



Education & Skills  
Funding Agency

# **Industry placement funding**

**A guide for 16 to 19 providers delivering  
Industry Placements in 2018 to 2019  
academic year – on completing the  
industry placement capacity and delivery  
fund (CDF) monitoring form**

**July 2018**

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## Introduction

To receive an allocation for the Capacity and Delivery Fund (CDF) for academic year 2018 to 2019 (2018/19) providers were asked to complete an implementation plan that was then assessed for completeness by the Department. By opting in for CDF, you agreed to provide termly monitoring reports to the ESFA on 1 October 2018, 1 February 2019 and 1 June 2019.

The monitoring form serves two purposes. Firstly, it will enable the Department to gauge what progress you have made and are planning to make to ensure high quality industry placements are delivered. Secondly, it will allow the Department to assess your suitability to receive CDF in academic year 2019 to 2020 (2019/20).

You may, if you wish, opt out of CDF from 2019/20. If you wish to opt out, we ask you to notify us through the monitoring form and provide a brief explanation, which will assist us with future planning.

You can save your monitoring form to complete at a later date, it does not have to be completed in one visit. The monitoring form must be completed and returned by **midnight on 1 October 2018**.

## Allocations for 2019/20

This monitoring form will be used to assess whether or not you will receive a further CDF allocation for 2019/20. The Department is looking for you to demonstrate how you have used your CDF allocation to progress the activities you included in your Implementation Plan. We are asking for your assessment of progress in implementing these actions, the number of placements you have arranged and if you're on track to deliver the agreed number of placements by the end of the year. We are also looking to understand the initial barriers you have experienced and how you are overcoming these.

Should the Department not be satisfied with the progress demonstrated then we will provide detailed feedback and expect that these issues have been addressed by the time your next monitoring form is submitted on 1 February 2019.

Should the Department still not be satisfied with progress, your 2019/20 allocation will be at risk.

## How to complete the monitoring form:

We strongly advise that you read this guidance before completing the monitoring form template and that you print and save a copy of your responses before you submit your progress report.

Completed monitoring forms should demonstrate how you have and will make the best use of the funds that you were allocated. You will also need to explain how this additional funding has led / will lead to high quality industry placements for students and how you ensured that industry placements adhered to the principles detailed [here](#), as well as how you worked collaboratively with other providers to support overall delivery of industry placements.

The relevant monitoring form sections must all be answered fully. A 300-word count has been set per question (where relevant). You will be prompted by the monitoring form if you have exceeded the 300-word count limit. Questions that have not been answered will be viewed by the Department as incomplete.

Please note – depending on the answer to some questions, the survey mechanism will create new question numbers. Therefore, the question numbers in the survey may be different to the paragraph numbers in this guidance. This is a feature of the survey, which is outside of our control.

## Monitoring form template – All Providers

All Providers must complete sections 1 to 5 of the monitoring form and confirm the Accounting Officer has agreed and signed off the monitoring form before you print and save a copy.

## Additional questions for Providers with an Ofsted grade of requires improvement only

Providers that currently have an overall effectiveness grade of “Requires Improvement”, from their latest inspection, as at 1 September 2018 must answer section 6 of the monitoring form.

Providers with an inadequate Ofsted grade are not eligible for CDF-please see our factsheet [here](#) for the qualifying criteria for CDF.

## **Submitting your Template**

Once complete, you will need to confirm the Accounting Officer has agreed and signed off the monitoring form before it is submitted. We advise you print and save a copy of your response.

# Guidance notes – completing provider details and monitoring form template

## **Section 1 - Provider Details**

### **1. Provider name:**

Please include the full name as specified in your ESFA Funding Agreement. If you are planning to merge with another provider or you have recently merged, include who you have/or are planning to merge with and if your current name will be changing.

### **2. What other name have you been known as in the past three years?**

If your name has changed within the last three years, please state your previous name.

### **3. Provider address (including website address):**

Please list your full address including your postcode and a link to your website (if applicable).

### **4. Provider UPIN:**

Please specify your correct UPIN in this text box using the UPIN stated on your ESFA Funding Agreement.

### **5. Provider UKPRN:**

Please specify your correct UKPRN in this text box using the UKPRN stated on your ESFA Funding Agreement

### **6. Provider type:**

Please use the dropdown box to choose one of the following provider types.

- Academies
- City Technology College
- Free School
- Agricultural & Horticultural College
- Art & Design College
- General FE and Tertiary
- Higher Education Provider
- Independent Learning Provider
- Independent Specialist Provider
- Local Authority
- Other
- LA Maintained School Sixth Form
- Sixth Form College
- Specialist
- Studio School
- University Technology College

## **Section 2 - Contact details**

### **7/8. Key contact details (person 1 and 2)**

Please provide details of two key contacts that we could contact if needed. Please include name, job title, telephone number and email address

### **9. What is your total number of qualifying students in 2018/19?**

Referring to the email we sent you in October 2017, we advise you to copy and paste your qualifying student numbers from that email to answer this question.

### **10. How many (minimum) industry placements have you been asked to deliver by the Department?**

Referring to the email we sent you in October 2017, we advise you to copy and paste the information from that email to answer this question giving the minimum number of industry placement you have been asked to deliver by the Department.

## **Section 3 - Opting in/out**

### **11. Are you opting in or out of CDF in 2019/20?**

Please use the drop down menu to confirm if you are opting in or opting out for this funding.

#### **If you are opting out, please state why:**

If you choose to opt out, please state why you wish to opt out and then move on to the next question. If you decide to opt out of funding for 2019/20 you are still required to complete the questions contained in the monitoring form. This is because the

Department needs to know what your CDF has been used for and how it has benefited your qualifying students.

## Monitoring form questions for all providers

All providers need to complete questions 1 to 34. Guidance for completing the monitoring form should be read in conjunction with the principles for high quality industry placements policy guide [here](#).

### **Section 4 - Questions for all providers**

#### **12. Rate your progress towards arranging placements to meet your minimum number of industry placements set by the Department using a scale of 1 - 10 with 1 being least confident and 10 being most confident**

Slide the scale to show the most appropriate number that best describes the progress you have made from April 2018 to the 30 September 2018

#### **13. Rate the progress you have made in delivering your implementation plan**

Please click on the option that best describes the progress you have made from April 2018 to the 30 September 2018.

Referring back to your implementation plan, choose one of the drop down options to confirm what progress has been made in implementing your plan. Not all providers will be at the same stage, therefore please choose the option that best describes your progress the most accurately. For example, if you have started to implement your plan but you are at the early stages, please choose plan is beginning to be implemented.

- Minimal progress on implementing the plan has been made to date
- Plan is beginning to be implemented
- Plan is being implemented with good progress
- Plan fully in place and implemented

#### **14. Overall, what proportion of your budget allocation have you committed to spend over the course of the year, on the following?**

Choose from the options, all those applicable indicating in the separate text box how much of your indicative funds you have committed as a percentage.

Using one or more of the options, please state which of the options you plan to commit spending to and the percentage of your allocation you plan to use as a percentage. For example, you may have committed to using 50% to employ a part time industry

placement co-ordinator, 20% on purchasing new hardware, 10% on additional costs to support students with SEND and 20% on resource costs to prepare students for a placement. If you have not yet allocated all of your budget, please provide further information in the text box below as to what the unallocated funds will be used for and why.

- Employ a part-time industry placement co-ordinator(s)
- Employ a full time industry placement co-ordinator(s)
- Additional costs for existing staff
- Pay for students cost of industry placement i.e. travel and subsistence
- Purchase work related clothing/PPE/equipment
- Purchase new software
- Purchase new hardware
- Contracting industry placements out to private providers
- Collaboration with other providers
- Additional costs to support students with SEND
- Resource costs to prepare students for placements
- Other please specify

**15. What proportion of your allocation have you spent to date on the following?**

Choose from the options and list all those applicable indicating in the separate box how much of your funds you have spent to date as a percentage.

Using one or more of the options, please state which of the options you have invested in and how much of your allocation you have used as a percentage. For example, you may have used 50% employing a part time industry placement co-ordinator, 20% on purchasing new hardware, 10% on additional costs to support students with SEND and 20% on resource costs to prepare students for a placement. If you have any underspend, please provide further information in the text box below as to what the underspend will be used for and why.

- Employ a part-time industry placement co-ordinator(s)
- Employ a full time industry placement co-ordinator(s)
- Additional costs for existing staff
- Pay for students cost of industry placement i.e. travel and subsistence
- Purchase work related clothing/PPE/equipment
- Purchase new software

- Purchase new hardware
- Contracting industry placements out to private providers
- Collaboration with other providers
- Additional costs to support students with SEND
- Resource costs to prepare students for placements
- Other and unspent funds - please specify

**16. To date, how many additional staff has this funding enabled you to put in place over and above existing full time equivalent staff (for example you many have employed 3 full time Industry Placement co-ordinators)?**

Please enter how many additional staff your CDF allocation has enabled you to recruit on top of your existing resource using Full Time Equivalent (FTE) staffing. If you have recruited a half time co-ordinator then this would be recorded as 0.5 FTE. If you have recruited one FTE and one part time equivalent, this would be recorded as 1.5 FTE.

**17. To date, what additional capacity has this funding enabled you to put in place over and above the staffing included in the question above?**

Please describe how your CDF allocation has enabled you to build capacity over and above your existing resource and how this has impacted on your progress to deliver industry placements in 2018/19 and 2019/20. For example, the CDF may have allowed you to engage with other providers within your area and pay for travel and subsistence for your students to attend their industry placement. The additional capacity may have helped build employer relationships.

**18. How many CDF industry placements do you anticipate delivering in 2018/19 academic year for students on level 2 and level 3 study programmes?**

You should now be aware that T Levels will be at Level 3 and we have advised that providers should give priority to level 3 students. Please state the number of industry placements you realistically plan to start delivering in 2018/19, for example you may be planning on delivering 50 level 3 student industry placements and 25 level 2 student placements with a total of 75 by the end of the academic year.

	<b>Number of CDF industry placements anticipated to deliver in 2018/19</b>
<b>Level 2 Students</b>	25
<b>Level 3 students</b>	50
<b>Total</b>	75

### **19. When do you anticipate these industry placements will commence?**

Please state when you anticipate your industry placements will commence for each month, for example in September 2018 (30%), October 2018 (50%) March 2019 (20%). The total must equal 100%.

### **20. What timing model will you be using.**

Referring to the Principles for Industry Placements, please select the timing/delivery model, that most closely reflects your delivery pattern i.e. the model that you are using most commonly for your students. If you have clicked "other", please explain your model in the text box provided.

- Day release placement (e.g. one or two days a week spread across the year)
- A single block placement (e.g. one continuous block)
- A short block followed by day release (e.g. a month placement followed by one or two days a week)
- Other, please explain your model in the text box

### **21. Include details of the qualifications (qualification title and reference number(s)) the industry placements will be delivered alongside?**

Using [Ofquals](#) Qualification Reference number database, insert the qualification reference numbers that the industry placements will be delivered alongside. For example, if you have a student studying City & Guilds Level 2 Certificate in Mechanical Engineering then you would input "600/6880/2". This will need to be done for each different qualification. If you have more than 10 qualifications to record please enter the 10 most common qualifications.

### **22. To date, how many (number) industry placements have already been arranged with employers for 2018/19?**

Please state the number of industry placements arranged to date. The figure you enter here must refer to placements that employers have confirmed as available but we do not expect students to necessarily be assigned to placements yet.

### **Q23. Describe the progress that has been made in arranging the required number of industry placements to ensure the required number will be delivered in 2018/19?**

Please note what progress has been made in securing industry placements for your students for example, new staff recruitment completed or the number of new employer engagements initiated.

**24. On a scale of 1 to 10 how confident are you that you will fulfil the minimum number of industry placements required (10%) in 2018/19?**

Please be honest in your assessment and be clear about the challenges you face so we can direct targeted support to help you deliver the minimum number of placements to be delivered as per your allocation statement.

Using the scale below, please describe how confident (or not) you are in fulfilling the required number of industry placements in 2018/19?

- 1-3 - Concerned that you will not be able to achieve a minimum number of placements as per your allocation statement
- 4-6 - Not wholly confident at this stage that you will meet the 10% delivery
- 7-9 - No concerns delivering a minimum of 10% (maybe even more)
- 10 - A higher target has been set (above the 10%) and you are confident the target will be met

Please explain the main reasons for this and how you plan to address these concerns.

**25. What barriers (if any) are you currently facing/do you think you will face in trying to deliver your industry placements in the future?**

If you have found arranging and securing industry placements difficult, please explain what barriers have contributed to this? Please explain if these barriers are limited to geographic issues, specific sectors or particular types or sizes of employers.

**26. In 2019/20 you will be required to scale up industry placement delivery from 10% to 20% of qualifying students. How will you achieve this?**

Describe how you plan to build on your progress in 2018/19 to deliver industry placements in 2019/20 in regards to increasing the scale of delivery from 10% to 20% and overcome any issues you've experienced in 2018/19.

How will you add to the progress you have already made in scaling up from 10% to 20% delivery and arranging the required industry placements in 2019/20? For example, you may decide to increase the number of staff working on industry placement delivery in 2019/20.

**27. Please estimate how many new employers you have engaged with, and in what sectors (and size) for 2018/19?**

Since you have received your CDF allocation, please state the number of NEW employers you are now engaged with by completing the table below. For example, if you have engaged with construction employers with employees of 250+, then please state the number of employers (of this type) engaged in the table. The example below shows a provider engaging with 3 different construction employers with 250+ employees. The information contained in the table below has been taken from the Standard Industrial Classification (SIC) codes, further information can be seen [here](#).

Standard Industrial Classification (SIC)	Employer size			
	1-9 (micro)	10 - 49 (small)	50 - 249 (medium)	250+ (large)
Agriculture, Forestry and Fishing				3
Mining and Quarrying				
Manufacturing				
Electricity, gas, steam and air conditioning supply				
Water supply, sewerage, waste management and remediation activities				
Construction				
Wholesale and retail trade; repair of motor vehicles and motorcycles				
Transportation and storage				
Accommodation and food service activities				
Information and communication				
Financial and insurance activities				
Real estate activities				
Professional, scientific and technical activities				
Administrative and support service activities				
Public administration and defence; compulsory social security				
Education				
Human health and social work activities				
Arts, entertainment and recreation				
Other service activities				
Activities of households as employers; undifferentiated goods - and services-producing activities of households for own use				
Activities of extraterritorial organisations and bodies				

**28. How do you plan to engage with employers (are you targeting any particular sector and size?) for 2019/20?**

What are your plans for engaging with new employers in 2019/20? Please make specific reference to sector and size (using the classifications in the question above) if you are targeting your approach.

**29. How will you ensure that the industry placements you have arranged / plan to arrange in the future meet the aims and objectives set for the student and employer?**

Industry placements must meet the principles set out in our guidance, therefore industry placements must have aims and objectives that have been agreed by the student and the employer, and these should be SMART (specific, measurable, attainable, realistic and timely). Describe how you will ensure that the aims and objectives of the placement are met.

**30. How have you ensured/plan to ensure that industry placements are undertaken in the students' chosen occupational specialism?**

Industry placements must meet the principles set out in our guidance and must be undertaken in the students chosen occupational specialism, how can you ensure that industry placements are undertaken in the student's chosen field/occupation?

**31. How do you plan to monitor the placement and collect feedback from the student and employer?**

What mechanisms have you/will you have in place to monitor feedback from students and employers on their industry placement, for example, start, mid and end point review meetings, ongoing communication, student satisfaction surveys etc?

**32. As you received a CDF allocation, you also received an allocation of Discretionary Bursary funding to support your students with additional costs they may face due to their industry placement. How much of your bursary funding are you expecting to need?**

How much of your allocated Discretionary Bursary Fund (if applicable) are you expecting to need (please state whole figures for example £1,500 as 1500).

**33. What costs are you expecting to support with the Discretionary Bursary Funding?**

What costs are you expecting to support with the Discretionary Bursary funding?

**Section 5 - Your Ofsted Grade**

**34. What is your Ofsted overall effectiveness grade as of 1 September 2018?**

Please choose one of the three drop down options. Providers that respond with requires improvement will have to answer additional questions (please follow instructions on the monitoring form).

Providers with a good or outstanding Ofsted grade will not have any further questions to answer. We advise you to print and save a copy of your monitoring form before you submit it and exit the monitoring form.

Providers with an inadequate Ofsted grade are not eligible for CDF-please see our factsheet [here](#) for the qualifying criteria for CDF.

Please confirm your Ofsted Grade by choosing one of the drop down options.

- Outstanding
- Good
- Requires Improvement

If you have an Ofsted rating of outstanding or good, you will now need to submit your monitoring form.

**We expect that all monitoring forms have been agreed and signed off by the Accounting Officer to confirm the details in your monitoring form are a true reflection of your progress and current status.**

**By submitting this monitoring form you are confirming that your Accounting Officer has agreed and signed it off.**

You have now come to the end of the questions. Please click submit and remember to save a copy of your form.

If you have an Ofsted grade of requires improvement the survey will take you to section 6.

## Additional questions for providers with an Ofsted grade of requires improvement as at 1 September 2018

If you have an Ofsted grade of requires improvement then you will also need to complete questions from 35 to 41. Guidance for completing the monitoring form should be read in conjunction with the [principles for high quality industry placements policy guide](#).

### **Section 6 - Additional Questions**

#### **35. Have you had a monitoring visit from Ofsted?**

Using one of the drop down options; can you confirm if you have had a visit or one is planned.

- Yes
- No
- A visit has been planned

#### **36. If you answered yes to the question above, please complete the table below to show what progress you have made in the following five areas.**

What progress judgement has been confirmed by Ofsted following their monitoring visit, place a “x” in the relevant box for each of the five areas or under N/A if not applicable. If you are a sixth form and Ofsted have judged that you are not making sufficient progress towards becoming a good school, then place a “x” in “overall effectiveness-insufficient progress”

- Overall effectiveness
- Effectiveness of leadership
- Quality of teaching, learning and assessment
- Personal development, behaviour and welfare
- Outcome of students

<b>Ofsted area for improvement criteria</b>	<b>Significant Progress</b>	<b>Reasonable progress</b>	<b>Insufficient progress</b>
Overall Effectiveness			<b>x</b>
Effectiveness of leadership		<b>x</b>	
Quality of teaching, learning and assessment	<b>x</b>		
Personal development, behaviour and welfare	<b>x</b>		
Outcome of students		<b>x</b>	

**37. Are you currently engaging with the Regional Schools Commissioner or FE Commissioner regarding your Ofsted grade and what actions have any visits or intervention resulted in?**

Are you currently working with the commissioner (FE or Regional School) as a result of your Ofsted grade? If so, what are the purpose of these visits and what action has been made by you to achieve the desired outcome of these visits?

**38. What progress have you made in the following four areas to help move your grade from “requires improvement” to “good”?**

Overall, please describe what progress (if any) has been made in the following four areas to assist you from moving out of Requires Improvement:

- a. Effectiveness of leadership
- b. Quality of teaching, learning and assessment
- c. Personal development, behaviour and welfare
- d. Outcome of students

**39. What specific quality improvement action have you taken regarding Industry Placements?**

Here we would like to know what action you have taken to improve the quality of your delivery of industry placements, for example, you may have revised your policies and process around engaging a high caliber of employers to help deliver industry placements. You may have also nominated members of the senior leadership team to oversee your progress on the quality of your industry placements.

**40. What have you introduced to ensure employer placements and students are monitored for quality, H&S and safeguarding?**

What have you introduced on top of your existing policies and processes to ensure that industry placements are of the highest quality and due regard has been paid to to H&S and safeguarding students?

**41. What feedback arrangements have you in place directly from students?**

To ensure that industry placements meet the needs of the student as well as the employer, what feedback mechanism do you have in place which will ensure you receive direct feedback from students. Please also state what process you have in place for

following up any negative feedback received from the student regarding their industry placement.

**You have now come to the end of all the monitoring questions.**

We expect that all monitoring forms have been agreed and signed off by the Accounting Officer to confirm the details in your monitoring form are a true reflection of your progress and current status.

**By submitting this monitoring form you are confirming that your Accounting Officer has agreed and signed it off.**

**Please click submit, and we advise you print and save a copy of your monitoring form.**

## **Progress reports**

### **Termly Progress reports - to be completed in February and June 2019**

We will contact you again during 2019 to ask you what progress you have made on implementing your plan. The questions contained within the progress reports will be a follow on from the questions contained in this progress report. The deadlines for submitting completed progress reports is midnight on 1 February 2019 and 1 June 2019.

## **Next steps**

Once you have completed your monitoring form and returned it back to us, the Department will review your monitoring form. If your monitoring form is assessed as incomplete or the progress you have made is assessed as insufficient, the particular issues will be fed back to you and you will be asked to either resubmit the report or demonstrate more progress in your February return. We would expect that the progress report that you are required to complete in February 2019 would address the issues we identified from your monitoring form in October 2018.

**Failure to provide this additional information may put your 2019/20 allocation at risk.**

We will contact you in December at the latest to confirm the outcome of this process.

## **Returning your monitoring form**

Completed monitoring forms are to be returned to us by midnight **1 October 2018**.

## **Further guidance/assistance**

If you have questions please complete the [ESFA on line enquiry form](#)

## Timeline for 2019/20 allocations for providers receiving a CDF allocation for 2018/19

Activity	Date
Updated industry placement information on GOV.UK	July 2018
Monitoring forms and guidance issued to providers already receiving CDF	July 2018
Deadline for first monitoring form submitted back for 2018/19 CDF	1 October 2018
ESFA Review of monitoring forms	November 2018
ESFA Feedback to Providers	December 2018
Deadline for second monitoring form submitted back for 2018/19 CDF	1 February 2019
Confirmation to providers to continue to deliver in 2019 to 2020	December 2018 to February 2019
Funding statements issued for 2019 to 2020	March 2019



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