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Education & Skills  
Funding Agency

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## 1. ILR hard close: 6pm Thursday

### Action

This is an important reminder to make any amendments to your 2016 to 2017 ILR data before the ILR hard close on Thursday, 19 October to ensure you receive accurate payments. After this date you will not be able to fix any issues from your 2016 to 2017 ILR return.

All apprenticeship data match errors for delivery between May and July 2017 must also be resolved in either the ILR or the apprenticeships service by this date.

After this deadline you will be unable to:

- create and approve a new apprentice record with a start date within the 2016 to 2017 academic year

- create and approve a replacement record for any incorrect record that has been stopped and backdated
- make changes (such as the agreed costs) to any existing records to take effect prior to the 31 July 2017

For more information please refer to the [apprenticeship technical funding guide](#) and the [ILR guides and templates for 2016 to 2017](#).

## 2. Apprenticeship training payments: ILR must match service data

### Action

We are continuing to see large numbers of training providers submitting their individualised learner records (ILR) on the last day of the submission period. We would ask that you make plans not to rely on the very last day to submit your ILR and to submit it as early as possible.

The ILR you submit must match the information you've agreed with employers and submissions received on the last day can often mean that data cannot be changed in time. We may need to consider bringing forward the monthly ILR deadlines for future submission periods to accommodate this. We will continue to monitor this and keep you updated if we feel any changes are needed.

It's important that you work with your employers to make sure information in the ILR and the apprenticeship service is accurate before submitting your ILR data on the 4th working day of the month.

You should use the apprenticeship data match reports to identify any errors which require further action. This will make sure you receive accurate payments.

If you or your employer has issues regarding apprenticeship data match errors contact the helpdesk on 08000 150 600 or [helpdesk@manage-apprenticeships.service.gov.uk](mailto:helpdesk@manage-apprenticeships.service.gov.uk).

## 3. Non-levy procurement: requests for further information

### Action

We are currently in the process of validating the tender submissions we received as part of the procurement exercise for training provision to non-levy paying employers. We would like to remind providers that submitted an application to monitor the [Bravo system](#) for any messages requesting further information.

We will send any requests for information relating to your tender through Bravo and will include a deadline for returning this information.

Please make sure you are regularly checking Bravo for notifications and that all the information is accurate and up to date.

## 4. 16 to 18 traineeships and adult education budget growth requests

## Action

You are now able to submit requests for growth to your 16 to 18 traineeships and adult education budget contract value for the academic year 2017 to 2018.

Please forward completed [growth request forms](#) to [Provider Performance Management](#) before 5pm on Friday, 27 October.

For further information or related queries, please contact your provider manager.

## 5. Register of apprenticeship training providers: deadline for applications extended

### Action

The [register of apprenticeship training providers](#) opened for applications on 25 September and was due to close on 27 October 2017. We are extending the deadline by a short period and therefore the register will now close for applications at 5pm on Friday, 3 November 2017.

In our previous communication, we confirmed this will be the final time the register opens before we intend to review it to ensure that it continues to offer employers confidence that those listed can deliver the highest quality apprenticeship training. We have extended the deadline to ensure that all new providers that want to join have an opportunity to do so.

If you have already made an application to this third opening, your application will be unaffected by this extension, you can still review and make any changes up until the new closing date.

If you are already listed on the apprenticeship register you do not need to take any action.

## 6. National Apprenticeship Week 2018

### Information

We have announced the dates of the 11th annual [National Apprenticeship Week \(NAW\)](#).

National Apprenticeship Week 2018 will run from 5 to 9 March 2018.

During the week employers and apprentices from across England will come together to celebrate apprenticeships and the positive impact they have on individuals, businesses and the wider economy.

More details will follow over the next few months so please keep an eye on social media and our pages on GOV.UK. In the meantime, please spread the word about the dates of the week.

## 7. Adult education budget funding and performance management rules 2017 to 2018

### Information

We will shortly publish version 3 of the [adult education budget funding and performance management rules 2017 to 2018](#).

The main change is the updated performance management rules section to reflect contracting changes arising from the recent AEB procurement exercise.

These rules apply to all providers of education and training who receive adult education budget funding from the ESFA.

Please direct any queries to the [service desk](#) or telephone: 0370 2670001.

## 8. Funding claims 2016 to 2017 guidance – final claims

### Information

Your 2016 to 2017 final claim form will be available on [the Hub](#) from 1pm Friday, 20 October and will close at 5pm Wednesday, 25 October. Once you have submitted your final funding claim on the Hub, there will be an additional 3 working days to digitally sign your claim. The claim needs to be signed digitally on the [Skills Funding Service](#) by 5pm Monday 30 October by your principal/CEO or a delegated authority.

We have published the [guidance for funding claims 2016 to 2017](#) and a [user guide](#) to help you complete the digital form.

For further information or related queries, please email the [service desk](#).

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