

Circular 01/05

Funding

Guidance on Funding Allocations 2001-02

This publication has been prepared by the Further Education Funding Council on behalf of the Learning and Skills Council.

Summary

This circular provides guidance to institutions from the Learning and Skills Council (the Council) on the allocation round for further education funding for 2001-02. It explains how institutions' provisional allocations will be calculated, including the allocation of growth funding for full-time 16 to 18 year olds and for adults. The guidance on funding allocations is substantially the same as in the FEFC Circular 00/03 *Funding Guidance 2000-01*, which this document replaces. The document is of interest to college principals, chief education officers, heads of other funded institutions formerly known as external institutions, and heads of higher education institutions which expect to receive Council funding.

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31 March 2001.

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Supersedes FEFC Circular 00/03 *Funding Guidance 2000-01*.

Associated guidance *Guidance on Further Education Funding Eligibility and Rates 2001-02*

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Guidance on Funding Allocations 2001-02

Introduction

i. This circular provides advice to institutions on the arrangements for making further education funding allocations for 2001-02. It supersedes the Further Education Funding Council (FEFC) Circular 00/03 *Funding Guidance 2000-01*. Advice on the national further education funding rates has been issued separately in the *Guidance on Further Education Funding Eligibility and Rates 2001-02*, published by the FEFC and endorsed by the Learning and Skills Council (the Council).

ii. It has been agreed between the chief executives of the Council and the FEFC that the FEFC will apply the existing FEFC funding methodology and calculate the allocations for 2001-02 for institutions on behalf of the Council. From 1 April 2001 the Council assumes the funding responsibilities of the FEFC.

iii. The Council will continue to develop common funding arrangements, which are likely to be introduced from 2002-03. Consultation and further information about any proposed changes to further education funding systems will be issued later in the year.

iv. It should be noted also that from 1 April 2001, as a result of the *Learning and Skills Act 2000* (the Act), external institutions providing further education would no longer need the sponsorship of a further education college in order to receive Council funding.

Secretary of state's priorities

v. The government's priorities for further education for 2001-02 were presented in the secretary of state's speech at the Association of Colleges (AoC) conference on 21 November 2000. They were set out in the letter of 4 December 2000 to the Council chair, which was circulated to institutions.

vi. The key priorities that the secretary of state has set for the Council on the basis of the comprehensive spending review settlement are:

- to encourage young people to stay on in learning and raise their achievement
- to increase demand for learning by adults
- to maximise the contribution of education and training to economic performance
- to raise standards.

Summary of Council decisions

vii. The Council considered the letter from the secretary of state at its meeting on 17 January 2001. Key conclusions were:

- £3.7 billion would be available for distribution to institutions for participation of young people and adults in further education for the 2001-02 teaching year
- The average level of funding (ALF) would rise to £17.22 for 2001-02.

viii. The chief executive of the Council was delegated the authority to make payments to institutions.

ix. The Council has confirmed the main elements of the further education allocation for 2001-02. These include the following:

- the average widening participation (WP) factor uplift will rise from 8% to 10%
- £135 million will be specifically allocated for students enrolled on University for Industry(Ufi)/learndirect provision
- additional funding will be set aside to fund basic skills provision for students aged over 18 years
- a further £45 million will be made available to support the additional costs of implementing curriculum 2000
- the 2% tolerance on an institution's performance against funding agreement will continue for the year 2001-02

-
- the Council is minded to establish arrangements to provide further funding to institutions from a capped amount of funding where growth in the numbers of adult learners enrolled exceeds levels reflected in the funding agreement for 2001-02.

Repeal of schedule 2

x. The Act has removed the awkward and artificial distinction in the *Further and Higher Education Act 1992* between qualifications covered by schedule 2 of the Act and those outside it. The Council wishes to see institutions formerly funded by the FEFC making full use of the opportunities offered by the new legislation to introduce high-quality, creative and innovative non-qualification bearing provision. In particular the Council wishes to see provision planned provision with local partnerships and taking into account local circumstances to reach out to new adult learners and encourage them to progress and succeed. The Council also wishes to build on and spread more widely the successful work of the 'non-schedule 2' pilots funded by the FEFC in 1999-2000 and 2000-01.

xi. However, the Council does expect institutions to continue to give priority to courses that lead to qualifications recognised by the secretary of state. Institutions should therefore not plan to increase 'other provision', at the expense of existing provision leading to qualifications. (Further information including definitions of the new terms relating to 'qualification' and 'other provision' is included in *Guidance on Further Education Funding Eligibility and Rates 2001-02*). Any institution wishing to confirm that their plans to develop this provision are in line with local needs should consult their local Council (see Annex F). Institutions' plans for 2001-02 and beyond will in any case be subject to detailed review as part of the Council's new planning cycle, which will operate from 2002-03 onwards.

Funding round 2001-02

xii. The guidance in this circular is intended to explain the procedures used by the Council to determine allocations of further education funding to each institution for 2001-02. It applies to all institutions receiving a further education funding allocation from the Council.

xiii. For the majority of institutions the funding process will be similar to that for 2000-01. The process is based on discussions between institutions and their Local Learning and Skills Councils (LLSCs), following receipt of provisional allocations, within the framework set out in this document. Local Councils will work in conjunction with staff in FEFC regional offices, as appropriate, until 31 March 2001.

xiv. The process is intended to reflect each institution's particular circumstances within a clear national framework. The Council has sought to respond to requests from institutions for more flexibility, for example in continuing the potential for carry forward of underachievement of targets. The Council is concerned, however, that a number of institutions appear to underachieve their funding agreements for two or more years consecutively. The dialogue with local Councils will establish whether such institutions' baseline allocations should be reduced and whether it is prudent for the Council to allocate growth funds to them.

xv. All queries regarding this document should be made through the appropriate local Council, or through FEFC regional offices until 31 March 2001. Council staff in Coventry will be supporting colleagues in LLSCs in their discussions with institutions thereafter.



Timetable for Funding Allocations in 2001-02

End of February 2001	Provisional allocations for 2001-02 issued to institutions.
March 2001	<i>Guidance on Further Education Funding Eligibility and Rates 2001-02</i> published.
March 2001	<i>Guidance on Funding Allocations 2001-02</i> published.
March 2001	Review of provisional allocations by institutions and LLSCs.
9 April 2001	Target date for responses to provisional allocations and receipt of strategic planning information.
April/May 2001	Adjustments to allocations for individual institutions.
April/May 2001	Notification to institutions of any University for Industry (Ufi) allocations for 2001-02.
End of June 2001	Final funding allocations (including any Ufi allocations), funding agreements and any final reviews of provisional allocations issued to institutions.

- the Council agrees with each institution the provision it will make in return for its funding. This provision will be expressed in units¹ and also the number of full-time 16-18 year-olds and the number of adult students
- institutions are free to enrol additional students, without funding, as they consider appropriate. The Council cannot guarantee to fund such additional students in 2001-02 but unfunded students in priority growth areas are likely to be reflected to some extent in allocating growth in 2002-03
- in determining which programmes to offer, institutions should consider the needs of their own locality and the secretary of state's wish to see collaboration between colleges and between colleges and other education and training institutions
- each institution's performance is monitored against its funding agreement and its funding will be reduced if it falls short of its agreement, except where the 2% tolerance applies, subject to the conditions set out in this document.

Council's Approach to Funding Allocations

1 For 2001-02, in order to ensure stability and continuity of provision during a transitional period, the key features of the Council's approach to the allocation of funding to institutions follow the broad principles of FEFC allocations in previous years. These are as follows:

- the Council makes a main allocation of funding to institutions to support the provision set out in their strategic plans
- the Council may also make separate allocations of funding to institutions in respect of targeted activity; for example, growth funds in 2001-02 for full-time 16 to 18 year-old students and for widening participation. Funds may not be vired between the various allocations without the Council's prior written consent

¹ The Council expresses its funding of institutions using a measure called a funding unit. A funding unit is a standard measure of elements of activity that make up a student's programme of study or support for their learning. Each category and aspect of provision that the Council has decided to fund differentially is assigned a value of funding units in a system of national rates, formerly known as a tariff. Details of this system for 2001-02 are explained in *Guidance on Further Education Funding Eligibility and Rates 2001-02*; proposed changes were set out in FEFC Circular 99/54, *Revised Funding Methodology for 2000-01 Including Curriculum 2000* and FEFC Circular 00/02, *Funding Methodology: Review of the Tariff 2000-01*. **Copies of FEFC publications can be found on the FEFC website at www.fefc.ac.uk.**

Summary of the allocation process for 2001-02

2 The Council will agree a provisional allocation to each institution consisting of:

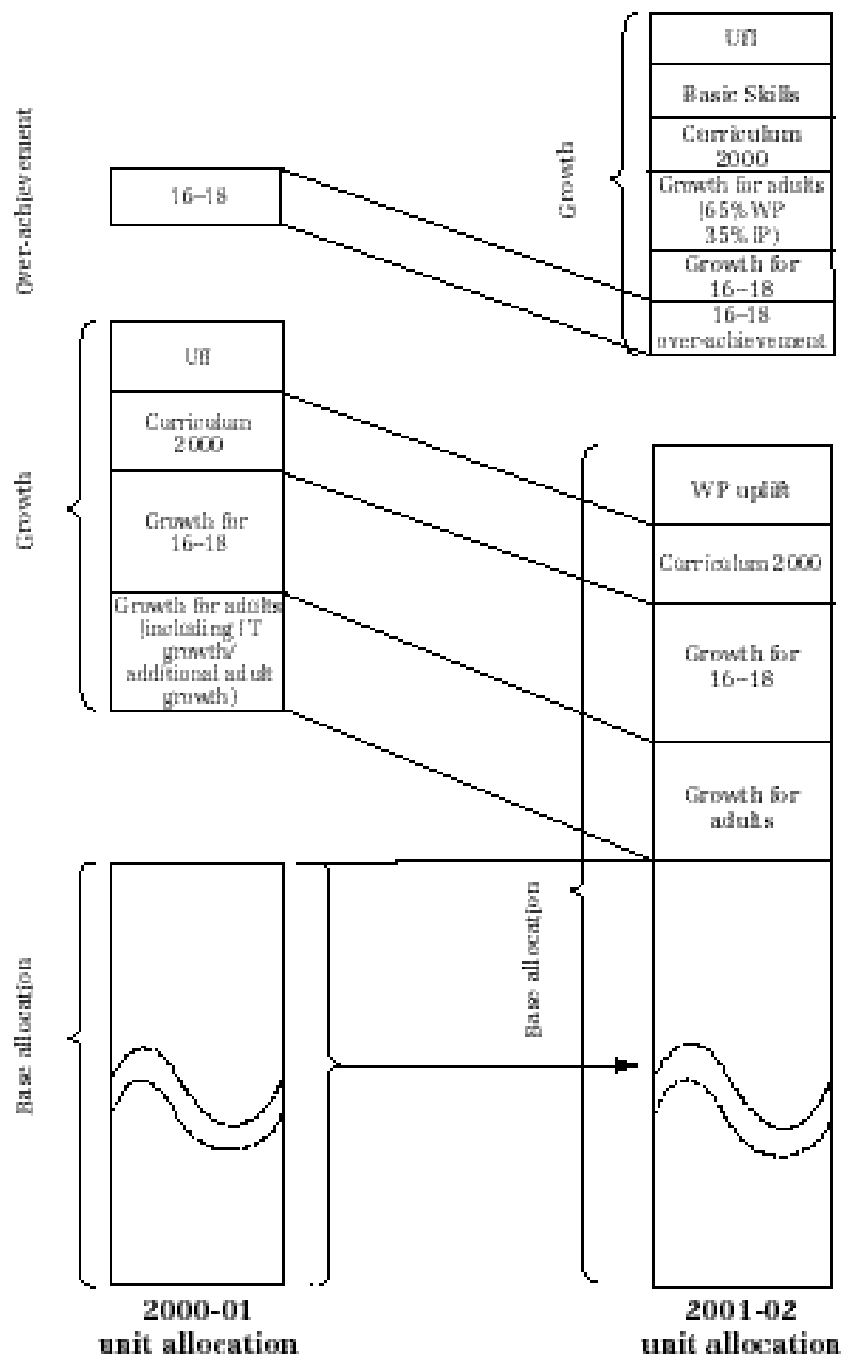
- a base allocation calculated from the institution's 2000-01 allocation from FEFC
- growth funding for full-time 16 to 18 year olds
- growth funding for adults, 65% of which is targeted at widening

participation (WP) and 35% is for increasing participation (IP) in the population as a whole

- funding for the additional costs of curriculum 2000
- growth funding for additional adult basic skills students.

This is depicted in figure 1.

Figure 1. Construction of allocations for 2001-02



Base allocation

3 Most institutions will be offered a base allocation consisting of the same number of units for which they were funded in 2000-01 (excluding any Ufi allocation). Figure 1 illustrates how the base allocation will be constructed.

4 Each institution's total funded unit allocation will consist of its base allocation plus any growth elements; the total units to be delivered may exceed the funded units where an institution is carrying forward underachievement.

5 The Council will calculate the cash to be allocated by multiplying the number of units by the average level of funding (ALF), adjusted where applicable for London weighting, the institution's widening participation factor and specialist college uplift factor.

Convergence

6 The FEFC's policy was to converge colleges to a common level of funding by 2001-02, as set out in paragraphs 7 to 10 of FEFC Circular 00/03 *Funding Guidance 2000-01*. This proposed that in 2001-02 the average level of funding (ALF) for colleges should be £17.20. However, the level of grant available from the DfEE to the Council has enabled the Council to set the ALF for 2001-02 at £17.22.

7 This figure will apply to colleges, higher education institutions and to other funded institutions formerly referred to as external institutions.

8 The only exceptions to this policy will be institutions which are on an individual convergence track, through a special agreement with the FEFC to offer them support in dealing with financial difficulties (see paragraphs 19 to 20). Such institutions will be funded at the ALF previously agreed as part of their support arrangements for 2001-02.

Performance against Funding Agreement

9 The assessment of an institution's performance against its funding agreement for

2000-01 will be based on the ISR18 (1 November 2000; 2000-01) return made to the Council.

10 HE institutions will be given a provisional allocation based on an assumption of meeting target.

11 Confirmation of the level of growth offered will result from discussions between the institution and the local Council. Institutions that are expected to be significantly below target against their 2000-01 funding agreement and those that have not returned ISR18 (1 November 2000; 2000-01) by 9 April 2001 may be given an indicative growth allocation for 2001-02.

12 Where an institution is not expected to meet its 2000-01 funding agreement, it will be expected either to:

- identify in its commentary how it intends to generate at least the number of units in its 2001-02 provisional allocation, plus any shortfall carried forward from the previous year(s); or
- offer units back to the Council as part of its response to its 2001-02 provisional allocation.

13 If, after discussion, there is some doubt that an institution can deliver the number of units in its 2001-02 provisional allocation, the Council may offer only the number of units the institution expects to generate in 2000-01. Each institution will have a minimum funding allocation in 2001-02 of 90% of its 2000-01 funding allocation. This will be subject to any adjustment described in paragraph 15.

14 The Council will monitor each institution's performance against its funding agreement. After the year-end, a final audited claim for funding units for the teaching year 2000-01 will be required in February 2002 from each institution. Should the number of units achieved by an institution in a particular category be significantly less than that set out in its 2000-01 funding agreement, the Council may review in-year the institution's 2001-02 funding allocation. The Council will also consider the data from ISR 21 (1 November 2001, 2001-02) as an indication of likely achievement in 2001-02,

and may monitor achievement of student numbers through an early statistical in-year return and discussion with the institution.

15 Where an institution has failed to achieve 90% of its 1998-99 unit allocation in 1999-2000 and is expected to fail to achieve 90% of its 1999-2000 unit allocation in 2000-01, the Council will adjust the unit allocation for 2001-02 and cash funding to reflect more accurately the institution's performance.

16 The adjustment would be reviewed in the light of the institution's audited final claim for 2000-01. If the institution generated a greater number of units than originally used in calculating the allocation for 2001-02, all additional units achieved, up to 90% of the institution's 2000-01 allocations, would be added back into the 2001-02 allocations.

17 If an institution generates fewer units in 2000-01 than used in calculating the allocation for 2001-02, the Council may revise the allocation again in the light of the further shortfall in units.

Support for Colleges in Financial Difficulty

18 Where an institution or its external auditors consider that they could be affected by recovery of funds arising from a failure to deliver targeted growth and/or failure to deliver the additional allocation made during 2000-01, and the scale of this recovery could have significant financial implications for the institution, they should contact their local Council for further advice.

19 The FEFC's approach to dealing with colleges in financial difficulty included the option of rebasing some institutions. The process of rebasing was described in paragraphs 6 and 7 of annex B to FEFC Circular 99/09 *Franchising, Fees and Related Matters*. The policy has developed in recent years, and the Council may wish to consider rebasing as an option in dealing with colleges in financial difficulty.

20 The FEFC also offered cash protection to institutions that had experienced serious difficulties and required exceptional support to

sustain adequate and sufficient provision. The effect of this protection is similar to that of rebasing, by starting with a cash figure for payments to the institution and then agreeing a unit target, which reflects likely achievement. The average level of funding (ALF) rises and then gradually falls over no more than three years to the convergence ALF. The Council may wish to consider cash protection as a further option in dealing with such colleges.

Targeted Growth

21 In addition to the general distribution of funds using the above method, the Council will also allocate the additional funds made available to it for 2001-02, for the following purposes:

- additional full-time 16 to 18 year-old students
- additional funds for curriculum 2000
- additional growth for adults of which 65% will be for widening participation and 35% for increasing participation
- additional growth in numbers of adult basic skills students
- additional growth in number of students enrolled on Ufi/learn direct provision.

22 Institutions, in responding to their provisional allocations, will be offered the opportunity to make a specific case to the executive director of the local Council where, based on individual circumstances, they believe they can deliver more provision than is funded in their provisional allocations.

Full-time 16 to 18 year-old students

Growth

23 The Council wishes to encourage institutions to increase the number of 16 to 18 year-old students for which they make provision, particularly in those groups that have not traditionally taken part in further education. When planning for this, institutions should take account of their learning partnerships' local learning plans, or equivalent, to ensure there is no unnecessary competition. The Council will

also take account of each institution's 2000-01 actual enrolment data from ISR 18 (1 November 2000; 2000-01). Over-achievement of numbers of full-time 16 to 18 year-old students in 2000-01 will be taken into account in making growth allocations for 2001-02.

24 Growth for this category will be in three parts. The first element will be a fixed percentage growth in the units related to 16 to 18 year-olds. The second element will take account of local demographic growth and the institution's recruitment of 16 to 18 year-olds in 2000-01. The third element will be a variable percentage linked to the participation rate in the institution's local area.

25 The Council will estimate the demographic growth element based on the number of full-time 16 to 18 year-old students each institution would have in 2001-02 were its market share to remain the same as in 2000-01. This will be calculated using data from the ISR, together with population growth projections from the Office for National Statistics.

26 Overall demographic growth in this age group is predicted to rise in 2001-02, and participation rates are predicted to increase such that the overall growth in numbers of 16 to 18 year-olds is expected to be around 40,000 between 2000-01 and 2001-02. This overall growth at a national level will mask considerable variation at a local level.

Curriculum 2000

27 FEFC Circular 99/54, *Revised Funding Methodology for 2000-01 Including Curriculum 2000*, described in detail the Council's approach to funding curriculum 2000. It proposed a coordinated set of changes, relating to the funding of all students, which was intended to support the introduction of revised funding arrangements for curriculum 2000 whilst reducing the complexity of the current funding methodology. In response to the requests of the sector for funding to support the full costs of curriculum 2000 in 2000-01, the FEFC allocated around £107 million, which will be consolidated into the baselines for 2001-02.

28 The FEFC sought early feedback on the progress of curriculum 2000 in colleges in its monitoring arrangements in the autumn term 2000. It also held at Highgate House in December 2000 a joint seminar, which included principals, to review developments. Using information gathered in such ways the FEFC, on behalf of the Council, has considered the best approach to allocating the additional £45 million it has made available to support curriculum 2000 for 2001-2.

29 In deciding how this additional allocation should be distributed, the Council has tried to take a balanced approach, to reflect the differing ways in which institutions may have planned for the first year of the enhanced curriculum. It is aware that some institutions did not claim additional units for curriculum 2000 delivery in their 2000-01 allocation, but have still delivered the curriculum 2000 entitlement to full-time 16 to 18 year-old students. To allocate additional funds only on the basis of growth units for curriculum 2000 would therefore have penalised such institutions. On the other hand, the Council also acknowledges that some institutions have made a substantial commitment which is reflected in their curriculum 2000 growth units, and that they will wish to build on this. A consultation with the sector was considered. However, it was felt this might delay the timescale for issuing provisional or final allocations, and might also be impractical in the light of arrangements necessary for the establishment of the new Council.

30 After considering various options, the Council has decided to allocate only part of the additional funds within the provisional allocations for 2001-02 at this stage. Within the time available, the Council has tried to undertake some testing within the further education sector of the chosen calculation method. The calculation is a hybrid one, based on two elements: a flat rate increase of 3 units per student for each full-time 16 to 18 year-old student enrolled at an institution in 2000-01, plus a variable increase of 10% for each growth unit allocated for 2000-01 for curriculum 2000 provision.

31 The funding arrangements will reflect the principle of entitlement to key skills, tutorial and enrichment activities applying to all full-time 16 to 18 year-old students, regardless of level of study. They will also support 'roll on, roll off' provision. The net effect of the funding arrangements for curriculum 2000 in 2001-02 will be to increase the total funding units that may be claimed for full-time programmes for 16-18 year olds. However, institutions will have the opportunity to seek an alternative allocation if their actual plans for curriculum 2000 differ significantly from the assumptions in paragraph 30. The Council has set aside some further funds in addition to the £35 million included in provisional allocations, in order to enable it to respond positively to institutions' plans.

32 Any alternative allocation will be established through the dialogue between institutions and local Councils following receipt of provisional allocations. Institutions are also asked to provide details, in their response to the provisional funding allocation, of the extent to which the broad changes of curriculum 2000 have been made available, and are being taken up by students.

Adults

Growth

33 The Council will calculate each institution's growth for adults in two parts. The first part will be based on the institution's existing number of units associated with provision for adults. This is intended to increase participation in the population as a whole. The second part will be based on the number of students eligible for a WP uplift, other than for basic skills.

Basic skills

34 The Council will allocate funds for additional basic skills provision based on a calculation of two elements: the number of adult students enrolled at an institution, and the number of enrolments on basic skills courses, that is, courses in adult numeracy, literacy and English for Speakers of Other Languages (ESOL). This will clearly not include adult learners who

will enrol under the basic skills in local communities project due to take place between March and August 2001. Institutions that will be enrolling such students may wish to refer to this in their commentary (see paragraphs 72 to 74 below) in any application for additional growth funds for basic skills in 2001-02.

University for Industry

35 In 2000-01 the FEFC made available £47 million to University for Industry (Ufi) learning hubs to deliver Ufi programmes to Ufi learners in learning centres. In 2001-02 £135 million has been set aside for students enrolled on Ufi provision.

36 The Council has agreed with the Ufi the method of allocating these funds. Ufi has requested that institutions that wish to receive funds for Ufi provision in 2001-02 should apply to Ufi by the end of February 2001. The Council is considering whether any Ufi hubs can be funded directly in 2001-02 and, if so, against what criteria. In the meantime, the Council will notify the hub's recipient college of their allocation by May 2001. Funds for Ufi provision will be included, but separately identified, in final allocations for 2001-02.

Quality Assessment

37 The Council proposes to continue the FEFC practice of capping the provision for institutions which require reinspection. This confirms the intention set out by the secretary of state in chapter 5 of the DfEE publication *Learning to Succeed*, whilst allowing the institution the opportunity to improve. Where institutions which were inspected by the FEFC still have outstanding grades 4 or 5 for a curriculum area or for quality assurance, governance or management, the Council will apply the conditions indicated for provision which is graded as inadequate or weak under the new inspection arrangements, as below.

38 Where the appropriate inspectorate has assessed a curriculum or subject area as weak, it will be a condition of Council funding that the

institution shall not increase the numbers of students taken on to the first year of programmes until the appropriate inspectorate is satisfied that the deficiencies have been remedied. An institution will not be allowed to increase its activity by replacing part-time students with full-time students and the Council would not expect an increase in the units in the curriculum area or areas in question. Where the provision is judged by the inspectorate to be inadequate provision – that is, where one third of published grades for curriculum or subject areas are judged less than satisfactory, or less than satisfactory standards in leadership and management – the Council will consider whether to limit the funding to be allocated to the institution.

39 Where an institution has assessed itself as having a weak curriculum or subject area, the Council would not expect it to plan to increase the numbers of students taken on to the first year of the programme in the curriculum area or areas in question.

40 In franchise arrangements, an institution is responsible for ensuring that quality assurance arrangements for the franchised provision, including the application, where applicable, of the college charter to the provision, are in place.

41 Where the appropriate inspectorate has assessed a college's leadership and management as inadequate, the Council will make it a condition of funding that the college may not enter into new, or extend existing, Council-funded franchise arrangements until the appropriate inspectorate is satisfied that the deficiencies have been remedied. This will require institutions not to increase either the student numbers or the funding units for franchise arrangements above the numbers at the date on which the institution was notified by the inspectorate of the grading for leadership and management. The institution may claim funding for all legally binding contractual commitments existing at the date on which the grade was notified. Institutions should not enter into any new contracts. Students enrolled after the date of notification are only eligible if there is

a legally binding contractual commitment in existence at the date of notification.

42 Where an institution has assessed itself as having inadequate leadership and management, the Council would not expect it to increase its franchised provision, as described in paragraph 41

43 There are some institutions where the Council has significant concerns about the quality of provision, leadership and management and/or financial issues. The Council will undertake detailed discussions with these colleges to assess their capacity to deliver growth. These discussions may result in restrictions on the funding allocation for growth.

Local Priorities

44 The Council's guidance in relation to local priorities is contained in FEFC Circular 99/39, *Local Priorities*, and the accompanying toolkit.

45 The local priorities policy is intended to ensure that there is appropriate provision of further education for the population of an area, provided mainly by local institutions and that wasteful and unhelpful competition is avoided. The Council is concerned to ensure that institutions focus on the needs of the local area.

Local recruitment area

46 An institution's 'local' recruitment area is defined by the Council (taking forward the FEFC definition) as the set of local authority districts from which the institution recruits 80% of its direct provision. The district containing the most direct provision, measured in student numbers, is selected, followed by the district with the second highest amount of direct provision and so on until at least 80% of direct provision is included. Provision is defined as 'local' if it is made within the 'local' recruitment area and 'distant' if it is made outside.

47 Each institution has been given details of the local authority districts comprising its 'local' recruitment area.

Franchised Provision

48 The term franchising is taken to refer to outward franchising or subcontracting, that is where a Council-funded institution delivers provision for students enrolled at the institution through a partner body. Where an institution makes provision for students enrolled at another institution, it is defined as inward franchising and such students should be recorded on the ISR form, FRANIN. The institution should not claim any funding units for inward franchising.

49 The guidance in relation to franchised provision is contained in FEFC Circular 96/06, *Franchising*, and FEFC Circular 96/32, *Supplementary Guidance on Collaborative Provision*. Institutions are reminded to consult this guidance and any subsequent updates, including FEFC Circular 99/09, *Franchising, Fees and Related Matters*, and FEFC Circular 99/37, *Franchising and Fees*, before entering into franchise arrangements.

50 The secretary of state in his letter to the chairman of the FEFC in May 2000 approved the FEFC policy of ending inappropriate franchise arrangements and those operating outside an institution's local area. The Council does not, therefore, expect any new contracts or increases in student numbers associated with distance franchise provision. However, the Council is working with National Training Organisations (NTOs), employers and colleges on a number of pilot projects based around sub-regional centres of excellence, in order to progress some of the best practice from franchising, whilst enabling the value-added aspects of this to be tested.

51 In relation to franchising, the Council will be adopting the approach outlined at paragraph 3.12 in the Department for Education and Employment (DfEE) publication *The Learning and Skills Council Prospectus*. This stated that sub-contracting arrangements would need to be seen to add value. The DfEE consultation document, *Learning to Succeed: Post-16 Funding and Allocations*, also considered this issue at paragraphs 2.29 to 2.32. The Council will over time be developing direct relationships with

training institutions that meet its threshold standards.

Arrangements for 2001-02

52 Institutions will be requested from time to time to provide details of their existing and planned franchised arrangements, and how they contribute to the achievement of their mission and strategic objectives. The information will usually complement the timing and structure of strategic plan returns.

53 Information from the ISR, and later the ILR, will provide the Council with an indication of each institution's franchised provision and information about the organisations with which institutions have franchise arrangements. However, Council staff may request further information.

54 No Council funding should normally transfer from colleges to employers, including through third parties, as part of a franchise arrangement to provide education and training to their employees. Reasonable payments to employers for the use of premises and equipment may be appropriate. Arrangements for seconding an employer's staff may be contentious and FEFC has given further guidance on this and other issues in FEFC Circular 99/09 and FEFC Circular 99/37. There is also guidance on this in *Guidance on Further Education Funding Eligibility and Rates 2001-02*.

Tuition fees

55 As in 2000-01, the secretary of state expects institutions to continue to raise additional income of £60 million from employers' contributions in 2001-02.

56 The Council has recommended that colleges should set a minimum tuition fee for employer-led provision funded by the Council, at rates equivalent to the fee remission element in the funding arrangements. In addition to addressing the expectation that additional income of £60 million in employer contributions will be obtained in 2001-02, this policy addresses concerns of many colleges about wasteful competition arising from the

undercutting of fees charged by local colleges to employers, often by other colleges franchising out of their normal recruitment area. Colleges are asked to consider their fees policies in the context of their lifelong learning partnerships, whilst taking account of the secretary of state's expectations of increased employer contributions.

57 Recommended minimum levels of tuition fees for employer-led provision are provided in FEFC Circular 99/37 *Franchising and Fees*. Recent references are included in the DfEE Second Technical Consultation Paper, paragraph 2.62, relating to Learner Fees.

Outstanding audit certificates

58 A number of institutions have audit certificates relating to the use of funds or funding claims outstanding. The Council will consider, on an individual basis, whether to confirm the provisional allocations for such institutions, and further allocations for 2001-02 will be delayed unless appropriate action is taken.

Mergers

59 Where institutions are merging, the Council will combine the individual provisional allocations to provide a single final allocation.

60 Where institutions with an individual convergence track as part of an exceptional financial support arrangement (see paragraph 20) merge with other Council-funded institutions which have the standard ALF of £17.22 in 2001-02, the Council will normally combine the individual allocations to provide a single final allocation. The combined ALF, which will be used for recovery of funds for 2001-02, will be calculated from the combined funding and combined units.

61 The Council's current approach to considering mergers involving further education colleges is described in FEFC Circular 98/36, *Mergers, Transfers and Incorporations*. This does not, however, extend to mergers involving institutions outside the further and higher education sectors. The Council would advise colleges that are considering mergers to contact the appropriate local Council for guidance and to

discuss whether it would be appropriate for an abbreviated version of the procedures in Circular 98/36 to be followed.

62 The Council may continue to develop its policy in relation to mergers.

Responses to Provisional Funding Allocations 2001-02

63 It is intended that each institution will be notified of its provisional allocation (or the reason why this may be delayed) by the end of February 2001. Institutions will have an opportunity to respond to the provisional allocation before the Council issues final allocations.

64 Institutions that wish to request significant variations to the provisional allocation are encouraged to start discussions with the local Council once they have received the allocation. The purpose of this dialogue is to provide the maximum time to gather appropriate information to support any proposed changes. LLSCs will work in conjunction with staff in FEFC regional offices, as appropriate, until 31 March 2001.

65 In accepting the funding offered, the accounting officer for the institution (that is, normally the principal or head of the institution), is agreeing that:

- the provision the Council funds through the institution falls within the relevant definitions in *Guidance on Further Education Funding Eligibility and Rates 2001-02*
- the provision is consistent with the institution's strategic plan, or the equivalent
- the institution will accommodate any growth implied by the allocation without further specific funding from the Council beyond any amount that has already been agreed
- the institution considers that, with all reasonable endeavour, it will deliver the target funded units and student numbers associated with its provisional allocation, and that it will notify the Council at the earliest possible

opportunity, through the local Council, of any likely significant shortfall

66 Each institution should return a response to the provisional funding allocation to the executive director at the local Council by 9 April 2001. Names and contact addresses for executive directors and LLSCs are provided at annex F.

67 For each institution the response pack will include:

- a *Response to provisional funding allocation 2001-02* cover sheet (copy at annex A)
- a form headed: *Response to provisional funding allocation 2001-02* (copy at annex B). This will accompany the provisional funding allocation for each institution. The form must have an original signature of the accounting officer, usually the principal or head of the institution, to confirm that it is valid. Copies or alternative signatures will not normally be accepted
- a commentary
- form SP01 CHG (APR) to notify any withdrawal of provision (copy of form at annex C)
- form SP01 BA-SK (APR) to notify basic skills enrolments (copy of form at annex D)
- form SP01 SH-CS(APR) to notify short course enrolments (copy of form at annex E)
- form SP01 C2K (APR) to provide information on the impact and take-up of curriculum 2000 provision.

Each of the forms in the annexes to this publication can be downloaded from the FEFC website (www.fefc.ac.uk).

68 The information to be provided by institutions in each section of the response pack is described in more detail in the following paragraphs and the associated annexes.

Cover sheet and response form

69 The cover sheet attached at annex A should accompany all returns. Institutions should use

the form for *Response to provisional funding allocation* (copy at annex B) that will accompany the provisional allocation. The form must have an original signature of the principal or head of the institution to confirm that it is valid.

70 In responding to the provisional allocation, institutions will be asked to indicate, by category, either acceptance or a requested reduction in units. If institutions do seek a reduction in units and associated funding, these may become available for reallocation. Consequently, for the growth elements there will also be the opportunity to request additional funded units should they become available.

Former external institutions

71 There is no requirement for 2001-02 for institutions formerly designated as external institutions to have the *Response to provisional funding allocation* form signed by a sponsoring college. All institutions should return their responses directly to the appropriate LLSC.

Commentary

72 Institutions are requested to provide a commentary which should be consistent with the *Response to provisional funding allocation* and which provides references to the last strategic plan (or equivalent) returned to the FEFC.

73 The commentary will be used by the Council to assist in considering each institution's strategic planning information in the following way:

- to test that the provision for which the funding is to be provided is consistent with the institution's strategic plan, or equivalent
- to supplement the Council's general understanding of the institution's plans prior to the return of strategic planning updates
- to provide the rationale behind the response to the provisional funding allocation and evidence to support it.

74 The commentary should particularly include detail for the sections below, where appropriate:

- requested reductions in base allocation (if applicable)

- growth in numbers of full-time 16 to 18 year-olds including demographic growth
- growth in numbers of adult students, including widening participation growth
- funding for curriculum 2000
- growth in numbers of adult basic skills students.

Other issues may be included if they have a particular local relevance.

Variation from 2001-02 funding agreement

75 The Council will include with the provisional allocation notification of an all-year estimate of funding units for 2000-01. The calculation of the all-year estimate of funding units will consist of the following stages:

- the funding profile from ISR 17 (31 July 2000; 1999-2000) will be used to indicate the percentage of provision made in the autumn, spring and summer periods
- the summer period will be increased to account for achievement units not included in the ISR17, using the percentage of achievement units in the institution's ISR16 (31 December 1999; 1998-99) summer period
- the maximum of additional support units from the ISR17 autumn period or from the ISR18 (1 November 2000; 2000-01) autumn period are used for the autumn period
- the revised profile is applied to the autumn 2000 period from ISR18.

76 Institutions are requested to set out the reasons for any significant differences between the total funding units allocated and estimated performance in 2000-01. Where the notified all-year estimate is significantly different to institutions' own calculations, institutions are requested to provide details of their own all-year estimate and how it has been calculated.

77 If, exceptionally, an institution's all-year estimate cannot be calculated because of a

failure to provide the necessary data, the growth element of the provisional allocation will be indicative only. Any confirmation of the growth in this case will be based on discussions between the institution and LLSC and subsequent support for the allocation of growth.

78 Institutions are requested to provide details of likely performance against student number targets for 2001-02. Specific reference should be made to full-time 16 to 18 year-old student number targets, adult widening participation and part-time 16 to 18 year-old student numbers. Where significant differences exist, institutions are requested to provide reasons for this.

Changes in strategic planning objectives

79 Institutions are invited to comment on any significant changes that have occurred between the most recent overall projection of student numbers (provided to FEFC in September 2000), the reasons for the changes and the current situation at the institution. The difference may result, in whole or in part, from inaccurate information supplied in 2000.

80 Institutions should indicate any significant change to their strategic objectives as set out in the latest planning information. Institutions should provide information on any factors that may have influenced these objectives. Such factors may include, for example, the availability of student finance or changes in the circumstances of major employers. Institutions are asked to identify the factors that pose the greatest risk to the achievement of their objectives and indicate their impact on projected student numbers or pattern of provision.

81 Institutions should discuss the planned withdrawal of any provision with their local Council as soon as possible. The form SP01 CHG (APR) should be completed, as necessary.

Curriculum 2000

82 In respect of allocations for curriculum 2000 the Council has assumed that institutions will achieve the additional allocations made for 2001-02. Institutions that consider that this

assumption does not apply to their individual circumstances will need to engage in early discussions with their local Council.

Basic skills enrolments

83 Institutions are also requested to return information on basic skills and short course enrolments, together with their response to the provisional funding allocation by 9 April 2001. This is an update of the information returned to the FEFC in September 2000 as part of the strategic planning return. Guidance for this was set out in FEFC Circular 00/18 *Strategic Plans, including Financial Forecasts and Accommodation Data*.

84 In the light of the Moser report *Literacy and numeracy: a fresh start*, institutions were asked to include details of their basic skills provision and planned basic skills developments as part of their response to their provisional funding allocation for 2000-01. All institutions are now requested to provide an update of this information on the following form:

- Basic Skills Enrolments – form SP01 BA-SK (APR) copy at annex D.

85 The Council needs to gather information on the number of enrolments on courses in literacy, numeracy and English for speakers of other languages (ESOL) in 2000-01, and planned enrolments for these courses in 2001-02.

Guidance for this is as follows:

- institutions should record their information based on **enrolments** (that is, a student studying any combination of basic skills courses should be recorded once for each course). For example, a student enrolled on a literacy, numeracy and ESOL course, separately, should be recorded three times on the form
- students enrolled on joint literacy and numeracy courses should be placed in the category that makes up the majority of their study
- full-time students should only be recorded if their learning programme is made up entirely, or very largely, of literacy, numeracy and/or ESOL

elements. It is unlikely that institutions will record many enrolments for whom this is the case. Learners with learning difficulties and disabilities who are following programmes such as independent living skills are unlikely to fall into this category

- students enrolled on full-time vocational programmes, who also attend a part-time literacy, numeracy or ESOL class (which is not funded through the mechanism of additional support) should be considered as **separate enrolments** for **each** of these part-time courses and recorded accordingly.

86 It would be helpful if this update could include details of provision which is planned in collaboration with local partners.

87 Institutions first returned basic skills information in May 2000, as part of their response to the provisional funding allocation for 2000-01. It would be helpful if this information could be updated in instances where enrolments were not recorded fully in accordance with the above guidance. **Please note that students following 3 hour programmes in basic skills should be recorded in the appropriate section of the form for short course enrolments (see paragraphs 88 to 89 below) not on the form for basic skills.**

Short course enrolments

88 In line with FEFC Circular 00/11 *Funding: New Arrangements for Adult Learners*, the Council wishes to receive information regarding enrolments on short courses. Additional funding for basic skills, ICT and short courses for adults became available from 1 May 2000. Unitised provision became generally available from 1 August 2000. Institutions should return their short course information to the Council on the following form:

- Short Course Enrolments – form SP01 SH-CS (APR) copy at annex E.

89 As in paragraph 85 above, institutions should return information based on the number of enrolments for **each** short course.

Additional support

90 The Council will consider increasing the funded units allocated to an institution in order to support an increase in the number of students requiring additional support. This would apply in the following circumstances:

- where the number of students requiring additional support for 2001-02 is expected to be significantly above that in previous years
- where the institution's projected profile of additional support units for 2001-02 is expected to be significantly different to that of previous years.

European Social Fund

91 With respect to provision partly funded by European Social Fund (ESF) grants, institutions should include in their commentaries the assumptions underlying the number of funding units for ESF-supported provision included in their strategic plans or equivalent.

92 Government regional offices carry out the administration of ESF objective 3 applications from 2000. As the timetables for the selection and approval of applications are different in each region, colleges in some regions may not be notified of the outcome of their application before they are required to send strategic planning, or equivalent, information and commentaries to the Council.

93 In such instances it will be necessary, as in the case of objective 1 and 2 ESF applications, for institutions to make a best estimate of the provision for which ESF grant is likely to be secured. Institutions should only take account of the appropriate percentage of units generated by those programmes for the matched funding element of Council-funded provision.

94 The DfEE intends to introduce a system of co-financing ESF across all three objectives, whereby the ESF funds and required matched funding are paid in a single funding stream. Bids for ESF funding will be made to a Co-Financing Organisation (CFO) rather than direct to the Government Office. The LSC Management Board has indicated that the Council wishes to become

a CFO where practical from September 2001 onwards. The detailed arrangements are still being considered, but institutions should be aware of this development. More guidance on this will be available at a later date. Further information about co-financing is available on the ESF website (www.esfnews.org.uk).

Exceptional features

95 An institution may identify whether it has any exceptional features it wishes the Council to take into account when considering its funding allocation. To have a potential impact on an institution's funding allocation any features identified should meet **all** the following criteria:

- differentiation – the feature should be one that most institutions do not share, for example being a sole provider of a specialism in a region
- scale – the feature should relate to a significant proportion of the institution's existing provision, that is, at least 30%. Institutions are expected to maintain small-scale specialisms within the funding allocated by the Council
- proper and reasonable – the feature should have an evident bearing on the Council's duty to secure proper and reasonable facilities for further education in England.

96 Where an institution has circumstances that are judged to be exceptional against these criteria, its funding allocation will be reviewed to ensure the Council can meet its principal statutory duty in relation to securing facilities for further education.

Strategic planning requirements for 2001-02

97 In line with the FEFC's strategic planning framework, the Council will require funded institutions to provide a strategic planning update in summer 2001. This is likely to include:

- projected student numbers
- information on withdrawal of provision, where appropriate
- a textual update

- a financial forecast (colleges only).

Further guidance on the information required will be published in May 2001.

Funding Agreements and Monitoring

Conditions of funding

98 The Council will attach conditions to its funding of institutions. Conditions (a) to (d) are required by the secretary of state for education and employment:

- a. no tuition fees shall be charged to students aged 16 to 18 in full-time or part-time education. For the purposes of the funding agreement, '18', means 'under 19 on 31 August in the calendar year when the student commences a programme of study'; it is intended that such a student should continue to receive free tuition in any consecutive subsequent year of study of the same programme;
 - b. colleges in the further education sector shall provide the data required by the secretary of state to permit the publication of comparative performance tables on student achievement and other matters in the light of consultation. In particular, each college shall:
 - provide to the Department for Education and Employment in a form and at a time to be specified: summary data relating to student achievements in vocational qualifications
 - subsequently publish, alongside its information published by the college under section 50 of the *Further and Higher Education Act 1992*, national summary data relating to all qualifications;
 - c. colleges in the further education sector shall have a college charter as envisaged in the *Charter for Further Education*;
 - d. as required by section 30(3) of the *Disability Discrimination Act 1995*, colleges shall publish a disability statement, as described in the *Education (Disability Statements for Further Education Institutions) Regulations 1996*;
 - e. funded institutions should supply other information as required by the Council in order to enable it to report to the secretary of state on equality issues;
 - f. funds identified in the college's funding agreement as being for capital purposes shall be used solely for direct expenditure on capital equipment and/or premises, and/or to support borrowing and/or finance leases for such purposes;
 - g. where the appropriate inspectorate has assessed a curriculum or subject area as weak, the institution shall not increase the number of students taken on to the first year of programmes in the curriculum area or areas in question until the inspectorate is satisfied that the deficiencies have been remedied and the curriculum area has been re-graded. Where institutions which were inspected by the FEFC still have outstanding grades 4 or 5 for a curriculum area, the Council will apply the same conditions;
 - h. If the FEFC inspectorate has assessed the leadership and management as inadequate, the institution may not enter into new, or extend existing, Council-funded franchise arrangements until the inspectorate is satisfied that the deficiencies have been remedied. The institution shall not increase either the student numbers or the funding units for franchise arrangements above the numbers at the date on which the college was notified by the inspectorate of the gradings for its leadership and management. Where institutions which were inspected by the FEFC still have outstanding grades 4 or 5 for quality assurance, governance or management, the Council will apply the same conditions;
 - i. the institution shall endeavour to provide for at least the same number of students with learning difficulties and/or disabilities as it did in 2000-01 and at least to maintain the proportion of such students in its overall enrolment total.
- 99 In certain circumstances, the Council may not wish its funds to be used by an institution for a particular purpose, for example, to develop provision outside its local recruitment area where such provision is already made. It may

also wish specialist provision to be maintained. In such cases, following discussions with the institution, the Council may include a specific condition of funding in that institution's funding agreement.

Tolerance of Performance against Funding Agreement

100 FEFC introduced a 2% tolerance for over-performance or under-performance against funding agreement from 1997-98. The Council has agreed to maintain this 2% tolerance for 2001-02. The tolerance is expressed in units and has operated as follows:

- in a year where the institution exceeds its funding agreement the maximum credit that the institution can generate for that year will be 2% of its target units
- credits can be accumulated from year to year, subject to a maximum credit equivalent to 2% of the current funding target
- in a year where the institution does not meet its target then the debit will be calculated in full
- the debit will be abated by any accumulated credit from previous years
- if after abatement the institution still has a net debit then funds equivalent to the net debit will be recovered back at the rate at which it was funded, less up to 2% of target units which are carried forward as a debit to the following year
- the institution's cumulative credit position is reset to zero after recovery.

Institutions should expect the system of tolerance to end in July 2002, along with the funding system brought forward from the FEFC, and should plan accordingly.

101 The 2% tolerance is intended to assist institutions to cope with short-term variations. The Council has also to deliver the secretary of state's growth targets. Failure to achieve specific student number growth targets must be compensated for in subsequent years to achieve

the overall target. If this is not possible, funds must be returned to the Council.

102 The Council appreciates that from time to time exceptional circumstances may arise that could justify a higher tolerance, for example, arising from the notification of better than expected successful ESF applications. If such circumstances do arise, institutions should contact their local Council to explore the possibility of carrying forward a higher figure.

Funding agreement

103 As in previous years under the FEFC, the Council will enter into a funding agreement with each institution. The funding agreement will set out the funds for the provision of further education and training that the Council has agreed to pay to the institution and the education and training programmes which the institution has agreed to provide in return. Specifically, the institution will be expected to provide the education and training programmes contained in its strategic plan, or the equivalent, subject to responding to unforeseen circumstances and to:

- generate at least the total number of funded units included in the institution's funding agreement with the Council
- generate the number of units in each category included in the institution's funding agreement with the Council
- increase the number of students broadly in each growth category in line with their growth allocation
- maintain the number of students in other categories where the institution's level of funding is maintained
- notify the Council at the earliest opportunity, through the local Council, of any likely significant shortfall.

Further information about the form of funding agreements for 2001-02 will be issued.

Monitoring Growth

104 The Council will monitor each institution's performance against its funding agreement each year. The Council will ask each institution to

provide in February 2003 a return of the total number of funding units achieved by the institution against its 2001-02 funding agreement. For 2001-02 the Council intends to appoint a number of external auditors to carry out audit of student numbers for each institution, as directed by the Council. The audit evidence to support the return of units is specified for each category of provision in *Guidance on Further Education Funding Eligibility and Rates 2001-02*.

105 Where there is a shortfall in funding units against the 2001-02 funding agreement, the Council will deduct funds from the institution's payments at the rate at which it was funded for each unit of the shortfall subject to:

- each institution being guaranteed 90% of its 2000-01 allocation even if its actual performance would imply a lower level of funding, unless the performance in 1999-2000 was also less than 90% of the previous year's allocation
- a provision that no reduction with a value of less than the lower of £5,000 or 5% of its main allocation will be made. Where appropriate, any such reduction in funding will reflect the London weighting allowance.

106 The Council will also recover funds for any shortfall in units allocated for growth in the student numbers in each growth category. It will consider whether the shortfall against the 2000-01 and/or 1999-2000 funding agreement, or the institution's performance over a number of years, is so significant that the 2001-02 allocation of funds should be reduced in line with the institution's actual performance.

107 If the institution's autumn 2001 ISR 21 return indicates that it is achieving its 2001-02 funding agreement, there may be no need for any further adjustment. If, however, the institution is again falling significantly short of its funding agreement, the Council will further adjust its 2001-02 allocation of funds to reflect more closely its actual performance. Any institution that, on the basis of enrolments to

date, considers it is likely to fall into this category is asked to consult their local Council.

108 In 2001-02, the performance of each institution will be monitored against its 2001-02 funding agreement. The Council may wish to consider whether the institution's actual performance should affect its 2001-02 allocation, for example, to take account of any shortfall or overachievement of funding units against its 2001-02 funding agreement.

Institutions not Previously Funded by the Council

109 For 2001-02 the Council expects to fund further education provision mainly through institutions that have previously received funding through the FEFC. Arrangements are being developed to enable the Council to consider institutions that are seeking funds from it for the first time.

Response to Provisional Funding Allocation 2001-02

Cover Sheet

**THE
FURTHER
EDUCATION
FUNDING
COUNCIL**

(Reference Circular 01/05)

Please complete and return this form to the Executive Director at the local Learning and Skills Council by 9 April 2001.

Cheylesmore House
Quinton Road
Coventry CV1 2WT

Telephone 024 7686 3000
Fax 024 7686 3100

Name of institution (*please print*)

Institution code

Contact name for queries (*please print*)

Tel. no.

Fax no.

Returns enclosed

Item No.

Please tick

1 Response to provisional funding allocation

2 Commentar y

3 Planning withdrawals of provision

SP01 CHG (APR)

nil retur n

4 Basic skills enrolments

SP01 BA-SK (APR)

nil retur n

5 Short Course enrolments

SP01 SH-CS (APR)

nil retur n

6 Curriculum 2000 update

SP01 C2K (APR)

nil retur n

Signature (*Principal/head of institution*)

Name (*please print*)

Date

Response to Provisional Funding Allocation: 1 August 2001 to 31 July 2002

**THE
FURTHER
EDUCATION
FUNDING
COUNCIL**

(Reference Circular 01/05)

Please photocopy, complete columns D and E and return this form to the executive director at the Casterbridge & Salisbury LLSC by 9 April 2001.

Cheylesmore House
Quinton Road
Coventry CV1 2WT

Telephone 024 7686 3000
Fax 024 7686 3100

Institution name Casterbridge College

Institution code

Region: WX

LLSC Casterbridge & Salisbury LLSC

	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
	<i>Provisional allocation (funds, £)</i>	<i>Provisional allocation (units)</i>	<i>Provisional allocation (students)</i>	<i>Institution's response (units)</i>	<i>Institution's response (students)</i>
1 Base allocation	16,331,396	948,397	N/A		N/A
	A1	B1	C1	D1	E1
2 Over-achievement of 16-18 FT growth in 2000-01	15,068	875	5		
	A2	B2	C2	D2	E2
3 16-18 FT growth	192,502	11,179	64		
	A3	B3	C3	D3	E3
4 Adult growth	105,869	6,148	205		
	A4	B4	C4	D4	E4
5 Basic skills	43,576	2,531	N/A		
	A5	B5	C5	D5	E5
6 Curriculum 2000	64,067	3,721	N/A		N/A
	A6	B6	C6	D6	E6
7 Additional Support units	0	0	N/A		N/A
	A7	B7	C7	D7	E7
8 Totals	16,752,478	972,850	N/A		N/A
	A8	B8	C8	D8	E8

Institutions returning baseline units

Please indicate any reduction in students as a result of the return of baseline units. This information will be used to adjust the institution's student number baselines for 2001-02

	Units returned from baseline	Reduction in students
9 Full-time full-year 16-18 provision	<input type="text"/>	<input type="text"/>
	D9	E9
10 Adult and PT 16-18 provision	<input type="text"/>	<input type="text"/>
	D10	E10
11 Changes in provision which do not effect student numbers	<input type="text"/>	
	D11	

Declaration

I confirm that the provision proposed in response to this application is eligible for funding by the Council; the provision proposed is consistent with the institution's strategic plan; and the institution can accommodate the growth implied without further specific funding from the Council beyond any amount that has been agreed.

Signature
(Principal/head of institution)

Print name

Contact name

Tel

Date

Form SP01 CHG (APR)

Withdrawal of Provision

**THE
FURTHER
EDUCATION
FUNDING
COUNCIL**

(Reference Circular 01/05)

Please complete and return this form to the Executive Director at the local Learning and Skills Council by 9 April 2001.

Name of institution *(please print)*

Institution code

Contact name for queries *(please print)*

Tel. no.

Fax no.

Cheylesmore House
Quinton Road
Coventry CV1 2WT

Telephone 024 7686 3000
Fax 024 7686 3100

Withdrawn provision that is being replaced by equivalent provision should not be recorded.
Assistance in completing the form can be obtained from your local LSC.

Qualification aim code from version 13.3 and updates to it, of the qualification database (00100486)

Qualification title

Last year of provision (eg, 1999/2000)

No of students (in last year)

Mode of attendance

full-time

part-time

both

Is the withdrawn provision delivered through
Franchised arrangements? *(please tick)*

yes

no

Nearest centre making equivalent provision
(please tick or specify under 'other')

school

college

higher education institutions

private provider

other

Name of provider

Approximate travelling time from institution
(please tick)

less than 30 minutes

30 minutes to one hour

more than one hour

Reason for withdrawal

(please tick or specify under 'other')

fluctuation in student numbers

decline in student numbers

other

Form SP01 BA-SK (APR) Basic Skills Enrolments

**THE
FURTHER
EDUCATION
FUNDING
COUNCIL**

(Reference Circular 01/05)

Please complete and return this form to the Executive Director at the local Learning and Skills Council by 9 April 2001.

Name of institution (*please print*)

Institution code

Contact name for queries (*please print*)

Tel. no.

Fax no.

Cheylesmore House
Quinton Road
Coventry CV1 2WT

Telephone 024 7686 3000
Fax 024 7686 3100

- summary of 2000/01 provision, including estimated enrolments:

2000/ 2001	Enrolments following programmes in:			Enrolments on vocational programmes receiving additional support via the additional support mechanism in:		
	Literacy	Numeracy	ESOL	Literacy	Numeracy	ESOL
Full-time						
Part-time						

- projection of estimated basic skills provision in 2001/2002:

2000/ 2001	Enrolments following programmes in:			Enrolments on vocational programmes receiving additional support via the additional support mechanism in:		
	Literacy	Numeracy	ESOL	Literacy	Numeracy	ESOL
Full-time						
Part-time						

Note 1: institutions should record students enrolled on 3 glh basic skills courses on the form **SP01 SH-CS (APR) short course enrolments** .

Note 2: Please do not include Learners with Learning Difficulties and Disabilities who are following full-time programmes such as independent living skills. It is not anticipated that many institutions will have full-time students following basic skills programmes

Form SP01 SH-CS (APR) Short Course Enrolments

(Reference Circular 01/05)

Please complete and return this form to the Executive Director at the local Learning and Skills Council by 9 April 2001.

**THE
FURTHER
EDUCATION
FUNDING
COUNCIL**

Name of institution (*please print*)

Institution code

Contact name for queries (*please print*)

Tel. no.

Fax no.

Cheylesmore House
Quinton Road
Coventry CV1 2WT

Telephone 024 7686 3000
Fax 024 7686 3100

- actual and projected enrolments on short course provision:

<i>Type of provision</i>	<i>2000/01</i>	<i>2001/02</i>
Basic skills (3glh)		
Information & communications technology (3glh)		
Short courses for adults (6glh)		
Unitised provision		
Non-schedule 2		

Local Learning and Skills Councils

Please note: some details for the information below are awaiting confirmation.

East of England

Local LSC: **Norfolk**

Executive Director: John Brierley

St Andrews House

St Andrews Street

Norwich

Norfolk NR2 4TP

Office Number 1603 763812

Fax Number 01603 215002

E-mail john.brierley@nwent.co.uk

Local LSC: **Cambridgeshire**

Executive Director: Stephen Catchpole

Stuart House

City Road

Peterborough

Cambridgeshire PE1 1QF

Office Number 01733 461212

Fax Number 01733 892664

E-mail scatchpole@gpccte.co.uk

Local LSC: **Suffolk**

Executive Director: Mike Bax

Felaw Maltings

42 Felaw Street

Ipswich

Suffolk IP2 8SJ

Office Number 01473 786000

Fax Number 01473 603033

E-mail mbax@suffolk.tec.org.uk

Local LSC: **Luton and Bedfordshire**

Executive Director: Linda Hockey

c/o The Chamber

Bedfordshire & Luton

2 Railton Road

Woburn Road Industrial Estate

Kempston

Beds MK42 7DN

Office Number 01234 311130

Fax Number 01234 834060

E-mail linda.hockey@beds-and-luton-chamb

Local LSC: **Hertfordshire**

Executive Director: Roy Bain

45 Grosvenor Road

St Albans AL1 3AW

Hertfordshire

Office Number 01727 813432

Fax Number 01727 813443

E-mail roy.bain@herts.tec.co.uk

Local LSC: **Essex**

Executive Director: Alison Webster

Redwing House

Hedgerows Business Park

Colchester Road

Chelmsford

Essex CM2 5PB

Office Number 01245 393 918

Fax Number 01245 393757

E-mail alison_webster@essex.tec.org.uk

East Midlands

Local LSC: **Derbyshire**

Executive Director: David Hughes

c/o Southern Derbyshire

Chamber

St Helens Court

St Helens Street

Derby

Derbyshire DE1 3GY

Office Number 01332 258319

Fax Number 01332 299962

E-mail davidhu@sdchamber.co.uk

Local LSC: **Nottinghamshire**

Executive Director: Rob Valentine

Marina Road

Castle Marina Park

Nottingham NG7 1TN

Office Number 0115 941 3313

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