Guidance

# Guide to the higher technical education provider growth fund

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## 1. Introduction

### 1.1 Purpose of this document

This guidance is for eligible providers who want to apply for the Higher Technical Education Provider Growth Fund (Provider Growth Fund). It covers the funding and business to deliver approved Digital Higher Technical Qualifications from September 2022, and Lot 2 Digital, Construction, and Health and Science Higher Technical Qualifications from September 2021.

### 1.2 Expiry date

The deadline for submitting applications under this guidance is 11.59pm Friday 9 July 2021.

### 1.3 Policy Context: Higher Technical Education reforms

The government is committed to reforming higher technical education so it supports people to get the skills our economy needs throughout their lives, wherever they live in the country. As set out in the Skills for Jobs White Paper and the Post-16 Education and Training Plan (2021), the Department for Education (the Department) set out the government's plans to make higher technical education a more popular and prestigious choice that delivers for students and employers. As set out in the Skills for Jobs White Paper, the Quantum, ensuring everyone is given the right to gain the skills they need, when they need them.

The reforms include a new national approval scheme to show which Higher Technical Qualifications meet employer needs, improving the quality of higher technical education, and encouraging more people to take higher technical education courses.

### 1.4 The role of providers

Along with employers and learners, Level 4 and 5 providers are central to growing the number of high-quality Higher Technical Qualifications. Providers will be supported by the Further Education, Higher Education and independent training providers already delivering good higher technical education. Additionally, we want to support further education providers who have not previously delivered higher technical education or higher education providers who wished their offer at Level 4 and 5 to focus on Higher Technical Qualifications.

The government response to the Higher Technical education consultation (July 2019) stated that we will support providers to offer high-quality higher technical courses, and we will ensure that the Government's role in the quality of their courses will reduce the number of courses available for learners.

### 1.5 Aim of the Provider Growth Fund 2021/22

We are launching the Provider Growth Fund as part of these reforms with a total budget of £20 million. We will use this fund to support providers to cover initial start-up costs, and Grant-received overheads to providers who meet the eligibility criteria detailed below.

The aim of the fund is to support providers to build and create additional capacity to deliver high-quality Higher Technical Qualifications, including those in the Digital Qualifications (emerging) learners and employers. In the long-term, we will ensure the quality of higher technical education provision is sustainable, as we build the foundations for the Lifelong Learner Entitlement.

### 1.6 Who is eligible to apply?

The Provider Growth Fund is open to applications from Further Education Colleges, Higher Education Providers, independent training providers, Institutes of Technology, and consortia.

As a provider, **you must signal your intention of offering**:

- a Level 4 approved Digital Higher Technical Qualification from September 2022, and / or
- a Level 5 approved Higher Technical Qualification in Digital, Construction or Construction from September 2023

Digital, Construction, Health and Science are referred to within this context as "Target Subjects", and each as a "Target Subject". We reserve the right to recipient grants if you decide not to offer an approved Higher Technical Qualification in a Target Subject.

In addition, **you must meet the following eligibility criteria** to apply for funding:

- Complete a Grant-received Provider Profile by 11.59pm Friday 9 July 2021, and be a Provider in Good Standing with the Department for Education (Department) (Should an Offer for Students**[1]**, or (2) delivering T Levels and Grant-designed plans to offer Higher Technical Qualifications as a progression route from T Levels.

**[1]** Please note, providers will not be permitted to lower their predicted learner numbers for their approved Higher Technical Qualifications in the Provider Profile submitted for the predicted learner numbers. Must be a transition application for Grant-received to be part of a Level 5 qualification.

**Applicants** are not in scope as part of the eligibility for applying for the Higher Technical Education Provider Growth Fund. However, we recognise there are some providers who are currently delivering Higher Technical Qualifications in Foundation Degree or Nursing courses, which would meet the eligibility criteria.

- If you are eligible for an Ofsted inspection, you must have a rating of 'satisfactory' or 'good'
- If you are not eligible for an Ofsted inspection, you must be registered on the Office for Students (OfS)
- Have a financial health rating of 'satisfactory' or above. This criteria is not mandatory except if additional notice to improve, where this will be lifted prior to the grant letter being signed

The funding is for the financial year 2021-2022, so we will require providers to spend all funding by 31st March 2022. We will require providers to submit a Grant Agreement by 31st March 2022. For this reason, we welcome applications from providers who have a strong position to meet the aims and objectives of the fund, alongside the eligibility criteria.

To note, funding can only be applied for to support the delivery of a Target Subject Level 4 or Level 5 Higher Technical Qualification. Providers can not use the funding for marketing other qualifications as a part of an apprenticeship.

**Please see** appendix 1 **for details of the conditions under which funds may be subject to clawback.**

Providers may be aware of the Skills Accelerator Offer launched on 23 April 2021. As part of the Skills Accelerator Offer, we are inviting Local Authorities to submit bids for projects within a number of select areas across the country aimed at building additional capacity to meet locally agreed skills priorities. This could include the expansion of provision of Higher Technical Qualifications.

As well as the Skills Accelerator, providers may be aware of the set of Levelling Up Funds (LUF) pilots. The purpose of this fund is to deliver high quality, higher technical short course provision in priority areas. The LUF pilots will test how this type of provision can be impactable skills gaps and needs as the economic recovery continues.

Providers are welcome to submit separate applications for all three different funds where you feel they can complement each other. You will need to set out how the Provider Growth Fund allocation will be used **separately and discretely** from those other funds, and how the Provider Growth Fund will complement those if successful, we will discuss this when we are negotiating final programme of work.

### 1.7 Important dates for the Provider Growth Fund 2021/22

These dates are indicative of the expected timeline and we will keep providers informed of any changes to these dates.

| Date | Process |
|---|---|
| July 2021 | Grant Funding Agreed |
| | Provider Update applications - If you have access to the update application form, please visit https://www.forms.service.education.gov.uk. Attempting to log the responses. Depending on the number of responses, this may take a few minutes to load. |
| | The Institute for Apprenticeships & Technical Education announces approved Higher Technical Qualifications on their new website |
| July 2021 | Providers submit applications by 11.59pm, Friday 9 July 2021, on website or by email |
| August 2021 | The Department will review applications received from providers |
| | The Department will confirm funding allocations to providers via grant offer letters |
| September 2021 | Approved grant offers issued and Department and Institute allocation letters - If applicable - are returned after 5 September, payment will not be issued until the provider is DfE Grant Funded |
| | Institute for Apprenticeships & Technical Education publishes Level 4 and Level 5 qualifications for September 2022 |
| April - June 2022 | Providers will confirm funding allocations to provider grant offer letters |
| July - Sept 2022 | Providers receive a clawback letter for details of the conditions under which funds may be subject to clawback |
| September 2022 | Provider and Higher Technical Qualifications |
| | The Department will confirm with providers if they are offering Higher Technical Qualifications and number of students intended to be recruited |
| September - December 2022 | Lot 2 Digital, Construction, and Health and Science Higher Technical Qualifications available |
| | The Department will confirm with providers if they are offering Higher Technical Qualifications and number of students intended to be recruited |

## 2. What funding is available and what activities can it support?

We have a total budget of £20 million to fund activities by providers who meet the eligibility criteria. We have used feedback from our provider readiness survey and previous grant funding to set out the following indicative activities that the fund will provide a successful delivery approved Higher Technical Qualifications in the Target Subjects. We would like to thank the providers who engaged with us for their valuable feedback on this survey.

When deciding how you will use the funding, please consider how it will complement government's priorities in boosting economic growth, such as those mentioned in the Skills for Jobs White Paper, the Post-16 Education and Training plan and guidance including supporting our transition to net zero.

### 2.1 Capital funding (specialist equipment)

We have a total budget of £10 million for capital funding, which must be spent on specialist equipment and personal software licence costs only. The equipment which you spend this funding on must be for items within your own premises and facilities.

**2.1 What capital funding can be spent on**

The capital funding can be used to fund all decisions about what will benefit your learners, and the scale of your local economy. Therefore, providers can use funding to meet your capitalisation policy criteria, you can use your capital allocation on whatever you feel is most appropriate to meet your learners' needs and the needs of your local economy delivering Target Subject Higher Technical Qualifications. Please note, if your software licence cost is for one year only, this would be classed as 'revenue'. You will be asked in your application form to set out how you will use the funding, and how it will benefit your customers plus your local economy. We will be monitored the successful outcomes.

For example, feedback from one provider indicated that they might purchase Cyberlab or Raspberry Pi laser equipment, and software/equipment with their capital allocation for their Digital Higher Technical Qualifications.

If you have applied for or previously received ESFA capital funding via other routes, you will need to set out how this funding will complement that funding. This funding application will be used separately and discretely from other funding routes to support your Higher Technical Qualifications provision. In order, we want to understand what other funding you have received, and how this funding will be used and secured. The Department will assess and monitor performance data, and will come back to you further information is required.

**2.2 What resource funding can be spent on**

The resource funding categories are:

- **Develop local employer partnerships to support learners**: Examples of this could include: Employer Engagement Officers, Marketing Officers, Administrative Officers to determine the potential for the equipment, or setting up industry placements, events and raising awareness of these Higher Technical Qualifications.
- **Support learners to progress onto Higher Technical Qualifications**: This could include: careers advisers, marketing officers, recruitment officers, and other specialist specialists, mentoring, and coaching. Please note, this funding is intended to be used to support learners to progress onto Higher Technical Qualifications, and not staff or other training courses that would not be used to support learners to progress.
- **Support curriculum planning and development**: Examples of this could be: understanding sector changes and business needs, developing new or updated curriculum and delivery models, and curriculum planning and development, including the use of industry experts.
- **Promote and raise awareness of Higher Technical Qualifications**: Examples of this could be events to promote the Target Subject Higher Technical Qualifications, including open days, and events for employers and learners, including those particularly adults who may have been out of education for a period.

Feedback from providers suggested that they might spend resource funding on:

- providing CPD to staff delivery roles such as technician support, rather than lecturers
- working staff with one-week industrial placements
- digital resources for teaching to use in classrooms
- remote learning resources

Providers also spoke about using employers to advise and provide briefings for staff and students, and they expressed the chance to use the funds to engage employers on this again.

## 3. How the funding will be allocated

As outlined above, we have an overall budget of £20 million for the Provider Growth Fund 2021/22 capital and Grant resource.

The funding will be based on a formula that allocates where the funding allocated to each provider. This will be based on the number of students you intend to recruit in your application form for approved Higher Technical Qualifications in the Target Subjects, and the number of students you recruited in 2020/21 academic year. This is not an indication of the final amount they will be received as the will depend on the number of successful applications.

The funding website for each provider will be determined following receipt of all applications. The final allocation will only be agreed once we know the full number of potential eligible learners across all the applications.

Learner number predictions will be strengthened when applications are received, and you may be asked to provide additional information if further evidence is required.

### 3.1. How the funding formula works

We will use a funding formula to calculate the capital and resource allocations for each provider. The allocations will be directly proportionate to the number of students each provider will participate in the qualifications.

The funding formula will be used to calculate separate capital and resource allocations:

**(Total amount of funding / total number of learners)**

**x learner numbers per subject per provider**

### 3.2 Calculating your predicted learner numbers

There are minimum predicted learner numbers for your Target Subject Higher Technical Qualification(s) that need to be met in order to apply for the Provider Growth Fund.

However, we want the funding to be used where it is most needed, and to meet local demand, provide Higher Technical Qualifications, build employer relationships and enhance the learner experience.

You should provide student number projections for each approved Target Subject Higher Technical Qualification you are applying for, based on the number of students hoping to. Your student number projections must be based on the number of students you are expecting to start each approved Higher Technical Qualification, aligning to the Target Subject Higher Technical Qualifications. **Please note, there are conditions under which funds may be subject to clawback, including where you do not meet up to 80% of predicted learner numbers.**

To identify these students, you should refer to 2020/21 end year data from either the Individualised Learner Record (ILR) or Student Loans Company (SLC) data for Level 4 and 5 and include these in your justification.

Should the data not be available, please add a narrative to explain the reason for this and advise how learner numbers have been predicted as accurately as possible.

**Relevant qualification types used to identify qualifications**

As part of our HTE reforms, new approved Target Subject Higher Technical Qualifications will replace the more academic/vocational standard or pre-apprenticeship.

Predicted learner numbers should be based on existing technical qualifications that align or closely as possible to the following approved Target Subjects:

**Digital**

- Business analyst (level 4) (ST0077)
- Data analyst (level 4) (ST0987) (level 4) (ST0124)
- Cyber security (ST0932)
- DevOps engineer (level 4) (ST0918)
- Digital accessibility specialist (level 4) (ST0863)
- Digital community manager (level 4) (ST0140)
- Digital marketer (level 4) (ST0906)
- Software developer (level 4) (ST0049)
- Software tester (level 4) (ST0109)

**Construction**

- Accounting technician (level 4) (ST0413)
- ASTID (building service engineering for control systems) (level 4) (ST0629)
- Building control surveyor (level 4) (ST0660)
- Construction design and build technician (level 4) (ST0842)
- Construction quantity surveyor technician (level 4) (ST0948)
- Construction site supervisor (level 4) (ST0448) (ST0448)
- Construction site supervisor (level 4) (ST0448)
- Facilities manager (level 4) (ST0448)
- Land referencer (level 4) (ST0877)

**Health and Science**

- Associate ambulance practitioner (level 4) (ST0605)
- Healthcare practitioner (level 4) (ST0192) (level 4) (ST0843)
- Dental technician (Extended (level 5) (ST0108)
- Health care specialist (level 5) (ST0628)
- Healthcare science practitioner (level 5) (ST0220)
- Medical laboratory assistant (level 5) (ST0606)
- Hygiene specialist (level 5) (ST0872)
- Pharmacovigilance specialist (ST0882)
- Nursing associate (HFS) (ST0618) (level 5) (ST0827)
- Operating department practitioner (ST0193)
- Orthoptist (Degree) (Integrated) (level 6) (ST0291)
- Rehabilitation worker (visual impairment) (level 5) (ST0424)
- Senior medicines technician (level 5) (ST0363)
- Health coach (level 5) (ST0729)
- Healthcare practitioner (ST0843)
- Healthcare assistant practitioner (level 5) (ST0270)
- Associate continuing healthcare practitioner (level 5) (ST0786)

We expect that the number of learners taking Higher Technical Qualifications will grow over time. We will need to provide a robust justification case or your proposed rights to the Provider Growth Fund. We will be monitoring the data for 2021/22 academic year, including an explanation on how you will engage with students in scope to the Target Subject Higher Technical Qualifications.

We will be monitoring the data against your student number projects. This should include demographic and other socio-economic characteristics (within your application or mergers), and your plans to engage students in Higher Technical Qualifications, including learners from BAME backgrounds and those from deprived areas.

### 3.3. Applications for more than one Higher Technical Qualification

We welcome applications from providers who are planning to offer any of the Digital, Construction, and Health and Science Higher Technical Qualifications. If you plan to offer more than one Higher Technical Qualification, you should provide a set of different costs, **you can submit three or more application forms**. We will consider each of the Higher Technical Qualifications you plan to deliver, along with the demonstrated need for the funding, and the impact it will have on your local offer of provision. For each qualification, you would be expected to set out the predicted student numbers.

### 3.4. Applications from Institutes of Technology (IoTs)

IoTs are welcome to submit an application for funding as a collaboration under the lead provider. The lead provider will be responsible for the overall application, should keep the funding safe and separately and discretely to any provision that is funded, recorded. All applications will be cross referenced and assured against what you have submitted to the Institute for Apprenticeships and Technical Education.

As part of IoT, we would expect you to offer Higher Technical Qualifications that relate to your specialism. However, as set out in 3.4.1, we will allow you to expand your provision outside of your current IoT specialism.

If you are applying for more than one Higher Technical Qualification that relates to your specialism, you should submit one application on behalf of the IoT covering all capital and provision.

If applying as an IoT, we would expect you to allocate to the provision that will be most impactable to your local economy, and to demonstrate how you will use the grant to produce shared organisational resources that will benefit all members. To note, this funding will only be allocated based on predicted learner numbers for approved Higher Technical Qualifications.

**3.4.1 Applying as an IoT for a wide number of your IoT specialism**

As part of the process of applying to be an IoT, you will have demonstrated the specialism and courses against which your institution been awarded. However, we know that other providers may be able to deliver Higher Technical Qualifications in the IoT specialism, and part of the IoT. Through the Provider Growth Fund we want to support IoTs to expand their provision outside of their specialism.

We expect this to work in the following way:

- If an IoT specialism is for example, Digital, but partners within that IoT are offering Construction Higher Technical Qualifications, the IoT will be able to submit a bid to support their specialism Construction learner numbers to ensure that they can meet the IoT expanding. Predicted learner numbers can only be based on providers which are part of the IoT, and not other providers in the local area.
- We would expect the IoT to share the funding and share delivery to support the expansion of Higher Technical education.
- If the IoT specialism is not in the Target Subject area, we do not need the IoT to get agreement to apply for the funding to support the provision outside of the IoT specialism. However, we would expect the IoT to share the funding and share delivery to support the expansion of Higher Technical education.

**3.4.2 Applying as part of an IoT and as an individual provider**

An IoT can be awarded funding under the Higher Technical Qualifications that relate to your specialism. However, if an IoT decides not to offer a route that relates to your specialism, you can also submit a different route outside of the IoT (Course agreement and delivery plan, and submit a separate application for this route on an individual basis (you cannot apply for the same route as an individual provider and as part of an IoT).

### 3.5. Franchising arrangements

We recognise that providers may be working in a franchising arrangement.

Franchise arrangements are used when a lead provider (the Franchisor) enters into an agreement with other providers (the Franchisees) to deliver qualifications. The Franchisee will advertise on behalf of the lead provider. The franchisee may deliver all or part of a programme that the Franchisor approves and owns.

We would expect the Franchisor to be the lead provider and submit the application, and to meet the relevant eligibility criteria and the funding criteria set out in our guidance, unless otherwise stated in their franchise arrangement.

### 3.6. Consortium applications

We welcome applications from consortia, perhaps to share resources, or to engage with employers across a wider geographical area. Consortia can be formed of any consortium will need to meet the eligibility criteria in order to apply.

The application will need to list all delivery and support partners in the consortium and clearly state how the funding will be used by each partner, along with brief details of the consortium governance structure and how the funds will be managed. As part of the application process, we would expect the lead provider to submit a letter of support from partners signed to support the Higher Technical Qualifications that you are applying for.

Partners cannot submit an individual application for the same route as the consortium. If a partner is part of a consortium, they can submit a bid for other routes, however, this approach can cause delay for the individual or consortium.

When applying as a consortium, the funds should be allocated to the delivery partners that plan to offer approved Higher Technical Qualifications. However, in some circumstances, where a member of a consortium is not planning to deliver some of the approved Higher Technical Qualifications, the lead provider may request that they can redistribute their consortium allocation to other partners who need more resources. However, the funding will only be allocated on the basis of predicted learner numbers for approved Higher Technical Qualifications.

## 4. How to apply for the Provider Growth Fund

### 4.1. Completing the application form

## 5. Prioritising and allocating funding

## 6. How to prepare for the Provider Growth Fund

To apply for the funding, you must:

1. Meet the eligibility criteria (set out in section 1.6).
2. Provide data on predicted learner numbers with some reasoning of how you have arrived at those numbers, providing a clear justification on any growth in your numbers.
3. Provide supporting evidence on how the funding will build capacity and improve the quality of provision.
4. Include information on:
   - why you are projecting these learner numbers
   - how you intend to spend the funding
   - how the funding will help build capacity and improve the quality of provision
   - which specific groups or individuals will benefit from the funding

Once you have read this guidance and are ready to complete your application, the form is available to download from GOV.UK.

You must adhere to the word limits stated on the application form and provide full answers for each question. Any words over the word limit will not be counted or read as part of assessing your application. You should provide focused responses, supported by robust and quantifiable information.

We may check your responses against information we already hold and contact you if further information is required.

If you have questions on this guide or application form, please email team.highertechnicaleducation@education.gov.uk, allowing up to 3 days for a response. Depending on the nature of your query, we may update the published guidance on gov.uk in response.

## 4.2. Submitting your application

Please email your completed application form to team.highertechnicaleducation@education.gov.uk no later than **11.59pm Friday 9 July 2021**.

Once you have emailed your application, if you have not previously registered your bank details with the Education and Skills Funding Agency, please do so using the online form. The process can take time for you to be set up, and we will not be able to make any payments until you are registered, so please do this as soon as possible after submitting your application to avoid any delay in payment.

## 4.3. How we will assess your application

The Department will review your application against the eligibility criteria and your responses to the questions in the application form. You may be contacted for further information if this is required.

Information provided on the application form, including personal information, may be subject to publication or disclosure in accordance with the access to information regimes, primarily the Freedom of Information Act 2000 and the Data Protection Act 2018 and the UK General Data Protection Regulations (GDPR), respectively.

Following receipt and assessment of all eligible applications to the Provider Growth Fund, predicted learner numbers from all successful applications will be used in our funding formula to allocate the appropriate amount to each provider.

## 4.4. If your application is successful

If your application is successful, we expect you to enter into a grant agreement with us. You will receive a letter from us confirming this and setting out the terms of the grant. These will be based on an amended version of the Department's standard terms and conditions to reflect Provider Growth Fund specific clauses, such as the payment terms and the additional clawback requirements as detailed in section 5.3 below. The agreement will confirm the funding allocation and outline what the grant is to be used to fund and will include other conditions, including restrictions. You will need to demonstrate that funding spend will be incurred within the period we agree with you to receive the money you have been allocated.

We will ask you to review and accept the terms by signing and returning a copy of the grant offer letter within two weeks of receipt.

We reserve the right to recover funds from you if there is evidence you have not used them for the agreed purposes and/or within the agreed timelines.

We reserve the right to delay our decision on the outcome of application(s). If our decision on your application is going to be significantly delayed, we will inform you of this.

If you decide not to deliver an approved Higher Technical Qualification in a Target Subject, we reserve the right to recover any grant funding we have paid. If you are not able to offer your chosen Higher Technical Qualifications(s) for reasons beyond your control, we will discuss this with you on a case-by-case basis. Please see section 5.3 Clawback below.

Please note that funding is only confirmed once we have received a signed copy of your grant offer. You must not issue communications regarding the success of your application until you receive confirmation from us that you can do this.

The funding must be used to support the roll out of approved Higher Technical Qualifications in the Target Subjects for which you are applying for funding.

# 5. Monitoring and evaluation

Providers must return monitoring data during this process and assist with an evaluation of the Provider Growth Fund in terms of spend and value generated.

## 5.1. Monitoring

We will provide a monitoring form and providers must confirm how they have spent the funding and how it has contributed to improving the quality of higher technical education.

We will ask providers to provide a return in:

- November 2021 to demonstrate spend progression
- January 2022 to confirm spend to date and planned spend between January and March 2022.

## 5.2. Evaluation

We will also ask providers to provide a final return in April / May 2022 setting out how the funding has supported building capacity and improving the quality of higher technical education.

This will help us to build an evidence base and enable us to share good practice as we build towards the roll out of the Lifetime Skills Guarantee.

## 5.3. Clawback

Once the funds have been allocated, we will monitor the spend throughout the grant period and will ask providers to confirm actual student numbers in September 2022 and 2023. We will claw back funds in the following situations:

- funds that have been misspent (i.e. not in accordance with grant agreements) or not spent by March 2022.
- a provider decides not to deliver an approved Higher Technical Qualification in Digital, Construction and Health and Science.
- where the provider fails to reach 80% of their predicted learner numbers, we would claw back the difference between their actual number and 80%. For example, if they had 70% of predicted learner numbers, we would claw back 10% of funds.

If you are offering more than one Higher Technical Qualification, the clawback clauses will be relevant for each individual course.

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