



Education & Skills
Funding Agency

Mid-Year Funding Claims for 2017 to 2018 – User Guide

January 2018



Education & Skills
Funding Agency

Aims

The aim of this presentation is to:

- provide an overview of funding claims on the Hub
- provide detailed key user functionality
- demonstrate key areas of the system
- identify where and who to go to for further help and support

We will cover the following:



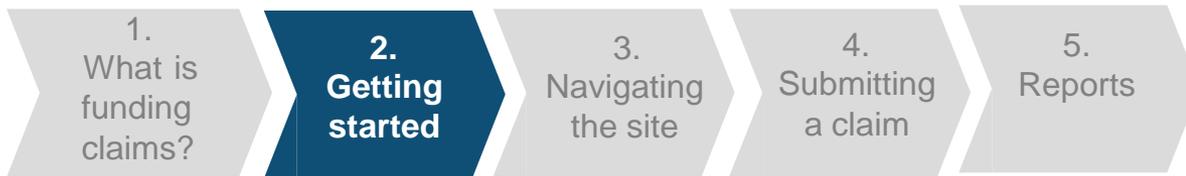


Funding claims is a collection that can be found on the data returns tab on the [Hub](#).

Funding claims is an active collection that is used by providers to reconcile payments made to them by the Education and Skills Funding Agency. As well as this it is used to support allocations management for the following year.

Funding claims applies to colleges and training organisations that are:

- funded through a grant for their Adult Education Budget (non-procured)
- funded through a grant with an Advanced Learning Loans bursary contract
- with a learner support contract (procured and non-procured)
- with a community learning contract



Opening Funding Claims

The following steps will apply each time you need to use funding claims. You will need to have internet access and login details for the Hub. We recommend you use Internet Explorer (minimum version 11). You could also use:

- Firefox (version 57.0.4)
- Chrome (version 63.0.3239.132)
- Microsoft Edge (version 41.16299.15.0)

To get started:

- Open your web browser.
- Visit the [Hub](https://hub.fasst.org.uk/) (<https://hub.fasst.org.uk/>)
- Select 'sign in' from the top right hand corner, and follow the instructions.
- Once you are logged in, select 'data returns' from the menu tabs.
- And select '1718_mid-year_funding_claim' from the active tab.
- To create a new submission in the funding claims collection, click 'create'

The screenshot shows a navigation bar with tabs: Home, Learning Aims, Data Returns, Contracts and Finances, and Provider Search. Below the navigation bar, the breadcrumb path is 'You are here: Home > Data Returns > Collection View'. The collection name is '1718_Mid-Year_Funding_Claim'. There is a 'Create' button and a 'Recent submission and reports' section. The 'Recent submission and reports' section shows 'No collections have currently been submitted' and a 'Collections listing' button.



Funding Claims Form (Non HE Form)

If you are a college or training provider that submits full ILR returns, even if you are an HE training provider, you will see this form once you have selected to create a new submission.

The 'delivery to date' column is auto populated based on the funding you have received.

You as a provider then need to fill in the 'forecasted delivery' fields for the types of funding you receive.

The 'print' button allows you to print a copy of the funding claim form before submission.

Mid-Year (R06) Funding Claim 2017 to 2018

Adult Education Budget (non-procured)
 AEB Contract Value = £2,074,583.00
 (2015/16 Learner Support Contract Value = £275,724.00)

	Delivery to date (£)	Forecasted delivery (£)	Total delivery (£)
Other Learning - Programme Funding	0.00	0.00	0.00
Other Learning - Learning Support	0.00	0.00	0.00
19-24 Traineeships Programme Funding	0.00	0.00	0.00
19-24 Traineeships Learning Support	0.00	0.00	0.00
19-24 Traineeships Learner Support	0.00	0.00	0.00
Learner Support - 19+ Hardship	0.00	0.00	0.00
Learner Support - 20+ Childcare	0.00	0.00	0.00
Learner Support - Residential Access Fund	0.00	0.00	0.00
Learner Support - Administration Expenditure	0.00	0.00	0.00
Community Learning - Programme Funding	0.00	0.00	0.00
Adult Education Budget (non-procured) Total	0.00	0.00	0.00

Confirm and Submit

As far as I know and believe this funding claim is complete and accurate, and keeps to the Funding Rules 2017 to 2018 and the Operational Performance Management Rules 2017 to 2018.



Funding Claims Form (HE Form)

If you are a college or training provider that submits partial ILR returns or submit only to HESA, then you will need to complete this version of the form to make a funding claims submission.

As a provider that meets the above criteria, you will need to fill in the ‘delivery to date’ fields for the types of funding you receive’ as well as the ‘forecasted delivery’ fields. This is the amount of funding you have received and how much you are forecasted to receive.

The ‘print’ button allows you to print a copy of the funding claim form before submission.

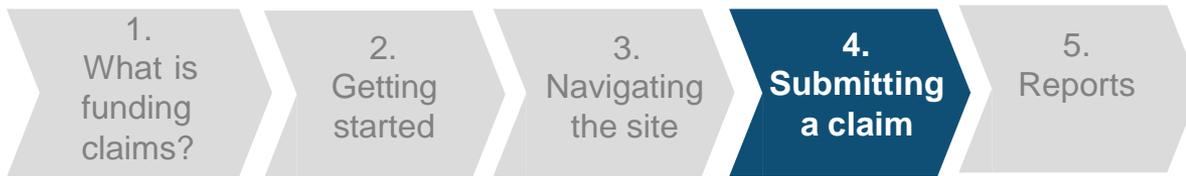
Mid-Year (R06) Funding Claim 2017 to 2018

Adult Education Budget (non-procured)
 AEB Contract Value = £91,433.00
 (2015/16 Learner Support Contract Value = £22,433.00)

	Delivery to date (£)	Forecasted delivery (£)	Total delivery (£)
Other Learning - Programme Funding	0.00	3.33	3.33
Other Learning - Learning Support	0.00	0.00	0.00
19-24 Traineeships Programme Funding	0.00	0.00	0.00
19-24 Traineeships Learning Support	0.00	0.00	0.00
19-24 Traineeships Learner Support	0.00	0.00	0.00
Learner Support - 19+ Hardship	0.00	0.00	0.00
Learner Support - 20+ Childcare	0.00	0.00	0.00
Learner Support - Residential Access Fund	0.00	0.00	0.00
Learner Support - Administration Expenditure	0.00	0.00	0.00
Community Learning - Programme Funding	0.00	0.00	0.00
Adult Education Budget (non-procured) Total	0.00	3.33	3.33

Confirm and Submit

As far as I know and believe this funding claim is complete and accurate, and keeps to the Funding Rules 2016 to 2017 and the Operational Performance Management Rules 2016 to 2017



Funding Claims Form

The 'save' button allows you to save the form and return to it at a later time. You must ensure that you submit the form before the funding claim deadline.

A confirmation message will be displayed after you have saved the form, clicking on 'OK' will return you to the collection screen.

The 'cancel' button will take you back to the collection screen without saving any of your changes.

A message will be displayed to check that you want to proceed without saving.

Save Successful!

Your data has been saved successfully. It has not yet been submitted so please make sure you submit the form before the funding claim deadline.

Ok

Please confirm

You have unsaved changes, if you cancel you will lose your changes. Are you sure you want to cancel your changes ?

Yes

No



Submitting a claim

If you have an error with one of your inputs, a message will be displayed below it outlining the reason for the error.

Once you have completed the form and resolved any errors, the disclaimer checkbox should be checked and you can click the 'submit' button. You will not be able submit your form if you have any errors on it.

Once you have clicked 'submit', an alert will be shown. This alert shows that the form has been submitted successfully, clicking on 'OK' will return you to the collection screen.

19:24 Traineeships Learning Support	0.00	3.333	0.00
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Value must be a number with a maximum of 8 digits and 2 decimal places

Save

Print

Cancel

Confirm and Submit

As far as I know and believe this funding claim is complete and accurate, and keeps to the Funding Rules 2017 to 2018 and the Operational Performance Management Rules 2017 to 2018.

Submit

Submit Successful!

Your template return has been submitted successfully. You will be redirected to the collection page where you can monitor the progress of this data submission.

Ok



Submitting a claim

If you have saved your form you need to ensure that you return to the form and submit it before the deadline. Within the '1718_mid-year_funding_claim' collection you should click on the 'open' button to review the form you have saved.

Once you have completed the saved form and resolved any errors, the disclaimer checkbox should be checked and you can click the 'submit' button. You will not be able submit your form if you have any errors on it.

Once you have clicked 'submit', an alert will be shown. This alert shows that the form has been submitted successfully, clicking on 'OK' will return you to the collection screen.

Collection name - 1718_Mid-Year_Funding_Claim

Open Until: 10 Feb 2018 Return Number: -

1718_Mid-Year_Funding_Claim Form

Open

fundingclaim_15012018120030.xml

bernie.odonnell@datacollections.preproduction

30/01/2018 12:05:27 PM



Save

Print

Cancel

Confirm and Submit

As far as I know and believe this funding claim is complete and accurate, and keeps to the Funding Rules 2017 to 2018 and the Operational Performance Management Rules 2017 to 2018.

Submit

Submit Successful!

Your template return has been submitted successfully. You will be redirected to the collection page where you can monitor the progress of this data submission.

Ok



Reports

Once you have successfully submitted your claim, you will be able to open a report that looks like this. The report is available from the recent submissions and reports section of the collection.

Within the collection period you can amend your form by clicking on the 'open' button on the '1718_mid-year_funding_claim' collection, making the required changes and submitting the form again.

We advise that you review your claim to ensure it is accurate. If it is not accurate then you will need to contact the helpdesk at sde.servicedesk@education.gov.uk or 0370 267 0001.

Funding Claim Submission Report

OFFICIAL - SENSITIVE

Provider :

UKPRN :

Funding Claim Period: Mid-Year (R06)

Year: 2017/18

Adult Education Budget (non-procured)

AEB Contract Value = £1,138,357.00

(2015/16 Learner Support Contract Value = £129,023.00)

	Delivery To Date (£)	Forecasted delivery (£)	Total Delivery (£)
Other Learning - Programme Funding	7,890.00	87.00	7,977.00
Other Learning - Learning Support	78.00	8.00	86.00
19-24 Traineeships Programme Funding	6.00	7.00	13.00
19-24 Traineeships Learning Support	76.00	5.00	81.00
19-24 Traineeships Learner Support	8.00	0.00	8.00
Learner Support - 19+ Hardship	6.00	7.00	13.00
Learner Support - 20+ Childcare	5.00	0.00	5.00
Learner Support - Residential Access Fund	8.00	7.00	15.00
Learner Support - Administration Expenditure	0.00	0.00	0.00
Community Learning - Programme Funding	76.00	5.00	81.00
Adult Education Budget (non-procured) Total	8,153.00	202.00	8,355.00

Important information

Important Information

To open the funding claim form you need to ensure Java Script is enabled on the computer.

The funding claim submission report is based on the form you have submitted. You can find it in the 'recent submissions and reports' section of the collection.

The funding claims report in the business reports tab, may have slightly different values due to different rules for the rounding of the figures. We use the funding claim collection for payments.

Once you have submitted your mid-year funding claims to the Hub, you will also be able to view it on the [Skills Funding Service](#)

Recent submission and reports

Name	Status	Reports
— 28/12/2017 12:58:30		
fundingclaim_28122017125830.xml	Job Finished Job Started Queue Job Submitted	Funding Claim Submission Report 20171225-121021.pdf

Refresh



Education & Skills
Funding Agency

Further help and support

Email: sde.servicedesk@education.gov.uk
Telephone: 0370 2670001

Service Desk opening hours:

8:30am to 5:00pm	Monday to Thursday
8:30am to 4:00pm	Friday
8:30am to 6:00pm	Days when ILR returns are due
8:30am to 1:00pm	Christmas Eve

The Service Desk is closed weekends and bank holidays. Queries can be raised out of hours by email.