



This document is a joint production from the Skills Funding Agency and Education Funding Agency to support the implementation and operation of Traineeships.

The document confirms the arrangements articulated in the Agencies' Funding Rules and Guidance documents and includes queries raised during Traineeship briefing events including webinars that both Agencies held earlier this year.

Version 3: December 2013

Please read this document in conjunction with the policy and implementation documents listed below:

- [Traineeships - Framework for Delivery document](#).
- Skills Funding Agency [Funding Rules for Traineeships](#)
- Education Funding Agency's [funding guidance](#)
- ILR Specification and Guidance for recording Traineeships: [the information authority ILR](#)
- Fact sheets (for providers, advisers/intermediaries and individuals): [Traineeships](#)

If you have any queries in relation to Traineeships, please email:

Traineeships@skillsfundingagency.bis.gov.uk.

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1. How do Traineeships fit in with existing Education Funding Agency (EFA) and Skills Funding Agency provision?

For **16-19** training provision to help ensure simplicity and coherence, Traineeships will be one route within the 16-19 study programme policy. We will fund Traineeships in the same way based on funding for each learner and the “lagged learner approach”.

For **19- 23** training provision, Traineeships will fit within the existing range of Adult Skills Budget (ASB) provision on offer. We know that many colleges and other providers already offer excellent training provision to this client group. Traineeships will combine the focus on English and maths with a work placement and intensive support to develop employability skills and the individual’s work readiness.

For those aged 19 up to 25 who are subject to a Learning Difficulty Assessment (LDA) or Education, Health and Care Plan (EHCP) issued by their home local authority, these learners are the responsibility of the local authority which will identify an appropriate EFA providers to support these young people during their Traineeship programme, as funding is with the EFA.

2. Is there anything else to update around the future of Access to Apprenticeships?

We will close Access to Apprenticeships to new starts from 1 January 2014. We have selected this date to ensure that providers have an adequate notice and cross-over period with the new Traineeships programme. We have notified providers currently delivering Access to Apprenticeships of the programme closure.

3. Does the Traineeship fit the requirements of Raising the Participation Age (RPA)?

It is possible to design the Traineeship programme flexibly, to fit with the learner’s requirement so providers can design a Traineeship programme that fits with RPA if required.

4. What is the unique selling point of Traineeships when most providers could deliver a 16-19 study programme of any length focused on work experience with any Ofsted grade?

Traineeships have a core content of work preparation training, English and maths and a high quality work placement. This programme is for 16- to 23-year-olds and uniquely draws the components together into a single branded offer that promotes high quality learning and work experience in a real work-place setting with an employer.

5. If someone has been on a Traineeship and progresses to an Apprenticeship is there still a minimum duration requirement for their Apprenticeship programme?

Yes, the Traineeship programme does not remove the requirement to meet the minimum Apprenticeship duration. An Apprenticeship is a separate programme. When assessing the learner's needs, providers must consider all accredited prior learning when the learner moves on to further learning.

Supporting documents and communications

6. Do the EFA and Skills Funding Agency hold a list of approved employers willing to take on Traineeships?

The National Apprenticeship Service (NAS) will keep a record of any expressions of interest made by employers.

The NAS Helpdesk will also record calls received from learners and parents in relation to Traineeships and make appropriate referrals. The Helpdesk will encourage employers and providers to load opportunities onto the Apprenticeships vacancy matching service.

7. How does a provider indicate interest in providing Traineeships?

The Skills Funding Agency and EFA have approached all eligible providers to understand their intention to deliver Traineeships for 2013/14. Providers that wish to express an interest

should contact their relationship/employer account manager at the Skills Funding Agency or the EFA territory team.

8. Is there any guidance for employers and providers on the recruitment and selection of individuals?

Providers, employers, advisers and intermediaries can access fact sheets on the Skills Funding Agency website.

9. Will you share best practice and what constitutes a good quality work placement to highlight what works well?

We will evaluate the programme as it develops and capture information and evidence on work placements and in turn work with partners to share good practice. In the meantime there are already a number of sources available on what makes high quality work experience including:

- [CIPD Work Experience Quality Charter](#)
- [Department for Education guidance on work experience and non qualification activity](#)
- [UK Commission for Employment and Skills \(UKCES\) Publication - Making Work Experience Work for You](#)

10. Will providers that deliver Traineeships receive a quality mark or badge?

We have not developed a quality mark for the Traineeships programme. The programme has a brand and associated documents that only eligible providers can use to promote their involvement.

11. How do I access branding materials for Traineeships?

We have sent branding and logo information to all eligible providers. Eligible partners and providers can also request the information by emailing

Traineeships@skillsfundingagency.bis.gov.uk

Contract positions

12. Can a Skills Funding Agency provider utilise their Apprenticeship funding to deliver Traineeships?

The Skills Funding Agency's Funding Rules stipulate that a provider must not use their 16-18 Apprenticeship budget to deliver Traineeships. Separate ring fenced funding has been made available for eligible providers.

The Funding Rules also state that for contracts for 19- to 23-year-olds providers must only use the proportion of their Adult Skills Budget (ASB) funding which has **not been** ring-fenced to deliver Apprenticeships.

Apprenticeships remain a key priority for the Agency and Traineeships are intended to increase the number of individuals progressing into an Apprenticeship.

13. As a Skills Funding Agency provider we have been asked to provide estimated volumes of delivery. What happens if we can deliver more than we have originally quoted? Is there flexibility to grow?

For 16-19 Traineeships you will need to discuss any growth with your Relationship or Employer Account Manager. We will then assess individual cases through our standard performance management process and quarterly reviews for affordability.

For 19-23 Traineeships any requests for additional (ASB) funding will be dealt with through the Agency's standard performance management process.

14. Will the EFA issue new contracts specifically for Traineeships?

Providers contracted through the EFA will not receive new contracts. They can use their current 2013/14 allocation to deliver Traineeship places.

15. Where EFA-funded colleges have already committed all of their 16-19 funding would they be able to receive additional funding to deliver Traineeships? Will growth in year for colleges be possible?

Colleges that over deliver against their annual allocation will see this recognised through the 'lagged funding' system, so investing as an organisation will be rewarded in the following year.

16. As a college with both an EFA and a Skills Funding Agency funding agreement to deliver to 16- to 19-year-olds, can we select which Agency we contract through? If we use our allocation with one, can we then move to use our allocation with the other Agency?

No. Where a provider has both a funding agreement with the EFA and a funding agreement with the Skills Funding Agency for 16-18 Apprenticeship delivery, then 16-19 Traineeships are funded entirely by the EFA as part of the 16-19 study programme allocation.

A college cannot claim Traineeship funding from the Skills Funding Agency for this age group and one Agency (the EFA) will remain the contract-holder throughout.

17. Can providers deliver Traineeships on behalf of the Work Programme contract-holders?

No. Traineeships are only funded and contracted through either the EFA or the Skills Funding Agency.

18. Can a sixth-form college deliver a Traineeship and if so, can the college access funding to arrange the work placement?

Yes, a sixth-form college, if it has an eligible Ofsted grade, can deliver a Traineeship and as an EFA-contracted provider this would be funded from within their existing allocation.

19. Can 'special' schools deliver Traineeships for 16- to 19-year-olds when they are funded through the local authority High Needs Budget?

If they have an eligible Ofsted grade, schools delivering to 16- to 18-year-olds, can deliver Traineeships using their existing EFA allocation.

Where Independent Specialist providers have a contract with the EFA they can deliver Traineeships to existing High Needs Students (HNS) using 'element 1' funding allocation for the academic year 2013/14.

Where a Traineeship is for HNS it must be agreed with the commissioning local authority as the appropriate programme or part of a programme for that learner before it starts.

Please contact the appropriate EFA territory team for more information:

- ypnorthern.EFA@education.gsi.gov.uk
- ypsouthern.EFA@education.gsi.gov.uk
- ypcentralsw.EFA@education.gsi.gov.uk

20. Can a school that has been graded outstanding by Ofsted, offer 16-19 Traineeships as part of a 12 month study programme? How would this be funded?

The EFA has notified schools and academies that if they meet the Ofsted criteria they too can deliver Traineeships. If you are interested please email either the territorial YP email address above or the academies mailbox to check you are eligible and ensure you understand what is involved.

21. Please define what you mean by 'lead provider'

A lead provider is the provider, FE college or school that holds the contract with either the Skills Funding Agency or the EFA. They have a direct relationship with those Agencies and they are accountable for delivering the agreed training provision.

22. When a learner who is aged 18, their Traineeship programme is funded by the EFA and the learner turns 19, will the learner have to transfer to a provider who has a Skills Funding Agency contract in order to complete their Traineeship?

This would only affect those learners who start a Traineeship in the second half of 2013/14 and intend to continue their learning in 2014/15 and are therefore aged 19 on 31 August 2014.

We will confirm what arrangements are in place for continuing learners in 2014/15 when we publish the funding rules for 2014/15. (Note the Skills Funding Agency funding rules state that we will only fund continuing learners if we have a funding agreement in place with that provider).

23. Can a Traineeship be delivered through the Employer Ownership Programme?

Yes, provided the employer was successful in their bid in the Employer Ownership of Skills (Round 2) Prospectus. The programme must be compliant with the description of a Traineeship as set out in the Traineeship Delivery Document/Framework for it to be classified as a Traineeship.

Provider eligibility

24. Who is eligible to deliver Traineeships?

The Skills Funding Agency Funding Rules and EFA Guidance confirms that only providers with a published Ofsted inspection grade of Outstanding (Grade 1) or Good (Grade 2) who are not under notice of any kind, are eligible to deliver Traineeships. This includes providers with these grades at the start of the 2013/14 academic year and those who achieve these grades during the academic year following inspection.

Providers that are initially eligible to deliver Traineeships but drop to an Ofsted grade of 'Requires Improvement' (Grade 3) within the 2013/14 academic year will remain eligible to deliver Traineeships, but under the following conditions:

- providers can continue to complete and start learners on the Traineeships programme but cannot grow their Traineeships programme until they are re-inspected and achieve a Grade 1 or 2.
- providers which drop to a Grade 3 in 2013/14 and are not re-inspected before the start of 2014/15 can continue to deliver in 2014/15. However, they cannot deliver beyond those levels delivered in 2013/14 until they are re-inspected and achieve a Grade 1 or 2.
- If a provider does not improve to a Grade 1 or 2 following their first re-inspection, they will no longer be eligible to deliver Traineeships and will be treated in the same way as a provider dropping to Grade 4.

Providers that drop to a Grade 3 in 2013/14 are not eligible to grow their 2013/14 Traineeships programme. These providers will be considered to have reached the limit of their 2013/14 Traineeships programme when either the planned or estimated volume of Traineeships has been met, or the maximum relevant contract value available is spent. This final position in 2013/14 will serve as the baseline for their 2014/15 programme, if providers are not re-inspected before the start of 2014/15 and wish to deliver in 2014/15.

Providers dropping to a Grade 3 may be required by the funding body/ies to cease delivery of Traineeships before re-inspection, if any intervening Ofsted monitoring/improvement visits cause further concerns.

Any provider dropping to a Grade 4 or in receipt of a Notice of any kind is not eligible to deliver Traineeships and can only complete existing learners rather than starting any new learners.

25. Isn't allowing providers who have dropped from a Grade 1 or 2 to a Grade 3 to deliver Traineeships a change in policy which compromises the quality of the Traineeship programme?

We do not see this approach as compromising the quality of the Traineeship programme. We are only allowing Grade 3 providers to deliver Traineeships where they have dropped to Grade 3 from a Grade 1 or 2 within the 2013/14 academic year. We expect this to constitute a small number of providers. Providers that were at Grade 3 at the beginning of the 2013/14 academic

year remain ineligible. Under the new inspection framework introduced in September 2012, organisations assessed as Grade 3 are expected to improve rapidly through the support of an assigned Ofsted inspector before they are re-inspected within 12-18 months.

By allowing providers to continue to start trainees up to their planned volumes but to not grow their Traineeships programme, we are minimising the risk to quality provision but employing a pragmatic approach which will minimise the disruption of the delivery of Traineeships.

26. Will you monitor providers' eligibility centrally or locally and what is the process by which you will include/exclude providers?

We will monitor any changes to providers' Ofsted grades centrally. We will only formally take account of any eligibility changes when Ofsted publishes the new grade.

When a provider becomes eligible in-year to deliver Traineeships, and they have notified the Skills Funding Agency or the EFA that they would like to deliver Traineeships, the following will occur:

- 16-19 providers funded through the EFA can start to deliver Traineeships through their existing mainstream allocation
- 16-19 providers funded through the SFA will be considered for growth through standard quarterly performance management processes, which, if successful, will result in a ring-fenced allocation for the delivery of 16-19 Traineeships
- 19-23 SFA providers can start to deliver Traineeships using their existing Adult Skills Budget

When a provider becomes ineligible in-year to deliver, appropriate changes to contracts will be made to reflect the fact the provider can only complete existing learners and not start any new learners on the Traineeship programme.

27. If a provider has not been inspected and therefore does not hold any Ofsted grade but would like to participate, what are their options for delivery?

Only providers with an eligible Ofsted grade are eligible to deliver Traineeships. We will review the Ofsted grading criteria as we extend the programme. Please also refer to Q30 on sub-contracting.

28. Can an Offender Learning and Skills Service (OLASS) provider that has an eligible Ofsted grade deliver Traineeships in custody?

No. Although the provider could deliver two of the three core elements, the provider could not provide the work placement element within the prison itself. The work placement element would need to be with an employer to provide real work experience and the learner must be able to progress to employment or an Apprenticeship within six months of starting a Traineeship.

29. Can ineligible providers still offer pre-employment training, English and maths and work placements and still brand it as a Traineeship?

No, the Traineeship brand is only available to eligible providers.

Subcontracting

30. Can lead providers without an eligible Ofsted grade sub-contract the delivery of Traineeships to those sub-contractors with an eligible Ofsted grade?

No, the lead provider is accountable for all aspects of provision delivered through their contract and therefore they must meet the eligibility criteria. This means that an ineligible provider cannot hold a Traineeship contract on behalf of its sub-contractors.

31. To whom can Skills Funding Agency contracted providers sub-contract Traineeship provision for 19- to 23-year-olds?

A lead provider with a funding agreement to deliver Traineeships can sub-contract Traineeship provision to existing sub-contractors that have been declared on the Skills Funding Agency sub-contractor declaration form as of 1 June 2013. However, under the

Traineeship programme, eligible lead providers must not sub-contract to an Ofsted-graded inadequate provider or a provider under a Notice of Concern/Breach or Notice to Improve.

If a lead provider wants to enter into a NEW sub-contracting arrangement for Traineeships, then the organisation must have an existing Ofsted inspection grade of Outstanding or Good. The lead provider must follow the standard rules for notification of a sub-contractor.

32. Can different sub-contractors deliver different elements of the programme?

Yes, as with other funded provision, as long as the sub-contractors meet the required criteria, the lead provider/contractor retains overall responsibility for all aspects of contracted provision.

33. Can colleges contracted through the EFA for 16-19 Traineeship provision sub-contract to Skills Funding Agency providers and does the same eligibility criteria apply?

The Ofsted criterion applies to all Traineeship provision whether contracted through the EFA or Skills Funding Agency. Colleges with questions about their subcontracting arrangements for EFA funded provision must comply with the published EFA guidance.

Learner eligibility

34. Can you clarify the age range for eligible learners?

16-19 – means any learner aged, 16, 17 or 18 on 31 August in the funding year in which they start.

19 -23 – means any learner aged 19, 20, 21 or 23 on 31 August in the funding year on the date they start the Traineeship.

Please note that young people aged 16 up to age 25 who are subject to a Learning Difficulty Assessment (LDA) or Education, Health and Care Plan (EHCP) issued by their home local authority are also eligible and will be funded by the EFA.

35. To understand eligibility, please explain what are a full Level 2 and a full Level 3?

Currently a full Level 2 is the equivalent of five GCSEs of grade A* - C and a full Level 3 is the equivalent of two A levels. For vocational education a full Level 2 is equivalent to the relevant Certificate or Diploma as outlined in the QCF and a full Level 3 is equivalent to the relevant Diploma as outlined in the QCF. Qualifications that constitute a full Level 2 and full Level 3 are flagged within the [Simplified Funding Rates Catalogue](#).

36. If the learner already holds a GCSE in English and maths A* - C or a full Level 2 qualification does that mean they are not eligible to take part in the Traineeship programme?

If the learner is 19- to 23-years-old, and holds a full Level 2 they are not eligible for the Traineeships programme. If the learner does not have a full Level 2 qualification but does have English and maths GCSE A* to C they are eligible for a Traineeship but would not be required to undertake any further specific English and maths qualifications as part of their programme. However **when assessing the learner, the provider may deem that additional training in this area is still required to enable the learner to enter employment/secure an Apprenticeship.**

If the learner is 16- to 19-years-old and has already achieved a qualification at Level 2, they can work towards the achievement of higher qualifications up to and including Level 3.

37. Where is the learner's prior qualification attainment information drawn from? Is this provided from the learner self declaration or previously supplied information from the school? If it is from the school how are providers informed of this?

As set out in the Skills Funding Agency Funding Rules and EFA Guidance, it is the provider's responsibility to ensure that the learner is eligible to take part in the programme. Providers should use prior attainment information from discussions between them and the learner as part of the learning assessment plan.

38. If a learner left a Traineeship and was then re-referred/self-referred to a new one, would that count as a new Traineeship or continuation?

As with mainstream provision, providers are expected to have their own policy on when a learner withdraws from learning. This should comply with the Agencies' data requirements for counting a withdrawal. It is **not** expected that an individual would start on multiple episodes of Traineeships. The need for multiple Traineeship programmes would indicate that the provider's assessment of the learner's needs was not correct and their subsequent learning agreement was not appropriate.

39. Are learners at a school sixth-form eligible to undertake a Traineeship?

Yes, provided that they meet the learner eligibility criteria as outlined in the EFA's Funding Guidance and Skills Funding Agency's Funding Rules.

40. Can a learner participate in a Traineeship while also engaging in other classroom based training elsewhere?

It is possible to fit a Traineeship programme alongside other classroom based learning, therefore allowing the learner to complete two programmes in one year as long as the individual fits the eligibility criteria and funding caps are not exceeded (please refer to Skills Funding Agency Funding Rules and EFA Funding Guidance).

41. Can a learner have a part-time job and be eligible for Traineeship?

If the learner is working fewer than 16 hours each week, is available to start work and meets all other eligibility criteria, the learner may pursue a Traineeship programme.

Programme

Design

42. Does a Traineeship have to last six months? Can the programme last for three months? Do the elements have to run together or sequentially?

The **maximum** duration of time for a Traineeship is six months. The aim of a Traineeship is for the person to progress to an Apprenticeship or sustainable job (or for 16- to 19-year-olds, an Apprenticeship, sustainable job or further study) as quickly as possible. The Traineeship must cover the following core elements:

- work placement
- English and maths where required, and
- work preparation training.

Providers are best placed to determine the appropriate sequence of the elements of the Traineeship according to their assessment of the learner's needs. It is crucial that the Traineeship programme benefits the needs of the learner with the aim of making the learner ready for work within six months of starting their Traineeship.

43. Will learners be able to start a Traineeship at any point in the year or just in September at the start of the academic year?

Providers can start to enrol learners from 1 August 2013. We expect that providers will be able to offer opportunities for Traineeships throughout the year.

44. Can you work with learners while you are brokering a work experience placement? (That is, is it acceptable for a young person to undergo an L1 Employability qualification or assessment/engagement period before starting a work placement, in order for the providers to get a full picture of the learner's needs and match them to the best employer?)

Yes, the provider is responsible for assessing the needs of the learner. The work placement is core to the Traineeship and does not have to start on day one of the learner starting the programme, but it should be at the most appropriate time during the Traineeship. In most cases, we expect providers to have engaged the work placement employer before a learner starts so that the programme is designed with the employer and individual in mind. It is the provider's responsibility to source a suitable work placement.

45. Are there specific design considerations to take into account when designing a programme for a learner on a state benefit because they are unemployed?

Providers will need to take into consideration that learners on Jobseekers Allowance (JSA) can undertake a maximum of 16 hours each week on **skills training**. In relation to the core components of Traineeships this includes work preparation training and English and maths. Learner's attendance at the Jobcentre and any individual requirements should be discussed with the local Jobcentre.

See question 93 for detail on requirements in relation to the work placement.

NB The Autumn Statement of 5 December 2013 confirmed that the government will exempt claimants undertaking a Traineeship from the 16-hour study rule that currently prevents JSA claimants from undertaking more than 16 hours of study per week. We will update the answer to this question once further detail is confirmed.

46. Can a learner complete, two days' learning and three days' work placement over eight consecutive weeks?

Yes, provided the work placement is planned in line with the principles of good-quality work placements (as outlined in the Framework for Delivery document) and falls in line with benefit requirements as the eight consecutive weeks is an unemployment benefit requirement. Therefore if the learner is not in receipt of unemployment benefit, the eight consecutive weeks do not apply.

Components

47. If a provider wants to deliver non-regulated elements of the Traineeship package can they access funding?

For 16- to 19-year-olds providers can deliver accredited and/or non accredited elements for a Traineeships programme.

For 19- to 23-year-olds, providers must only deliver regulated skills provision on the Qualifications and Credit Framework (QCF) or the National Qualification Framework (NQF). Please refer to the Skills Funding Agency Funding Rules for further details.

48. What is the maximum number of QCF units a 19- to 23-year-old learner can do on a Traineeship?

There is no set maximum because the number and size of learning aims delivered is flexible and will depend on the assessment of the learner's needs in order to progress successfully. Providers are expected to tailor each programme according to each learner's needs and deliver this within six months.

49. Can you clarify the arrangements for the option of including a vocational/flexible element? Is this a mandatory requirement and can we include licence to practise units/qualifications?

Vocational content is part of the flexible optional element of the Traineeship programme and it is not a core element. Once the learner is assessed, in some cases it will be appropriate to include additional vocational qualifications as part of a Traineeship programme. However learners must complete these elements within the six month maximum duration.

For 16- to 19-year-olds the approach to vocational qualifications available and recorded in performance tables will match that for study programmes.

For 19- to 23-year-olds, providers will have access to the existing flexible offer within the Adult Skills Budget (ASB) and where the individual is eligible the fully funded offer to the unemployed including the delivery of approved licence to practise learning aims.

English and maths

50. Will English and maths training be funded for longer than six months if a learner does not complete these elements in this timeframe?

Yes, we realise that the completion of the English and maths qualifications may take longer than six months and therefore these qualifications where planned will continue to be funded through either Agency route.

51. Do you have to deliver both English and maths as part of the Traineeship?

All young people aged 16-19 undertaking a Traineeship will be required to study English and maths unless they have achieved a GCSE A*-C in English and maths. Those young people aged 19-23 will be required to study English and maths unless they have a GCSE A* - C or a functional skills at Level 2 in each subject.

Therefore, English and maths does not have to be delivered provided the requirements outlined above have been achieved prior to the start of the Traineeship programme.

Young people can study a range of regulated English and maths qualifications including functional skills at entry level, Level 1 or Level 2 depending on their prior attainment and identified skills needs. Providers must deliver English and maths as a formal qualification but do not need to deliver the qualifications at the same time and they can schedule them to fit the needs of the learner.

52. With regards to English and maths prior attainment, does the learner declare they have the level of qualification or should the provider need to see certificates for proof?

Standard prior attainment requirements apply as set out in the Agencies' Funding Rules or Guidance. Learner self declaration is sufficient evidence of prior attainment. However it is important to note that providers must assess all learners for English and maths and provide evidence.

Work placement

53. If a provider cannot find an employer to deliver the work placement element can they claim for the two other elements separately? Or request that the learner takes a break in learning?

The work placement is a mandatory element of a Traineeship. We expect providers to source the work placements before learners start a Traineeship; if the provider cannot find a work placement they should 'un-code' the learner on the ILR as they are not on a Traineeship.

A provider should not recruit learners to Traineeships on the basis of later looking for a work placement and it is not acceptable to ask the learner to take a break in learning.

54. Are providers expected to pass on the funding to employers for delivering the work placement?

No, we do not expect providers to offer financial incentives to organisations hosting work placements as part of Traineeships. However providers are free to use the funding they receive to offer support and incentives locally if they decide that is what is needed to generate high quality work placements. What is crucial is that the provider meets all the relevant criteria in delivering the Traineeship for the benefit of the learner on the programme.

55. Does the work placement need to be with a single employer, or can it be with a number of employers?

In most instances we expect just one employer throughout the placement to enable a substantial and rounded work placement. However, we recognise that not all employers may be able to offer a substantial work placement so where there is more than one employer delivering work placements the learner should spend at least two weeks with one employer. The provider should ensure the same high quality experience for the learner in each work placement.

56. Is there a limit on the number of learners an employer can provide work placements for?

The employer can take on as many learners as they wish provided that they have the resource, support and time to deliver a high-quality, substantial and meaningful work experience for the learner.

57. Why are simulated work placements not eligible as a work placement offer under a Traineeship?

The involvement of employers and real workplace settings for the work placement are crucial to the success of Traineeships. The purpose of the placement is to enable the learner to experience the demands and expectations of a real workplace and build up valuable experience that is attractive to future employers. Simulated work environments such as an onsite hairdressing salon/garage/kitchen or nursery within providers' premises for learners to practise their skills, may well form a helpful part of work preparation training but they will not count as work placements for the purposes of Traineeships. We expect providers to identify the lead employer for the work placement before they enrol young people on a Traineeship.

We will monitor through the ILR the range of placements and employers that providers offer young people to ensure that they deliver work placements within the spirit of the Traineeships model.

Information on the appropriate use of simulated work placements is set out in the Framework for Delivery document and each Agency's funding rules and guidance.

58. Are there a minimum number of hours each week that a learner must complete on a work placement?

The priority is to deliver a substantial, meaningful work placement to the learner. The duration of a work placement can be no shorter than six weeks and no longer than five months. We have not specified a minimum number of hours each week for 16- to 19-year-olds but we have stated that for 19 -to 23-year-olds they must complete an absolute minimum of 100 hours to satisfy minimum time on work placement. Please refer to the Skills Funding Agency's Funding Rules.

59. Who is responsible for the learner when they are in the workplace? Who takes responsibility for liability insurance, health and safety and does the employer have to have a Disclosure and Barring Check (DBS) check?

The employer is responsible for the learner while they are in the workplace completing their work placement element of the Traineeship programme. The employers' liability insurance policy will cover any bodily injury provided the insurer is a member of the Association of British Insurers. Giving work experience opportunities to learners on a Traineeship programme will not affect Employers' Liability Compulsory Insurance (ELCI) premiums.

Changes to the Rehabilitation of offenders Act 1974 (Exceptions) (amendment) (England and Wales) Order 2012, means that employers are no longer able to carry out DBS (formerly CRB) checks on staff supervising young people aged 16 to 17 completing the work placement element of the Traineeship.

Currently parliament is amending the Health and Safety at Work Act 1974. The amendment will mean that a civil action will only be brought where the employer has been negligent and as a result an employee has been injured. When in force, the provision will cover all those in the workplace, including work placements, interns, apprentices and volunteers. This will come into effect in autumn 2013.

Funding

60. For 16-19 Traineeship funding, is the young person capped at the full-time study hours in a single academic year?

The full-time funding rate of £4,000 is intended to fund a learner for a programme that lasts the whole of the academic year. The EFA does not expect to fund learners to take more than one full-time programme in an academic year. However, we do not wish to penalise learners who appear to have 'run out of hours' so we would expect the provider to either continue to deliver or to refer the learner to another provider where they could enrol as a part-time learner. This enables young people to comply with Raising the Participation Age (RPA). Please refer to page 4, paragraph 8 of the [Rates and Formula](#) document.

61. For Traineeships for 16- to 19-year-olds please define what you mean by full-time in part year? Please explain 'compressed delivery funding'.

This means full-time hours for part of the year. In relation to compressed delivery funding, please refer to paragraph 10 of the [Rates and Formula](#) document.

62. If a learner starts on a Traineeship but then leaves, is the funding corrected automatically and all appropriate funds recovered?

16-19 Traineeships are funded using the EFA methodology. This method uses a 'lagged learner' approach. This means that funding in the year of delivery will be earned on the original planned value of learning hours. However if a learner leaves early and does not progress to full time study, a job (RPA compliant where required) or an Apprenticeship, then their retention factor will be affected in future years (reducing the provider's funding).

For 19-23 Traineeships the Skills Funding Agency will apply the method that is used for the ASB. This means that providers will earn funding across the number of months learning.

63. If a 19- to 23-year-old learner progresses early into an Apprenticeship but has completed fewer than 100 hours in a work placement will they still earn funding for the placement?

Yes, if the learner has started the Traineeship programme and been on it for at least six weeks before leaving. We would record the Traineeship work placement learning aim as completed and achieved so the provider will receive full funding including achievement funding for the work placement aim if the learner progresses to an Apprenticeship.

64. For 16-19 Traineeships what happens if the planned hours change mid-way through the programme, do you have to make an adjustment to funding?

No, providers must not alter planned hours after the funding qualifying period defined in the EFA's Funding Guidance.

65. If a 16- to 19- year-old learner does not progress into employment or an Apprenticeship in six weeks following the end date of the Traineeship programme, what happens? Do they have to move into a RPA compliant study programme?

Yes, where the 16- to 19-year- old learner is not successful in gaining employment or an Apprenticeship, they will need to progress to further RPA compliant study.

66. Is self employment considered as a positive destination for 19- to 23-year-olds on this programme?

Yes, provided the learner meets the Funding Rules criteria in relation to the number of hours a week an individual works to be classed as employed.

67. Can individuals go from a Traineeship into an Advanced Apprenticeship?

Yes, if they have achieved the relevant entry requirements for the Advanced Apprenticeship that they wish to participate in.

Rate

68. Will you weight programme funding to reflect the costs of more expensive training such as construction training?

There is no additional cost weighting to 16-19 provision where the core aim is work experience.

All 19- to 23-year-olds provision will have the programme weighting determined by the learning aim's chosen in the development of the programme.

Outcome payments and retention

69. To which of the Traineeship learning aims for 19- to 23-year-olds will the 20% achievement payment apply?

Each aim has a 20% achievement payment. This is standard within the ASB funding methodology which we will apply to Traineeships for 19- to 23-year-olds and is attached to the achievement of the qualification. The only exception to this is the work placement which will earn 20% achievement (progression) funding when the learner has progressed to an eligible job or an Apprenticeship.

70. How soon after completing their Traineeship must the young person start a job/Apprenticeship for the provider to qualify for the 20% achievement element of the work placement?

The provider must report achievement data within the ILR for the current year in which the learner leaves learning.

The provider may claim for the 20% achievement element of the work placement when the learner has progressed to a positive destination (job or an Apprenticeship). The provider can claim the achievement element after the learner has been in **a job role lasting more than 16 hours a week for at least six consecutive weeks.**

71. Will 19-23 Skills Funding Agency providers get paid on the outcome of the qualification or when the learner completes and progresses onto another programme such as an Apprenticeship?

For the English, maths, work preparation and any vocational elements the provider will earn funding across the planned number of months in learning using the standard ASB funding method with the achievement element earned upon the achievement of the qualifications/units. Where a learner leaves the English, maths, work preparation or vocational elements early without achieving the learning aim and progresses to an eligible job, the provider can earn a job outcome payment. Please refer to the Funding Rules 2013/14 for more details on job outcome payments.

72. For 16-19 Traineeships please explain the EFA retention factor further (for example why does 90% equate to 0.95?)

The provider's retention rate is converted to a retention factor. This is because the EFA recognise that there is a cost to the institution and an inherent value to educating young people even if they do not complete their course. Therefore the EFA fix the retention factor at a higher point than the retention rate.

73. How have you calculated the retention factor for Skills Funding Agency providers delivering 16-19 Traineeships?

For any new EFA contracts or Skills Funding Agency contracts where we do not hold historical data we have applied a standard retention factor of 95% to funding calculations.

Success Rates

74. Will you include Traineeships in the Qualification Success Rate (QSR) reports?

We will include Traineeships provision in the QSR results but not as an explicit measure of performance for Traineeships. We will include only the qualification elements of a Traineeship (that would otherwise be in scope of QSR calculations) in the QSR reports. The QSR will not include the work placement element or any other learning aims that would not otherwise be included in the QSR calculation as set out in the business rules found on The Data Service website.

75. If a learner secures a job four weeks after starting their Traineeship, what would be the implication on the providers' funding and its success rates calculation?

If the Traineeships programme lasts fewer than six weeks, we will not fund the provider as the learner has not qualified and will not attract funding. This reflects mainstream arrangements for both Agencies.

76. If a learner enrolls to do a qualification in employability skills or English/maths and secures a job or an Apprenticeship, but is unable to continue with the qualification element, how will this impact on success rates?

For 19- to 23-year-olds, if a learner who has been claiming Jobseekers Allowance or Universal Credit, enters employment early in their Traineeship programme and the learning aims are unfinished, these are excluded from success rates.

The Skills Funding Agency is currently reviewing arrangements for 2013/14 QSR rules with consideration to all learners participating in a Traineeship programme in this situation and the Agency will confirm outcome shortly.

If a learner enters employment and is able to continue their learning for example starts an Apprenticeship, the learning aims are continued or transferred.

If the learner leaves their Traineeship without entering employment and does not continue with the learning aims started in the Traineeship programme, then they will count as a non-achievement within the success rates.

Providers should continue to support learners to the successful completion of their qualification elements. For 19- to 23-year-olds, the standard job outcome policy will apply to eligible learners and success rates adjusted accordingly.

Data

77. If a young person aged 16-19 started on a study programme but after a few weeks the learner was better suited to a Traineeship, could they transfer over? If so would that affect the ILR?

Yes, if the learner was better suited to a Traineeship the learner can transfer to a Traineeship programme. If the change occurred during the funding qualifying period then we will amend the ILR. After this time, any learning aims that were started before the start of the Traineeship would not be recorded using the Traineeship indicator. The ILR will need to be updated to reflect work placement as the core aim.

78. How long does a provider have to record destination information on the ILR? Is it expected that the outcome needs to happen within the funding year of the end of the training?

Yes, it is expected that the job/Apprenticeship for 19- to 23-year-olds and/or further study for 16- to 19-year-olds is achieved in the funding year and recorded in the current year's ILR collection.

79. Will the provider have to name the employer on the ILR offering the work placement?

For all Traineeships, providers must add to the ILR the Employer Reference Number ([ERN](#)) for each work placement record. If there are multiple employers delivering the work placement, providers need to record each one as a separate employment status record. For further details please refer to the ILR Specification and Guidance for recording traineeships on the ILR.

80. What should we do if the number of planned placement hours reduces unexpectedly? Should we simply change the learning aim in the ILR, or is a withdrawal and re-enrolment required?

The standard [ILR data management rules](#) apply so that if the learner changes what they are doing within the funding qualifying period then they can update the learning aim reference recorded on the ILR. Providers should not record the learning aim after the funding qualifying period.

Audit/Evidence

81. Who makes the decision about whether or not someone “can be ready for employment within six months” and will you expect providers to hold auditable evidence about this?

Providers must conduct an initial needs analysis, complete a Learning Agreement and make a judgement based on their professional knowledge and experience. If they feel that

the learner could transfer directly to a job or move directly into an Apprenticeship then a Traineeship is not appropriate. Information contained in the Learning Agreement and assessments will evidence this. In line with existing policy, we do not fund assessments separately and we build into the funding rates the assumed cost.

82. How does a provider confirm the unemployed status of an individual?

The learner must confirm their unemployment status in a self-declaration.

83. What evidence is required to confirm a job outcome for 19- to 23-year-olds?

The learner must confirm their job outcome status in a self declaration. The provider must retain evidence to satisfy all funding rules. The provider must complete the 'Destination on Departure' field in the ILR for all 19- to 23-year-old learners. For further details of recording outcomes, please refer to the [ILR Guidance](#) for recording Traineeships on the ILR.

84. What are providers required to document and keep for audit purposes?

Audit teams from both Skills Funding Agency and the EFA will make checks against the contractual evidence requirements in their respective funding documents.

For 19-23 Traineeships, evidence will include the main principles of evidence required outlined in pages 9 - 12 and Annex 1 of the Skills Funding Agency Funding Rules which providers should outline in the individual's Learning Agreement. We will check ILR information against details outlined in the Learning Agreement.

Please refer to the requirements of evidence in the [Skills Funding Agency's Rules](#).

For 16-19 Traineeships the EFA will require evidence as outlined in the [EFA's 16-19 Funding Formula 2013/14](#)

85. Will the employer, which has supported the learner with the work placement element of the Traineeship, offers the learner a job or Apprenticeship, be eligible for the Youth Contract Wage incentive?

This [incentive](#) is available to all employers in England if they provide employment for an eligible young person (Jobseekers Allowance claimants – from six months of claim). The job must be legitimate and count as employment. Self-employment does not attract a wage incentive.

86. Will the employer, who has supported the learner with the work placement element of the Traineeship and employs the learner, be eligible for the Apprenticeship Grant for Employers (AGE)?

Yes, employers are eligible once they employ a learner, provided that the employer meets the other [AGE grant criteria](#).

87. What support or bursary funding can providers and employers access through the Skills Funding Agency?

Learners aged 19-23 will be able to access Discretionary Learner Support (DLS) in accordance with the DLS funding rules where the provider has an allocation and the learner meets the eligibility criteria. However, the provider must not use DLS as a means of support if the learner is already receiving help with travel or childcare costs from the local Jobcentre. Learners who may need assistance in the classroom due to disabilities may also be able to access Learning Support as outlined in the Funding Rules 2013/14.

Learners aged 16-18 may have access to the EFA's various bursary awards as outlined in the EFA Funding Guidance 2013/14.

In principle where a learner is a benefit claimant and eligible for support from Jobcentre Plus then this should be the first option for accessing support. This will be subject to local discretion by the Jobcentre.

88. Is it possible to receive funding for disabled learners through Access to Work provision?

The Department for Work and pensions (DWP) has extended the availability of Access to Work funding to include work placements on Traineeships. This provision is available for learners aged 16 years and above and only to learners with a disability. This provision provides an assessment, potentially travel costs and/or equipment for the learner to enable them to complete the work placement element of their Traineeship programme. Any funding provision is for the benefit of the learner and in the case of equipment, tends to follow the learner.

For those providers delivering Traineeships to 19- to 23-year-olds, please complete the DWP claim form and send it to the email/address on the form.

For those providers delivering Traineeships to 16- to 19-year-olds, please refer to your Additional Learner Support/Disadvantage funding in the first instance.

When applying for Access to Work funding, it is the provider's responsibility to complete and submit the claim form.

89. How have you calculated the 16-19 Traineeships Bursary amounts for Skills Funding Agency providers?

16-19 Bursary Fund allocations for discretionary bursaries in 2013/14 have been calculated based on the number of learners in 2009/10 who were in receipt of Education Maintenance Allowance (EMA) at £30 each week as a percentage of the 2010/11 allocated learner numbers.

Where an institution had no EMA students in 2009/10 or where the provision was new in 2011/12 or later, allocations have been based on or include 36% of the provider's 2013/14 allocated/calculated learner numbers.

For new providers, the Skills Funding Agency uses the same calculation methodology as the EFA: For example a calculation at provider level:

Allocation	£500,000
No. learners (Alloc/£2,700)	185.2
Rounded learners	185
EMA % (36%)	66.6
Rounded learners	66
Cost of learners (x £287)	287
Deminimis	500
Final Bursary	£18,942

Benefits

90. Do you have an agreement for Jobcentres to refer clients to Traineeship programmes without them being penalised, or taken off the Traineeship to attend another Jobcentre initiative?

It has been agreed that Jobcentres will refer clients onto the Traineeships programme if they fit the eligibility criteria and it is the most appropriate choice for the individual learner. The individual learner plan between the provider and the employer will be devised to take into account any benefit situation which may impact on hours and time for job searches to ensure that the benefits are not affected. The individual needs to comply with any rules in relation to actively seeking and be available to search for jobs.

91. Are learners on Traineeships eligible for the new Universal Credit?

Universal Credit is currently being rolled out in phased stages. The aim is to complete that roll-out by 2017.

We expect that many young people who are unemployed, who want to take part in a Traineeship and are aged 18 or over will be claiming unemployment benefits, primarily Job Seekers Allowance (JSA). Those individuals who move to Universal Credit will be eligible to participate in the Traineeships programme.

92. Can parents of young people aged 16+ continue to receive Child Benefit and Child Tax Credit if their child is undertaking a Traineeship?

From September Traineeships will be classed as non-advanced education for the purposes of Child Benefit and Child Tax Credit and HM Revenue and Customs are in the process of amending guidance materials and the necessary regulations to support this. In practice this means that the parents of young people aged 16+ can continue to receive Child Benefit and Child Tax Credit if their child is undertaking a Traineeship.

93. What are the Jobcentre requirements for work placements?

A Traineeship work placement must be for at least six weeks and no longer than five months in duration. However, for learners on benefits because they are unemployed, the Department for Work and Pensions (DWP) policy states that claimants are limited to between six and eight weeks' work placement. This includes JSA/Universal Credit claimants participating in a Traineeship. However, if an employer offers a learner an Apprenticeship whilst participating in the Traineeship, this period can increase to 12 weeks.

Claimants can participate in up to 30 hours each week on a work placement; if combined delivery has taken place a claimant can do a maximum of 30 hours each week, with skills training this could include up to 16 hours of skills training and the remaining hours, work placement without affecting their existing benefit.

The 16 hour rule does **NOT** apply to those people claiming Universal Credit.

NB The Autumn Statement of 5 December 2013 confirmed that the government will exempt claimants undertaking a Traineeship from the 16-hour study rule that currently prevents JSA claimants from undertaking more than 16 hours of study per week. We will update the answer to this question once further detail is confirmed.

94. Has DWP produced any guidance for how Jobcentres will refer people to this type of provision?

DWP has not produced any new external guidance as referrals for unemployed individuals will continue to operate in the same way as they do now. These are dependent largely on the strength of local partnership arrangements between local Jobcentre offices and providers. Jobcentre advisers have been briefed on the new programme and have been issued with supporting Traineeship fact sheets.