



Skills Funding
Agency

Trailblazer Apprenticeships Funding Rules 2015 to 2016

Version 1: Summary of changes

July 2015

Of interest to providers, direct grant employers, group training association apprenticeship training agencies and registered assessment organisations delivering apprenticeship standards.

1. This summary of changes document sets out the main changes between version 2 of the [Trailblazer apprenticeship funding rules 2015 to 2016](#) published in August 2015 and the [Trailblazer apprenticeships funding rules 2014 to 2015](#) version 1 published in March 2015.
2. We have issued this summary document in response to feedback from employers and providers. As a result:
 - we have clarified language and removed duplication
 - we now refer to apprenticeship standards; this has replaced the Trailblazer apprenticeship standards
 - we have clarified, where appropriate, that for the purposes of this document, assessment refers to the end-point assessment
 - we have written a new section on the commitment statement which is required for all apprentices; this contains much of the information held in the learning agreement
 - we have replaced the learning agreement with the apprenticeship evidence pack; the apprenticeship evidence pack contains information not contained in the commitment statement
 - we have removed reference to the innovation code
 - we have provided further information on end-point apprenticeship assessment
 - we have revised and expanded the rules regarding subcontracting
 - alternative completion conditions are now referred to as alternative apprenticeships
 - we have revised and expanded information about eligibility for funding
 - we have clarified information about end-point assessment independence, grading and completion certificates
3. You should note that this is not an exhaustive list of all the changes and that you must refer to the main document for the definitive rules which are part of the terms and conditions of the funding agreements between the SFA and all providers of education and training who receive funding from the SFA.

Section	Change	Paragraph Number
Introduction and purpose of the document	Clarification that the funding rules in this document form part of the terms and conditions of the funding agreement between the Secretary of State for Business, Innovation and Skills acting through the Skills Funding Agency (SFA) and providers and employers who receive funding directly from the SFA for apprenticeship standard provision.	2
	Link to SFA website included in paragraph	3
Understanding the terminology	Clarification that the terms 'we', 'our', 'us' and 'SFA' refers to the Skills Funding Agency which is an executive agency of the Department for Business, Innovation and Skills and exercises functions on behalf of the Secretary of State for Business, Innovation and Skills.	7
	Clarification that we use the term 'you' to refer to providers, direct grant employers, group training associations, apprenticeship training agencies and assessment organisations.	18
Apprentices must be employed and paid a wage	Clarification that lead providers can only claim funding when the apprentice has started training that is part of the standard.	25
	Clarification that there may be specific patterns of employment for some occupations which mean that their apprenticeship standard will require a written agreement with us as part of their approval to deliver. These are referred to as alternative completion conditions. For the 2015 to 2016 funding year, we will publish a list of these and update them on our website , as they are agreed.	30

<p>Both government and employers must contribute towards an apprenticeship</p>	<p>Clarification that the agreed price must only include the training and end-point assessment necessary to meet the relevant standard. Where more than one provider is selected for the delivery of the apprenticeship, the employer must appoint a lead provider for each apprenticeship. An employer may choose to use different lead providers if they have more than one apprenticeship.</p>	<p>32</p>
<p>Providers should use the Find an apprenticeship service (formerly Apprenticeship vacancies)</p>	<p>Reference to the Find an apprenticeship website (formerly Apprenticeship vacancies).</p>	<p>40</p>
<p>Lead providers must collate and retain an apprenticeship evidence pack for each apprentice</p>	<p>Clarification that lead providers must hold an apprenticeship evidence pack which confirms that the apprentice, their employer and the apprenticeship for which government co-payment has been claimed are eligible for the value of funding claimed. This evidence pack replaces the collection of documents formerly referred to as the learning agreement.</p>	<p>45 to 46</p>
<p>All apprentices, their employers and lead providers must sign a commitment statement setting out how they will support the successful achievement of the apprenticeship</p>	<p>New section on the commitment statement. Every apprentice must hold a written commitment statement which sets out the detail for the delivery of their apprenticeship.</p>	<p>47 to 49</p>
<p>Employers and providers must meet apprenticeship quality requirements</p>	<p>New section on apprenticeship quality statement requirements.</p>	<p>58 to 61</p>
	<p>Clarification that during the academic year 2015 to 2016 we will explore how to best incorporate apprenticeship standards into qualification achievement rates. We will not publish achievement rates for apprenticeship standards in the national success rate tables and apprenticeship standards will not be included in Minimum Standards for 2015 to 2016.</p>	<p>62</p>
<p>Completion incentive</p>	<p>Clarification on the completion incentive.</p>	<p>80 to 81</p>

What is eligible for funding in a Trailblazer apprenticeship?	Clarification that where an apprenticeship standard contains both core and optional units we will only fund the minimum number of core and optional units specified in the standard. Any additional units agreed by the lead provider and the employer must be fully funded by the employer.	85
	Clarification that all eligible learning required to meet the end-point assessment must be set out in the in the commitment statement and written agreement between employer and provider. Providers must not claim for learning not required by the standard or necessary to meet the end-point assessment.	86
Use of co-payment funding	Clarification that where the apprentice is resident away from their home base because of the requirements of their day-to-day work, all accommodation costs are the employer's responsibility including for the occasions where the apprentice is undertaking apprenticeship activity.	92
	Clarification that travel costs for apprentices are not eligible for co-payment funding under any circumstances.	93
	Clarification that employers are responsible for funding any optional modules in the standard chosen in addition to what is eligible for co-payment. Also, employers are responsible for all travel costs for an apprentice travelling to and from their place or work or any other place required for the delivery of their apprenticeship.	94.2 to 94.3
Apprenticeship end-point assessment	New rule stating that all assessment organisations must be listed on the Register of Apprenticeship Assessment Organisations (RAAO) to be eligible to deliver the end-point assessment for an apprenticeship standard and receive funding from us. Employers must select an organisation listed on the RAAO that can assess the relevant standard.	108
	New rule stating that qualifications listed as mandatory in the standard or agreed with the employer and set out in the commitment statement must be completed before end-point assessment can take place.	109

Apprenticeship end-point assessment	Clarification on independence in assessment.	111 to 114
	New rule stating that a grade in an apprenticeship must demonstrate full competency against the standard and there will normally be at least one grade above pass to recognise exceptional performance. For a small number of standards grading may not be applied due to assessments within the apprenticeship being aligned with external organisations or regulations which do not incorporate grading.	115
How the apprenticeship is funded	Clarification that government co-payment funding to support training and end-point assessment, and to fund the incentive payments made to employers is earned from within the lead provider's existing allocation. Lead providers will receive all earnings related to apprenticeship standard delivery through their existing apprenticeship payment arrangements.	117
Funding for English and maths	Revised information about the funding for English and maths.	139 to 147
Learning support conditions	Clarification that learning support funds are available to support all apprentices with a learning difficulty or disability, including those who have an Education, Health and Care Plan (EHC plan) or a Learning Difficulty Assessment (LDA).	150
What to do when there is a change of circumstances during apprenticeship delivery	Clarification that lead providers must not record a break in learning for short-term absences, such as holidays. We will stop funding a learner or apprentice during a break in learning.	192
Redundancy	Revised information about redundancy.	193 to 195
The agreement between employers and lead providers	Revised information about the agreement between employers and lead providers	204 to 204.11
The commitment statement between employer, apprentice and lead provider	New section on the commitment statement between employer, apprentice and lead provider.	205 to 206.5

Additional rules for providers and employers wishing to subcontract	Revised information about subcontracting.	211 to 266
Additional rules for recognised apprenticeship training agencies (ATAs)	Clarification that in order to protect the quality of apprenticeship provision, lead providers must only contract with our recognised ATAs. Link to ATA framework inserted in paragraph.	287
The main principles of providing evidence	Clarification that lead providers must hold evidence of a signed written agreement with the employer in place before funding was earned and employer incentives paid. Lead providers must also hold a signed commitment statement with the employer and apprentice in place before funding was earned and employer incentives paid.	309.4 to 309.5
	Clarification that we must be able to inspect evidence of completion and achievement by the date at which the apprentice has been identified on the ILR as completed and the completion incentive payment has been made to the employer.	311.2
The Apprenticeship evidence pack (formerly the Learning Agreement)	New section on the Apprenticeship evidence pack (formerly the Learning Agreement).	312 to 320
Self-declaration by apprentices	Clarification that if a self-declaration relates to prior attainment, where appropriate, lead providers must check this against any information held in the Personal Learning Record (PLR). If the PLR contradicts the self-declaration, you must challenge the information supplied by the learner. The PLR will not automatically override the learner's self-declaration.	331
Additional evidence	New requirement for evidence that apprentices must be employed and paid a wage. Lead providers must check that the apprentice is employed at the start of the apprenticeship and retain a copy of the apprenticeship agreement.	24
	New requirement for evidence of the average hours the apprentice will be 'at work' including paid training time and 'off-the-job' time with the employer, defined usually as a contracted number of hours every week.	26

	New requirement for evidence of the agreed price and payment schedule for the apprenticeship standard.	38
	New requirement for evidence of the apprenticeship evidence pack. The apprenticeship evidence pack must include a copy of the signed and dated written agreement between the employer and lead provider and the commitment statement signed and dated by the apprentice, the employer and the lead provider.	45
	New requirement for evidence of the commitment statement which sets out the detail for the delivery of their apprenticeship. This document must set out the planned content and schedule for training and end-point assessment. It must also set out what is expected and offered by the employer, lead provider (and any subcontractors) and the apprentice in achieving the apprenticeship.	47
	New requirement for evidence if an apprentice commences an apprenticeship in a significantly new job role at the same level.	54
	New requirement for evidence of eligible training to meet the requirements of the end-point assessment. All eligible training to meet the requirements of the end-point assessment must be set out in the commitment statement and retained with the written agreement between the employer and provider.	84
	New requirement for evidence of a payment schedule that ensures a flow of funding across the duration of the apprenticeship. The payment schedule must be included in the written agreement.	118
	New requirement for evidence of cash contribution payments made by the employer.	130
	New requirement for evidence of the outcomes of assessment to be recorded in the in the apprenticeship evidence pack.	156
	New requirement for evidence of the commitment to successful completion of the apprenticeship. The employer and lead provider must make sure that the commitment to successful completion of the apprenticeship are set out in writing for the apprentice and that all three parties keep a current signed and dated version of commitment statements on record at all times.	207
	New requirement for evidence of the agreement between the lead provider and employer of any subcontracting arrangements. These arrangements must be detailed in the written agreement and each organisation and their role in delivering the apprenticeship set out in the commitment statement.	214

	Evidence of agreement in writing to this exception is required before the apprenticeship commences. This exception must be included as an annex to and referred to in the body of the written agreement and retained as evidence in the apprenticeship evidence pack.	231
Annex 1 - apprentice eligibility for funding	Revised section on apprentice eligibility for funding.	1 to 32



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