.uk/government/publications/ilr-specification-validation-rules-and-appendices-2016-to-2017>

h. Individualised Learner Record - Provider Support Manual;

<https://www.gov.uk/government/publications/ilr-guides-and-templates-for-2016-to-2017>

i. *Rigour and Responsiveness in Skills* (April 2013, DfE/BIS publication);

<https://www.gov.uk/government/publications/rigour-and-responsiveness-in-skills>

j. Securing independent careers guidance

<https://www.gov.uk/government/publications/careers-guidance-for-colleges--2>

k. Traineeships:

<https://www.gov.uk/delivering-traineeships-through-efa-funding>

l. Full time enrolment of 14-16 year olds in Further Education and Sixth Form Colleges

<https://www.gov.uk/guidance/full-time-enrolment-of-14-to-16-year-olds-in-further-education-and-sixth-form-colleges-in-2016-to-2017-academic-year>

m. Sub-contracting

<https://www.gov.uk/government/publications/funding-guidance-for-young-people-sub-contracting-controls>

n. Further Education Free Meals

<https://www.gov.uk/guidance/16-to-18-education-free-meals-for-academic-year-2016-to-2017>

o. published Area Review Guidance:

<https://www.gov.uk/government/collections/post-16-education-and-training-area-reviews>

and

p. What academies and colleges must publish online

(together the "EFA Conditions of Funding").

3. The Conditions of Funding shall take effect on and from 1 August 2016.

4. This Funding Agreement sets out the terms and conditions under which grant funding and annual allocation funding is provided to College's by THE EFA. The terms and conditions relating to annual allocation funding will be updated annually.
5. The Secretary of State for Business, Innovation and Skills, Financial Memorandum sets certain general conditions that secure the public interest in funding Colleges. These general conditions relate to the responsibility of THE COLLEGE's governing body and its principal and/or accounting officer. The Secretary of State for Business, Innovation and Skills will normally rely on the Chief Executive's general conditions and will only act outside of these should he need to secure the interests of the students he funds and/or proportionate assurance about the regularity, propriety and value for money of funds which he provides through THE EFA.
6. This is in recognition that THE EFA's Accounting Officer, the Chief Executive, is accountable to Parliament for ensuring that the use of funds by THE EFA by the Secretary of State is consistent with the Secretary of State's statutory remit. THE EFA is also responsible for the regularity and propriety of expenditure.

## **Part Two**

### **1. Introduction**

- 1.1 This Funding Agreement, including the Appendices, Annexes and any documents referred to therein, is for the period between 1 August 2016 and 31 July 2017 unless terminated earlier in accordance with part two clause 17 (Termination) (the "**Term**").

### **2. THE COLLEGE's Obligations**

- 2.1 THE COLLEGE shall provide the Services and shall allocate sufficient resources to the Services to enable it to comply with THE EFA Conditions of Funding.
- 2.2 THE COLLEGE will perform and will ensure that all College Related Parties perform the Services with reasonable skill, care and diligence in accordance with THE EFA Conditions of Funding.
- 2.3 THE COLLEGE shall be solely responsible for all acts and omissions of THE COLLEGE Related Parties and any persons employed or engaged by any Sub-contractor.

2.4 THE COLLEGE understands and agrees that the following costs are not Eligible Expenditure: - payments that support activity intended to influence or attempt to influence Parliament, government or political parties, or attempting to influence the awarding or renewal of contracts and grants, or attempting to influence legislative or regulatory action.

### **3. Learning Programmes**

3.1 THE COLLEGE shall deliver each of the Learning Programmes as set out in the Appendices and Annexes of this Funding Agreement in accordance with the terms and conditions of this EFA Conditions of Funding. The detailed requirements in respect of each Learning Programme are set out in the Conditions of Funding, as amended and updated from time to time.

3.2 The Maximum Value for a Learning Programme must not be exceeded for any reason except by way of a revision to this Funding Agreement made in accordance with part two clause 19 (Revision). THE EFA will not be liable to make any payment to THE COLLEGE where such payment would result in the total aggregate of payments made to THE COLLEGE in respect of the relevant Learning Programme exceeding the Maximum Value for that Learning Programme.

3.3 THE COLLEGE is not permitted to vire Funding between Learning Programmes except by way of a revision to this Funding Agreement made in accordance with part two clause 19 (Revision).

3.4 THE COLLEGE must use the Funding solely for the purpose of delivering the Services agreed in the Appendices and Annexes of this Funding Agreement, any tender documents submitted by THE COLLEGE, or any other requirements set out in this EFA Conditions of Funding.

3.5 THE COLLEGE must meet THE EFA's reasonable requirements for the provision of information (in full or as a sample) as may be requested by THE EFA and audit certificates, pursuant to part two clause 15 (Access and Monitoring).

### **4. Payment and Review of Performance**

4.1 In consideration of THE COLLEGE'S performance of its obligations as set out in THE EFA Conditions of Funding , THE EFA shall pay to THE COLLEGE the Funds set out in Appendix 1, or otherwise as specified in the Appendices and Annexes of this Funding Agreement.

4.2 All payments by THE EFA will be made via BACS or CHAPS, unless otherwise notified, and will be made on or before the 20<sup>th</sup> of each month or the prior Working Day.

4.3 Payment by THE EFA shall be without prejudice to any claims or rights, which THE EFA may have against THE COLLEGE and shall not

constitute any admission or acceptance by THE EFA as to the performance by THE COLLEGE of its obligations hereunder. Prior to making any such payment, THE EFA shall be entitled to make deductions or deferrals in respect of any disputes or claims whatsoever with or against THE COLLEGE, arising from this Funding Agreement or any other Funding Agreement between THE COLLEGE and THE EFA or THE SECRETARY OF STATE.

- 4.4 The overriding principle shall be that lagged funding shall apply other than in exceptional circumstances described in Funding Guidance for young people 2016 to 2017 <https://www.gov.uk/16-to-19-education-funding-guidance> or as otherwise provided for in this Funding Agreement.
- 4.5 Where THE EFA or any other Crown Body acting on behalf of THE SECRETARY OF STATE carries out a review or audit pursuant to part two clause 15 (Access and Monitoring), in accordance with the principles set out in the Joint Audit Code of Practice, of a sample of the evidence which THE COLLEGE is required to provide under this Funding Agreement to support the payments made by THE EFA and identifies errors in that evidence resulting in over-claims and over-payments which it deems are material (as defined in the Funding Guidance for young people 2016 to 2017 <https://www.gov.uk/16-to-19-education-funding-guidance>), THE EFA shall be entitled to:
- 4.5.1 recover, in accordance with clause 4.6, in full from THE COLLEGE the amount or value of all such errors;
- 4.5.2 assume that the same percentage of monies overpaid have been made in respect of all payments to THE COLLEGE since the date of the last Audit or, if no Audit has been conducted previously, since the start of this Funding Agreement, to produce an aggregate value of monies overpaid (the "Aggregate Error Amount");
- 4.5.3 recover, in accordance with clause 4.6, in full from THE COLLEGE a sum equal to the Aggregate Error Amount less the sum of any monies recovered by THE EFA pursuant to part two clause 4.5.1.
- 4.6 Any amounts including but not limited to those described at clause 4.5, recovered from THE COLLEGE will be recovered either by making deductions from future payments due to THE COLLEGE under this Funding Agreement or any other Funding Agreement between the Parties, or otherwise through the issue of an invoice. In all such reviews the decision of THE EFA is final.
- 4.7 Where THE EFA determines, as a result of an audit conducted pursuant to part two clause 15 (Access and Monitoring), that there has been an



underpayment to THE COLLEGE, THE EFA shall be under no obligation to provide additional Funds to THE COLLEGE accordingly.

- 4.8 THE EFA shall perform an audit at the end of the academic year and shall notify THE COLLEGE of the actual number of Students delivered to and the actual amount of money received in respect of the Learning Programmes delivered and compare this to the total Funding paid under this Funding Agreement and to the overall maximum value specified in Appendix 1. Where THE EFA determines, as a result of such audit, that there has been an over-payment to THE COLLEGE, THE EFA may recover in full from THE COLLEGE the amount or value of all such errors and such sum shall be repayable by THE COLLEGE to THE EFA within 30 days of receiving an invoice for the same.

## **5. Quality Assurance**

- 5.1 THE COLLEGE represents, warrants and undertakes to THE EFA that it has the necessary resources, skills and experience to carry out THE COLLEGE's obligations pursuant to THE EFA Conditions of Funding.
- 5.2 THE COLLEGE shall comply and shall ensure that THE COLLEGE Related Parties comply with THE EFA Conditions of Funding, all applicable Laws and the most recent policies which may from time to time be issued by the Department, EFA, OFSTED and awarding bodies of which THE COLLEGE is made aware, including but not limited to, being published on the relevant bodies website.
- 5.3 THE COLLEGE shall ensure that all activities carried out pursuant to this Funding Agreement shall be documented in accordance with the requirements of THE EFA as notified to THE COLLEGE in writing from time to time and shall provide such documentation to THE EFA, as THE EFA shall request from time to time within any reasonable time period specified by THE EFA.
- 5.4 THE COLLEGE shall have in place its own quality assurance arrangements that demonstrate that it can comply with THE EFA Conditions of Funding and evidence these arrangements if required to do so in a form and subject to any other conditions, as from time to time THE EFA or the Department may specify.

### Financial health and/or control

- 5.5 The financial health of THE COLLEGE is assessed by the SFA in line with the approach set out in the Financial Planning Handbook. The SFA will also consider THE COLLEGE's financial control arrangements in accordance with the published approach. These considerations will be informed by the outcomes of audits undertaken by or reported to THE EFA and SFA, and will have regard to compliance with THE COLLEGE's Instrument and Articles of Government, the Joint Audit Code of Practice,

or other funding or regulatory requirements. Inadequate financial control will include, but is not limited to, a qualified audit opinion from a college's external auditors or funding auditors. Should THE EFA, in its sole discretion, consider that the outcome of the financial health assessment and/or THE COLLEGE's financial control arrangements is inadequate, THE EFA may, in its absolute discretion take one or more of the following actions:

5.5.1 require THE COLLEGE to, and THE COLLEGE shall, accept and comply with additional Funding Agreement obligations, including but not limited to a Financial Notice to Improve, relating to the improvement of THE COLLEGE's financial health and/or financial controls; and/or

5.5.2 require THE COLLEGE to suspend the recruitment of Students to, and/or to cap any growth in Student numbers; and/or

5.5.3 take whatever steps or actions need to be taken to put into effect the policy as set out in 'Rigour and Responsiveness in Skills'. THE COLLEGE will comply with the requirements/requests of the Further Education Commissioner.; and/or

5.5.4 give consideration to what changes, if any, are required in its application of lagged learner funding when finalising the amount of funding in any subsequent Funding Agreement(s) between the Parties; and/or

5.5.5 terminate, in accordance with part two clause 17.2.

5.6 The failure of THE COLLEGE, as assessed by THE EFA, to comply with the requirements of 5.5.1 to 5.5.3 within such time as The EFA shall deem reasonable may lead to THE EFA taking such actions as it deems appropriate which may include, but is not limited to, terminating in accordance with clause 17.2 (Termination).

#### Minimum standards

5.7 THE EFA may, at any time during the Term, undertake an assessment of the quality and delivery of the Services which may include analysis of performance against the national minimum standards, as published by the Department <https://www.gov.uk/government/publications/interim-ks5-minimum-standards> Where THE EFA assesses that the Services, in whole or in part, fall below the required standards THE EFA may, in its absolute discretion take one or more of the following actions:

5.7.1 require THE COLLEGE to, and THE COLLEGE shall, accept and comply with additional Funding Agreement obligations relating to the improvement of the Services; and/or

5.7.2 require THE COLLEGE to suspend the recruitment of Students to, and/or to cap any growth in, those Learning Programmes which are identified as below the required standards; and/or

5.7.3 give consideration to the Services which are below the required standards in its application of lagged learner funding when finalising the amount of funding in any subsequent Funding Agreements between the Parties; and/or

5.7.4 reduce, suspend or recover payment to THE COLLEGE in respect of that part of the Services to which the failure to meet the required standards relate; and/or

5.7.5 take whatever steps or actions need to be taken to put into effect the policy as set out in 'Rigour and Responsiveness in Skills THE COLLEGE will comply with the requirements/requests of the Further Education Commissioner.'; and/or

5.7.6 terminate this Funding Agreement in accordance with Part Two clause 17.2 (Termination) in full, or that part of the Services failing to meet the required standards. and/or

5.8 The failure of THE COLLEGE, as assessed by THE EFA, to comply with any requirements of 5.7.1-5.7.5 within such time as THE EFA may deem reasonable may lead to THE EFA taking such actions as it deems appropriate which may include, but is not limited to, terminating in accordance with clause 17.2 (Termination).

#### Ofsted Inspection

5.9 Ofsted may, at any time during the Term, undertake an inspection of THE COLLEGE. THE EFA will consider the outcome of any such inspection as follows:

#### Inadequate in part

5.9.1 where Ofsted has assessed the Services to be inadequate in any sector specific areas, THE EFA may, in its absolute discretion take one or more of the following actions:

5.9.1.1 require THE COLLEGE to, and THE COLLEGE shall, accept and comply with additional Funding Agreement obligations relating to the improvement of the Services assessed as inadequate; and/or

5.9.1.2 require THE COLLEGE to suspend the recruitment of Students to, and/or to cap any growth in, those Services which are assessed as inadequate; and/or

5.9.1.3 give consideration to the Services which are assessed as inadequate in its application of lagged learner funding when finalising the amount of funding in any subsequent Funding Agreements between the Parties; and/or

5.9.1.4 reduce, suspend or recover payment to THE COLLEGE in respect of that part of the Services assessed as inadequate.

Inadequate overall

5.9.2 where Ofsted has assessed the Services to be inadequate overall, THE EFA may, in its absolute discretion take one or more of the following actions:

5.9.2.1 require THE COLLEGE to, and THE COLLEGE shall, accept and comply with additional Funding Agreement obligations relating to the improvement of the overall Services; and/or

5.9.2.2 require THE COLLEGE to suspend the recruitment of Students to, and/or to cap any growth in, those Learning Programmes which are assessed as inadequate; and/or

5.9.2.3 give consideration to the assessment of inadequate in its application of lagged learner funding when finalising the amount of funding in any subsequent Funding Agreements between the Parties; and/or

5.9.2.4 reduce, suspend or recover payment to THE COLLEGE; and/or

5.9.2.5 take whatever steps or actions need to be taken to put into effect the policy as set out in 'Rigour and Responsiveness in Skills'; and/or

5.9.2.6 terminate, in accordance with part two clause 17.2.

5.9.3 The failure of THE COLLEGE, as assessed by THE EFA, to comply with any requirements of 5.9.1-5.9.3 within such time as THE EFA may deem reasonable may lead to THE EFA taking such actions as it deems appropriate which may include, but is not limited to, terminating in accordance with clause 17.2 (Termination).

5.10 THE EFA will take action based on Ofsted's provisional and confirmed outcomes as in clause 5.9 above. Where EFA is made aware that THE COLLEGE has made a complaint about the graded outcome of the overall assessment by Ofsted, THE EFA will continue to progress action under clause

- 5.11 but will be mindful of the implications arising from the outcome of a complaint. THE EFA will review any decisions made at such time as outcomes of any complaint are made known.

## **6. Retention of Documents**

- 6.1 THE COLLEGE and COLLEGE Related Parties shall maintain original invoices, (scanned copies are acceptable) management information returns and all other documents necessary to verify the Services provided by itself or by COLLEGE Related Parties in relation to this Funding Agreement for six years from the end of the financial year in which the last payment by is made under this Funding Agreement.

## **7 Public Reputations of the Parties**

- 7.1 Both Parties recognise their respective public reputations and legal responsibilities. Each Party shall use all reasonable endeavours not to harm or compromise these.

## **8 Freedom of Information and Confidentiality**

- 8.1 The Parties acknowledge that both are subject to the FOIA and shall comply with their respective obligations under the FOIA, which arise in connection with this Funding Agreement.
- 8.2 The provisions of part two clause 8 shall not apply to any information which is or becomes public knowledge (other than by breach of this part two clause 8). This includes information published under part two clauses 8 and 10 (Consent to Publication) which;
- (a) was in the possession of the receiving party, without restriction as to its disclosure, before the date of receipt from the disclosing party;
  - (b) must be disclosed pursuant to a statutory, legal or parliamentary obligation placed upon the party making the disclosure, including any requirements for disclosure under the Freedom of Information Act or the Environmental Information Regulations.
- 8.3 Nothing in this part two clause 8 shall be deemed or construed to prevent THE EFA from disclosing any Confidential Information obtained from THE COLLEGE:
- (a) to any other Crown Body, including but not limited to, non-departmental public bodies or quasi Government authorities or agencies; and/or,

- (b) to any consultant, COLLEGE, SFC or other person engaged by THE EFA directly in connection with this Funding Agreement, provided that such information is treated as confidential by the receiving consultant, COLLEGE, SFC or any other person.
- 8.4 In order to ensure that no unauthorised person gains access to any Confidential Information or data obtained and/or processed in the course of the delivery of the Services, THE COLLEGE undertakes to maintain adequate security arrangements that meet the requirements of professional standards and best practice in addition to those set out in part two clauses 11 and 12.
- 8.5 THE COLLEGE will notify THE EFA as soon as reasonably practicable (and in any event within 24 hours) of its discovery, of any breach of security in relation to Confidential Information and/or Personal Data obtained and/or processed in the course of the delivery of the Services. THE COLLEGE shall use all reasonable endeavours to mitigate the possible adverse impacts of any such breach of security including any intrusion into individuals' privacy. THE COLLEGE will keep a record of such breaches a copy of which shall be provided to THE EFA upon request. THE COLLEGE will use its best endeavours to recover such Confidential Information and/or Personal Data however it may be recorded. THE COLLEGE will co-operate with THE EFA in any investigation that THE EFA considers necessary to undertake as a result of any breach of security in relation to Confidential Information and/or Personal Data.
- 8.6 THE COLLEGE shall, at its own expense, alter any security systems and/or processes at any time during the Term at THE EFA's reasonable request if THE EFA reasonably believes THE COLLEGE has failed to comply with this part two clause 8.
- 8.7 The provisions of this part two clause 8 will apply for the duration of this Funding Agreement and after its termination.
- 8.8 THE EFA and THE COLLEGE acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the FOIA, the content of this Funding Agreement is not Confidential Information.

## **9. Feedback and Complaints**

- 9.1 THE COLLEGE shall have primary responsibility for receiving feedback in respect of the Services and shall investigate any complaint in respect of the Services promptly and thoroughly. THE COLLEGE shall have procedures in place, which are acceptable to THE EFA, to gather and act upon feedback and complaints from Students and/or their representatives the wider community and, where relevant, employers.

- 9.2 The Department may issue guidance to THE COLLEGE on dealing with feedback and handling complaints, and will set out the minimum standards expected of THE COLLEGE. Failure to comply with such guidance shall be deemed to be a Minor Breach.
- 9.3 THE COLLEGE shall be responsible for resolving complaints in accordance with its own procedures and any guidance issued by the Department pursuant to part two clause 9.2.

## **10. Consent to Publication**

- 10.1 The Government has set out the need for greater transparency of public data and its commitment to hold public bodies to account over the use of public funds
- 10.2 In compliance with the Cabinet Office's transparency agenda THE EFA is required to publish information about any payments made to THE COLLEGE under this Funding Agreement. Published information shall specifically exclude publication of bank account number and sort code.
- 10.3 THE COLLEGE hereby gives its consent for the Department to publish this Funding Agreement in its entirety, including from time to time agreed changes to the allocation, any payments and Funding Agreement, to the general public. The Department may consult with THE COLLEGE to inform its decision regarding any redactions to this Funding Agreement but the Department shall have the final decision in its absolute discretion.
- 10.4 THE COLLEGE shall assist and cooperate with the Department to enable the Department to publish the allocation and any Funding paid or payable to THE COLLEGE under this Funding Agreement.
- 10.5 The Department reserves the right to share information about THE COLLEGE's performance with any other Crown Body.
- 10.6 THE EFA may disclose the Confidential Information of THE COLLEGE:
- (a) on a confidential basis to any Central Government Body for any proper purpose of THE EFA or of the relevant Central Government Body;
  - (b) to Parliament and Parliamentary Committees or if required by any Parliamentary reporting requirement;
  - (c) to the extent that THE EFA (acting reasonably) deems disclosure necessary or appropriate in the course of carrying out its public functions;
  - (d) on a confidential basis to a professional adviser, consultant, supplier or other person engaged by any of the entities

described in Clause 10.6(a) (including any benchmarking organisation) for any purpose relating to or connected with this Funding Agreement;

- (e) on a confidential basis for the purpose of the exercise any of its rights under this Agreement or
- (f) on a confidential basis to a proposed Successor Body in connection with any assignment, novation or disposal of any of its rights, obligations or liabilities under this Funding Agreement, and for the purposes of the foregoing, references to disclosure on a confidential basis shall mean disclosure subject to a confidentiality agreement or arrangement containing terms no less stringent than those placed on THE EFA under this Clause 10.

## **11. Supply of Data**

- 11.1 THE COLLEGE must supply to the Skills Funding Agency, data on each individual Student, in accordance with the data collections framework set out in the '[Individualised Learner Record \(ILR\) Specification 2016 to 17](#)' as amended and updated.
- 11.2 THE COLLEGE shall transmit data for each part of the Activities, described in the Appendices, electronically in a batch file specified in the '[Individualised Learner Record \(ILR\) Specification 2016 to 17](#)'
- 11.3 Data collected must be transmitted to the Skills Funding Agency's Hub, <https://hub.imservices.org.uk/Pages/default.aspx>. The Hub is restricted and THE COLLEGE confirms it has agreed to comply with the conditions of use regarding the supply of data to the Skills Funding Agency.
- 11.4 THE COLLEGE must ensure that data is received by the Skills Funding Agency in accordance with the data collection schedule. THE COLLEGE should refer to the Skills Funding Agency page on the ILR at <https://www.gov.uk/government/collections/individualised-learner-record-ilr> for additional data guidance and information.
- 11.5 THE EFA reserves the right to require THE COLLEGE, at its own cost, to carry out such work as THE EFA deems necessary to make a material improvement to the quality of data.
- 11.6 THE EFA reserves the right to suspend payments to THE COLLEGE under the Agreement where data quality gives rise to a material impact (in the view of THE EFA) upon the accuracy of the data provided by THE COLLEGE.
- 11.7 THE COLLEGE shall register with UKRLP and maintain contact details on an on-going basis. ([www.ukrlp.co.uk](http://www.ukrlp.co.uk))
- 11.8 At times THE EFA will need to share information with THE COLLEGE.



THE EFA will do this securely via the Information Management Portal. By accessing and using this system THE COLLEGE agrees to the terms and conditions detailed at the site governing how it accesses and use the portal. THE COLLEGE will need to ensure that it has the right hardware, operating system and browser.

## **12. Protection of Personal Data**

- 12.1 THE COLLEGE shall be registered under the DPA and both Parties will duly observe all of their applicable obligations under the DPA, which arise in connection with THE EFA Conditions of Funding.
- 12.2 The Parties shall at all times comply with their applicable obligations under the DPA and all subordinate and related legislation as enacted from time to time. Both Parties acknowledge that they are Data Controllers in common of the Personal Data collected and held by THE COLLEGE in performing the Services.
- 12.3 Notwithstanding the general obligation in part two clause 12.1, THE COLLEGE shall:
- 12.3.1 implement appropriate technical and organisational measures to protect the Personal Data against unauthorised or unlawful processing and against accidental loss, destruction, damage, alteration or disclosure. These measures shall be appropriate to the harm which might result from any unauthorised or unlawful Processing, accidental loss, destruction or damage to the Personal Data and having regard to the nature of the Personal Data which is to be protected;
  - 12.3.2 take reasonable steps to ensure the reliability of any Staff who have access to the Personal Data;
  - 12.3.3 ensure that all Staff required to access the Personal Data are informed of the confidential nature of the Personal Data and comply with the applicable obligations set out in this EFA Conditions of Funding;
  - 12.3.4 ensure that none of the Staff publish, disclose or divulge any of the Personal Data to any third party unless authorised;
  - 12.3.5 provide THE EFA with full cooperation and assistance in relation to any complaint or request that THE EFA receives about Personal Data, including by;
    - (a) providing THE EFA with any Personal Data it holds in relation to a Data Subject (within the timescales required by THE EFA) to assist THE EFA to respond to a data access request that THE EFA has received; and

- (b) providing THE EFA with any information requested by THE EFA;
- 12.3.6 permit THE EFA or THE EFA's representative (subject to reasonable and appropriate confidentiality undertakings), to inspect and audit THE COLLEGE's Data Processing activities (and/or those of its agents, subsidiaries and sub-contractors) and comply with all reasonable requests or directions by THE EFA to enable THE EFA to verify and/or procure that THE COLLEGE is in full compliance with its obligations under this EFA Conditions of Funding;
- 12.3.7 provide, if requested in writing by THE EFA, a written description of the technical and organisational methods employed by THE COLLEGE for processing Personal Data (within the timescales required by THE EFA);
- 12.3.8 provide Students with clear and comprehensive information about the purposes for which their Personal Data is processed by THE COLLEGE and disclosed to THE EFA for further processing, including, where required, obtaining the consent of Students to processing under the DPA;
- 12.3.9 provide THE EFA with a copy of the Personal Data including the Unique Learner Number in a format and specification approved by THE EFA in accordance with the requirements specified at clause 11.5;
- 12.3.10 take reasonable steps to ensure the accuracy of the Personal Data provided to THE EFA and THE COLLEGE shall immediately notify THE EFA should it become aware of any errors or omissions in the Personal Data provided to THE EFA;
- 12.3.11 not process Personal Data outside the European Economic Area without the prior written consent of THE EFA and, where THE EFA consents to a transfer, to comply with:
  - (a) the obligations of a Data Controller under the Eighth Data Protection Principle set out in Schedule 1 of the Data Protection Act 1998 by providing an adequate level of protection to any Personal Data that is transferred; and
  - (b) any reasonable instructions notified to it by THE EFA.
- 12.4 THE COLLEGE shall indemnify and keep indemnified THE EFA in full from and against all claims, proceedings, actions, damages, losses, penalties, fines, levies, costs and expenses arising out of, in respect of or in connection with, any breach by THE COLLEGE or College Related Parties, of this part two clause 12 which causes (either partly or fully) a breach by THE EFA of its obligations under the DPA.

12.5 THE COLLEGE shall comply at all times with the DPA and shall not perform its obligations under this Funding Agreement in such a way as to cause THE EFA to breach any of its applicable obligations under the DPA.

### **13. Student Health and Safety and Safeguarding**

13.1 THE COLLEGE shall comply with all relevant health and safety legislation and Health and Safety Executive working regulations and good practice and shall ensure that learning takes place in safe, healthy and supportive environments, which meet the needs of Students. Failure to do so may constitute a Serious Breach of this Funding Agreement.

13.2 THE COLLEGE shall make arrangements for ensuring that the Services are provided with a view to safeguarding and promoting the welfare of children receiving education or training at their institution. In doing so, the COLLEGE shall have regard to any guidance published, from time to time, by the Secretary of State for Education which sets out the expectations in relation to safeguarding practice within further education institutions. Failure to do so may constitute a Serious Breach of this Funding Agreement

13.3 In providing the Services the COLLEGE must ensure it actively promotes the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs and promote principles that support equality of opportunity for all.

13.4 In providing the Services the COLLEGE must comply with the general duty on specified authorities in section 26 of the Counter-Terrorism and Security Act 2015 (the Prevent duty). Failure to do so may constitute a Serious Breach of this Funding Agreement.

13.5 THE COLLEGE and/or THE COLLEGE Related Parties must be able to demonstrate that they have robust record-keeping procedures in respect of health, safety and safeguarding through checks on record keeping undertaken. Failure to do so will constitute a Serious Breach.

### **14. Sub Contracting**

14.1 Where THE COLLEGE fails to apply the necessary management, monitoring and control over sub-contracted delivery, or fails to seek the necessary approval in advance in respect of whole programmes of study delivered at distance, as set out in the sub-contracting control regulations <https://www.gov.uk/government/publications/funding-guidance-for-young-people-sub-contracting-controls>

THE EFA may move the student numbers and associated funding away from the directly funded institution and/or also require the institution to

discontinue the sub-contracting arrangement either with immediate effect or from the end of the current funding year

- 14.2 Where THE COLLEGE has sub-contracted any duties or obligations arising out of this Funding Agreement, THE COLLEGE shall send copies of the sub-contract to THE EFA if requested in writing to do so. Where THE COLLEGE enters into a sub-contract for the purpose of performing this Funding Agreement, THE COLLEGE shall cause a term to be included in such sub-contract which requires payment to be made to the supplier or sub-contractor within a specified period not exceeding 30 days from receipt of a valid invoice as defined by the sub-contract requirements.
- 14.3 THE EFA may at any time assign, transfer, charge, subcontract or deal in any other manner with all or any of its rights under the Funding Agreement and may subcontract or delegate in any manner any or all of its obligations under the Funding Agreement to any third party or agent.

## **15. Access and Monitoring**

- 15.1 THE EFA shall give THE COLLEGE or College Related Parties reasonable advance notice in writing of proposed visits to THE COLLEGE or College Related Parties, to observe the delivery of the Services, by any person, representing THE EFA or acting on behalf of the Secretary of State, who has taken or will take no direct part in the conduct or content of the Services.
- 15.2 For audit, monitoring and evaluation purposes, THE EFA, any person acting on behalf of the Secretary of State, the Department for Business Innovation and Skills, the Skills Funding Agency, Department for Work and Pensions, National Audit Office, Representatives of the European Commission and the European Court of Auditors (where applicable), the Audit Commission, its appointed representatives and/or the Inspectorates shall have the right to visit all or any site from which the Services are provided and view operations relating to the Services and to inspect relevant documents and interview Students and THE COLLEGE's staff during these visits.
- 15.3 THE COLLEGE shall ensure that its College Related Parties, shall, on reasonable advance notice in writing permit access at any reasonable time to any of the representatives listed at part two clause 15.2 in order to:
- 15.3.1 examine, audit or take copies of any original or copy documentation, accounts, books and records of THE COLLEGE and its College Related Parties that relate to this Funding Agreement;
  - 15.3.2 visit, view or assess the design, management and delivery relating to the Funding Agreement at any sites where those

operations are carried out (including those of College Related Parties) and conduct relevant interviews, including interviews with Students, during these visits at any reasonable time; and/or

15.3.3 carry out examinations into the economy, efficiency and effectiveness with which THE COLLEGE has used the Secretary of State's resources in the performance of this Funding Agreement.

15.4 Where reasonably required, THE COLLEGE and its College Related Parties shall provide copies of any relevant documents required by any of the representatives listed at part two clause 15.2.

15.5 THE COLLEGE shall, if required by any of the representatives stated at part two clause 15.2 provide appropriate oral or written explanations.

15.6 THE EFA reserves the right, at any reasonable time, and as it may deem necessary to require THE COLLEGE at its own cost to:

15.6.1 provide evidence of financial resources and the level of turnover sufficient to enable it to continue to perform in accordance with THE EFA Conditions of Funding;

15.6.2 obtain a report by an independent accountant of THE EFA's choice on the financial systems and controls operated by THE COLLEGE in respect of payments claimed or received under this Funding Agreement;

15.6.3 provide a copy of THE COLLEGE's latest audited Accounts;

15.6.4 submit any claim for payment, or management information provided to support a claim for payment, to be audited by an independent auditor chosen by THE EFA;

15.6.5 provide any additional evidence to support payments made under this Funding Agreement, as THE EFA shall reasonably require.

## **16. Breach**

16.1 For the purpose of this Clause, the following definitions shall have the meanings set out below:

16.1.1 "Minor Breach" shall mean a delay or non-performance by either Party, including any College Related Parties, of its obligations, in part or in full, under this Funding Agreement which does not materially, adversely or substantially affect the performance or delivery of the Services, in part or in full, or the provision of a safe, healthy and supportive learning environment; and

16.1.2 "Serious Breach" shall mean any breach which adversely, materially and substantially affects the performance or delivery of the Services, in part or in full, or the provision of a safe, healthy and supportive learning environment. Serious breach includes but is not limited to:

16.1.2.1 a breach of security that adversely affects the personal data or privacy of an individual;

16.1.2.2 failure to comply with Law, or acts or omissions by THE COLLEGE that endanger the health or safety of students;

16.2 For the avoidance of doubt:

16.2.1 neither Party shall be liable for any Minor Breach or Serious Breach under this Clause, which occurs as a direct result of any act or omission by the other Party, its staff or agents; and

16.2.2 in the event of a breach the Party not in breach may enforce the clauses in this Funding Agreement relating to breach even if it has not done so in the event of earlier breaches.

### ***Minor Breach***

16.3 Without prejudice to any other remedy, in the event of a Minor Breach, the Party not in breach shall be entitled to serve written notice on the Party in breach, giving full details of the breach and requiring the other Party to remedy the breach within a specified period.

16.4 If the Party in breach fails to remedy the Minor Breach within the time specified in notice served under part two clause 16.3, or such other period as may subsequently be agreed in writing between the Parties, it shall constitute a Serious Breach by the Party in breach.

### ***Serious Breach***

16.5 Without prejudice to any other remedy, in the event of a Serious Breach, which in the view of THE EFA is capable of remedy, the Parties shall adopt the following procedure:

16.5.1 The Party not in breach shall be entitled to serve written notice on the other Party giving full details of the breach and requiring the Party in breach to remedy the breach within a specified time period.

16.5.2 In the event that a Serious Breach of this Funding Agreement by THE COLLEGE is in the view of THE EFA not, or cannot be, remedied within the period specified in the notice served under part two clause 16.5.1, or such other period as may subsequently be agreed in writing between the Parties, THE EFA may:

- (a) require THE COLLEGE to suspend recruitment of Students, and cap growth of learning programmes in future years, to the Services to which the Serious Breach relates;
- (b) give consideration to the Serious Breach in its application of lagged learner funding when finalising the amount of funding in any subsequent Funding Agreement(s) between the Parties;
- (c) reduce, suspend or recover payment to THE COLLEGE in respect of that part of the Services to which the Serious Breach relates;
- (d) terminate, in accordance with part two clause 17 (Termination), in full or in respect of that part of the Services to which the Serious Breach relates.

16.6 In the event that any Serious Breach cannot be remedied at all or within the period specified in the notice served in accordance with part two clause 16.5.1 or such other period as may be agreed in writing between the Parties, the Party not in breach may at its sole discretion terminate this Funding Agreement or that part of the Services to which the breach relates with immediate effect on notice in writing to the other Party.

## **17. Termination**

17.1 Without prejudice to any other remedy, on the occurrence of a Serious Breach that is not capable of being remedied THE EFA shall be entitled to terminate this Funding Agreement, in respect of that part of the Services to which the Serious Breach relates, by notice to THE COLLEGE with immediate effect.

17.2 THE EFA shall be entitled to terminate this Funding Agreement on written notice in the circumstances as detailed in Part Two clauses 5.5-5.7 above (quality Assurance). The period of notice shall be that which, in all the circumstances, THE EFA deems reasonable.

17.3 THE EFA shall be entitled to terminate this Funding Agreement on written notice in case of the insolvency, liquidation or dissolution of THE COLLEGE.

17.4 In addition to the rights of termination under any other clauses of this Funding Agreement, either party shall be entitled to terminate this Funding Agreement in respect of all or part of the Services delivered under this Funding Agreement by giving to the other not less than six months' notice, in writing, to that effect without the need to give a reason for termination. Where this right is exercised by THE COLLEGE it shall be implemented at no cost to THE EFA.

- 17.5 Termination under part two clause 17 shall not prejudice or affect any right of action or remedy, which shall have accrued or shall thereupon accrue to the Parties under this Funding Agreement.
- 17.6 The Parties agree that on termination or expiry of this Funding Agreement for any reason, the continuity of the Services is of paramount importance. THE COLLEGE shall do its utmost to minimise disruption caused to Students and to assist the implementation of any contingency plan proposed by THE EFA either prior to or after the termination or expiry of this Funding Agreement, to deal with the effects of such termination or expiry in so far as it is practicable to do so.
- 17.7 THE COLLEGE shall, within 2 Working Days of termination of this Funding Agreement cease using any marks of THE EFA and deliver up to THE EFA all correspondence, documents, student data relevant to continuation of the Services, specification papers and other property belonging to THE EFA, which may be in its possession or under its control.
- 17.8 On termination of this Funding Agreement (however arising) the accrued rights and liabilities of the Parties at termination shall survive and continue in full force.

## **18. Dispute Resolution**

- 18.1 Any dispute, difference or question arising between the Parties either during the term of this Funding Agreement or afterwards shall be referred to the relevant EFA Territorial team who will nominate a member of staff to lead discussion and review with a nominated representative of THE COLLEGE in order to try to resolve the same.
- 18.2 In the event that the nominated representatives are unable to resolve the dispute, difference or question, either of the Parties may (subject to part two clause 18.4 below), by written notice to the other party, refer the matter to a Dispute Resolution Panel (“the Panel”) to attempt to reach a mutually acceptable resolution. The Panel shall be made up of one of THE EFA’s Territorial Directors and a senior representative (it is envisaged that this would be the Principal, acting Principal or member of the Senior Management Team) from THE COLLEGE. The date of reference to the Panel will be agreed by the Panel themselves. The Panel shall meet within 14 days of the date of reference to them and the Panel shall use best endeavours to identify a mutually acceptable resolution.
- 18.3 In the event of the Dispute Resolution Panel failing to identify a mutually acceptable resolution within 28 days of the date of reference, then any dispute, difference or question arising out of or in connection with this Funding Agreement including any question regarding its existence, validity or termination, save for any matter or thing as to which the decision of THE EFA is under this Funding Agreement deemed to be



final and conclusive, shall be referred to and settled as far as possible by mediation in accordance with the Centre for Effective Dispute Resolution (CEDR) Model Mediation Procedure.

- 18.4 If the Parties agree in writing, the dispute, difference or question that the nominated representatives were unable to resolve may be referred to directly to mediation, in accordance with part two clause 18.3 above, without reference to the Panel.
- 18.5 No party may commence any court proceedings/arbitration in relation to any dispute arising out of this Funding Agreement until they have attempted to settle it by mediation, but any such mediation may be terminated by either party at any time of such party wishing to commence court proceedings/arbitration.
- 18.6 If Mediation does not reach a conclusion satisfactory to the Parties the dispute, difference or question shall be referred to and finally resolved by arbitration and the provisions of the Arbitration Act 1996 (or any statutory modification or re-enactment thereof) shall apply to such arbitration.
- 18.7 The arbitration will be conducted by a sole arbitrator, jointly agreed by THE COLLEGE and THE EFA. In the event of the Parties being unable to agree the identity of the arbitrator within 14 days of the service of the Notice of Arbitration, either THE COLLEGE or THE EFA may request the Chairman of the Chartered Institute of Arbitrators to make the appointment.
- 18.8 The place of arbitration shall be London, England.

## **19. Revisions**

- 19.1 THE EFA may from time to time revise, revoke or add to this Funding Agreement in whole or in part. THE COLLEGE may propose changes to this Funding Agreement but THE EFA shall not be obliged to accept any such changes.
- 19.2 Revisions made by THE EFA to this Funding Agreement pursuant to part two clause 19.1 above, shall be confirmed in writing. The COLLEGE shall confirm its acceptance by adding their electronic signature and returning from the signatories' business email to the EFA email box stated on the variation.
- 19.3 THE COLLEGE may itself make proposals to THE EFA for such changes. These should be addressed in writing to:

EFA CONTRACTS TEAM  
53-55 BUTTS ROAD  
EARLSDON PARK  
EARLSDON  
COVENTRY CV1 3BH

- 19.4 In response to proposals received THE EFA shall either:
- 19.4.1 amend the Funding Agreement by way of a variation in accordance with part two clauses 19.1 and 19.2. The revision will apply to all College's;
  - 19.4.2 consult on the proposal with consideration to amending Funding Agreements for all College's in 2016 to 2017 and/or subsequent years; or
  - 19.4.3 confirm that no amendment will be made to the conditions set out in this EFA Conditions of Funding.
- 19.5 Revisions made by THE EFA to the Appendices and Annexes that form part of this Funding Agreement shall be confirmed in writing. THE COLLEGE shall confirm its acceptance by signing and returning a hardcopy to the address at part two clause 19.3. Failure to do so may result in non-payment of any increase in funding described in the revision.
- 19.6 THE COLLEGE may itself make proposals to THE EFA for changes to the services set out in the Appendices and Annexes that form part of this Funding Agreement. These should be addressed in writing to the relevant Young People's Territorial Delivery team.

## **20. The Contract (Rights of Third Parties) Act 1999**

- 20.1 A person who is not a Party to the Funding Agreement shall have no right to enforce any of its provisions which, expressly or by implication, confer a benefit on that person, without the prior written agreement of both Parties. This clause does not affect any right or remedy of any person which exists or is available apart from the Contract (Rights of Third Parties) Act 1999 and does not apply to the Crown.

## **21. Entire Agreement**

- 21.1 The Funding Agreement constitutes the entire Funding Agreement between the parties in respect of the matters dealt with therein. This Funding Agreement supersedes all prior negotiations between the Parties and representations and undertakings made by one Party to another, whether or not written or oral, except that this clause shall not exclude liability in respect of fraud or fraudulent misrepresentation.

## **22. Governing Law and Jurisdiction**

- 22.1 This Funding Agreement shall be governed by and interpreted in accordance with English law and the Parties agree to submit to the exclusive jurisdiction of the English courts.
- 22.2 By signing and returning the form ELECSIG2016 to THE EFA, the person signing on behalf of THE COLLEGE represents and warrants that THE COLLEGE has read and understood this Funding Agreement, THE COLLEGE agrees to be bound by this Funding Agreement and that he/she is duly authorised to sign this Funding Agreement and legally bind THE COLLEGE.
- 22.3 To accept this Agreement please complete the form ELECSIG2016 and return it electronically to the email address stated on that form.

Please note that the form ELECSIG2016 **must be:**

- (i) **signed by a member of staff that is authorised to legally bind THE COLLEGE;**

**Receipt of the ELECSIG2016 form shall bind THE COLLEGE as set out in sub-clauses 22.1 and 22.2.**

## **Appendices and Annexes (included as appropriate)**

Appendix 1 – Payment Schedule

Appendix 2 – Definitions and interpretation

Appendix 3 – Raising the Participation Age (RPA)

Study Programmes, incorporating Traineeships

14-16 full-time provision

Annex 1 – 16 to18 Residential Bursaries

Annex 2 – PE and Sports Grant

Annex 3 – Army Cadets

Annex 4 – Specialist Provision and High Need Students

Annex 5 – Closing Schools

Annex 6 – 16 to19 Bursary Fund

Annex 7 – Residential Support Scheme

Annex 8 – 19+ Continuing Learners

## **Appendix 1**

### **Payment Schedule – separate attachment**

## Appendix 2

### Definitions and Interpretation

1.1 For the purposes of this Funding Agreement:

"**Accounts Direction**" means

- <https://www.gov.uk/government/publications/sfa-financial-management-how-to-prepare-colleges-annual-financial-statements>

"**College Related Parties**" means any employee, officer, consultant, agent or any other person whatsoever acting for or on behalf of THE COLLEGE or otherwise under THE COLLEGE's control and direction (including but not limited to sub-contractors);

"**Confidential Information**" any information which has been designated as confidential by either Party in writing or that ought reasonably to be considered as confidential (however it is conveyed or on whatever media it is stored) and any other information clearly designated as being confidential (whether or not it is marked as "confidential") or which ought reasonably to be considered to be confidential;

"**Conditions of Funding**" has the meaning given in recital part 1 clause 2.

"**Crown**" means the government of the United Kingdom (including Northern Ireland Assembly and the Executive Committee, the Scottish Government and the Welsh Assembly Government);

"**Crown Body**" means any department, office or agency of the Crown, including any and all Local Authority bodies;

"**Department**" means the Department for Education which incorporates its Executive Agency, THE EFA;

"**DPA**" means the Data Protection Act 1998 and any subordinate legislation made under such Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Crown Body in relation to such legislation;

"**EFA**" means the Education Funding Agency, an Executive Agency of the Department for Education;

"**Eligible Expenditure**" means expenditure solely for the purpose of delivering the Services agreed and set out in the Appendices and Annexes of this Funding Agreement;

"**Exempt Information**" means any information or class of information (including but not limited to any document, report, Funding Agreement or other material containing information) relating to this Funding Agreement or otherwise relating to THE COLLEGE, which potentially falls within an exemption to FOIA (as set out therein);

**"Financial Planning Handbook"** means <http://www.aoc.co.uk/funding-and-corporate-services/funding-and-finance/accounting>

**"FOIA"** means the Freedom of Information Act 2000 and all regulations made there under from time to time or any superseding or amending enactment and regulations, and words and expressions defined in the FOIA shall have the same meaning in this Funding Agreement;

**"Funds"** means the monies paid by THE EFA to THE COLLEGE pursuant to this Funding Agreement and **"Funding"** shall have the same meaning;

**"Funding Agreement"** means this document as amended from time to time in accordance with part two 19 (Revisions) including the Conditions of Funding, all schedules and appendices, and any other documents expressly incorporated by reference in this document; "Funding Guidance for Young People" means titled Funding guidance for young people 2016 to 2017 <https://www.gov.uk/16-to-19-education-funding-guidance> as amended from time to time by THE EFA;

**"Law"** means any Act of Parliament, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, exercise of royal prerogative, enforceable community right within the meaning of Section 2 of the European Communities Act 1972, regulatory policy, guidance or industry code, judgment of a relevant court of law, or directives or requirements of any Regulatory Body of which THE COLLEGE is bound to comply;

**"Learner"** means any persons to whom THE COLLEGE is required to deliver any of the Services;

**"Maximum Value"** means the maximum value of the relevant Learning Programme and which is set out, in respect of each Learning Programme to be delivered by THE COLLEGE under this Funding Agreement, in Appendix 1;

**"Minimum Levels of Performance and Notices to Improve"** means <https://www.gov.uk/government/publications/interim-ks5-minimum-standards> as amended from time to time by the Department;

**"Minor Breach"** has the meaning given in part two 16.1.1 (Breach);

**"OFSTED"** means the Office for Standards in Education, Children's Services and Skills;

**"Parties"** means THE EFA, on behalf of the Secretary of State, and THE COLLEGE;

**"Personal Data"** shall have the same meaning as set out in the DPA;

**"Premises"** means the location/s where the Services are to be performed, as detailed in this Funding Agreement;

**"Processing"** has the meaning given to it under the DPA but, for the purposes of this Funding Agreement, it shall include both manual and automatic processing;

**"Regulatory Bodies"** means those government departments and regulatory, statutory and other entities, committees, ombudsmen and bodies which, pursuant to Law, are entitled to regulate, investigate or influence the matters dealt with in this Funding Agreement or any other affairs of THE EFA and **"Regulatory Body"** shall have the same meaning;

**"Request for Information"** shall have the meaning given in FOIA;

**"Secretary of State"** means the Secretary of State for Education;

**"Serious Breach"** has the meaning given in clause 16.1.2 (Breach);

**"Services"** means the services to be supplied by THE COLLEGE as set out in this Funding Agreement and THE COLLEGE's obligations under this Funding Agreement and the Conditions of Funding;

**"Student"** means any persons to whom THE COLLEGE is required to deliver any of the Services. This term may be used interchangeable with the term "learner" in this Conditions of Funding (part one, clause 2);

**"Term"** has the meaning given in part two clause 1.1 (Term); and

**"Working Day"** means any day (other than a Saturday or Sunday) on which banks in England are open for business.

1.2 The interpretation and construction of this Funding Agreement shall be subject to the following provisions:

1.2.1 reference to any person includes natural persons, partnerships, firms and other incorporated bodies and all other legal persons of whatever kind and however constituted and their successors and permitted assigns or transferees;

1.2.2 the appendices and annexes form part of this Funding Agreement and shall have effect as if set out in full in the body of this Funding Agreement;

1.2.3 words in the singular shall include the plural and vice versa;

1.2.4 words importing the masculine include the feminine and the neuter;

- 1.2.5 a reference to a statute, enactment, order, regulation or other similar instrument shall be construed as a reference to the statute, enactment, order, regulation or instrument as amended by any subsequent enactment, modification, order, regulation or instrument as subsequently amended or re-enacted;
  - 1.2.6 a reference to a clause is to the whole of that clause unless stated otherwise; and
  - 1.2.7 where the words "include", "including" or "in particular" are used in this Funding Agreement, they are deemed to have the words without limitation following them. Where the context permits, the words "other" and "otherwise" are illustrative and shall not limit the sense of the words preceding them.
- 1.3 Any obligation in this Funding Agreement on a person not to do something includes an obligation not to agree, allow, permit or acquiesce to that thing being done.
  - 1.4 Headings are included in this Funding Agreement for ease of reference only and shall not affect the interpretation or construction of this document.

## Appendix 3

### Study Programmes, incorporating Traineeships

To improve the quality of vocational education provision for post-16 students, Professor Alison Wolf recommended that study programmes be introduced to offer students breadth and depth and without limiting their options for future study or work.

From September 2013, new 16 to 19 study programmes were introduced, supported by changes to post-16 funding. All students in full or part-time education aged 16 to 19 are expected to follow a study programme tailored to their individual needs, education and employment goals, including students with learning difficulties and/or disabilities.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/493452/16\\_to\\_19\\_study\\_programmes\\_departmental\\_advice\\_Jan\\_2016\\_update.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/493452/16_to_19_study_programmes_departmental_advice_Jan_2016_update.pdf)

For specific detail on Traineeships (Framework for Delivery):

<https://www.gov.uk/government/publications/supporting-young-people-to-develop-the-skills-for-apprenticeships-and-sustainable-employment-framework-for-delivery>

<https://www.gov.uk/delivering-traineeships-through-efa-funding>

### 14 to 16 full-time provision

As recommended in Professor Alison Wolf's review of Vocational Education – recommendation 19, Further Education Colleges and Sixth Form Colleges will be able to enrol, and be directly funded by the Education Funding Agency (EFA) for 14 to 16 year olds who wish to study vocational qualifications from September 2013 other than in a school environment.

Under current legislation Further and Higher Education Act 1992 s.18 (1) (aa)-(ac) for FE colleges and s.33E (1) (b)-(d) for SFCs and s52A for both FE Colleges and SFC's, Colleges have various powers to provide "secondary education" to compulsory school age students. The education should take place by agreement with schools, local authorities or parents/carers.

Further information about the new 14 to 16 provision has been published on the DfE webpages

<https://www.gov.uk/guidance/full-time-enrolment-of-14-to-16-year-olds-in-further-education-and-sixth-form-colleges-in-2016-to-2017-academic-year>



## **Raising Participation Age**

The participation age was raised in 2013 and young people are now required to continue in education or training until at least their 18<sup>th</sup> birthday. Young people can choose to participate through full-time education, a job or volunteering combined with part-time study, or by undertaking an apprenticeship or traineeship.

For further information on Raising the Participation Age (RPA) please see the statutory guidance for local authorities:

[www.gov.uk/government/publications/participation-of-young-people-education-employment-and-training](http://www.gov.uk/government/publications/participation-of-young-people-education-employment-and-training) - Annex 1 is of particular interest as it provides further detail on the different routes young people can take to meet their duty to participate.