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1. Action: ILR final claims 2015 to 2016

EFA individualised learner record (ILR) funded institutions must return their signed [final claim report](#) for 2015 to 2016 through [EFA Information Exchange](#)  by 31 October 2016.

Please upload your report to the 'revenue funding' folder in Document Exchange under the folder for the 'AY 2015-16' year.

When uploading your signed report please select 'commercial and charitable providers (RF)' as the document purpose. Although your institution type might not be the one selected in the document purpose, we require all institutions submitting a return to select this option regardless of your institution type.

By 21 October 2016, we have received less than half the expected claims. We will be contacting individual institutions in early November that have not returned the final claim by 31 October 2016 in accordance with

published guidance.

For support and guidance about EFA Information Exchange, please visit our [support page](#).

2. Information: letter to FE and sixth-form colleges and independent training providers

On 21 October 2016, the Minister for Apprenticeships and Skills, Robert Halfon, [wrote to all further education \(FE\) and sixth-form colleges and independent training providers](#).

The letter informs institutions on the progress of implementing the FE reform programme, which is designed to raise the quality of vocational education for young people and adults.

3. Information: PE and sport premium funding for 2016 to 2017

We have published funding allocations for the [PE and sport premium](#) which primary schools will receive in the academic year 2016 to 2017.

We will pay local authorities their first instalment (seven-twelfths) of the allocation on 28 October 2016. We will pay the remainder in April 2017.

Local authorities are required to pass the PE and sports grant funding onto participating maintained schools within one month of receipt. Authorities should not pay PE and sport grant to academies that converted by 1 September 2016 as these academies receive this directly from Education Funding Agency (EFA).

[Guidance on the PE and sport premium](#), including payment dates and advice on how to spend the funding, is also available on GOV.UK.

4. Reminder: autumn school census return

The deadline for approved submissions for the autumn school census 2016 is 2 November 2016. Please be aware that once you have completed your return, you must press the 'submit' button in COLLECT to allow Department for Education (DfE) to access your return.

You can also view a series of school census videos for background information about the census. The videos include information on funding implications of the census and useful tips about how to prepare for the census. If you have any queries, please contact the [EDD helpdesk](#).



5. Information: EFA customer reference group

We recognise that all of our customers are busy and we strive to get our interaction with you, and yours with us, right first time. The best way for us to achieve this is to ask for your input by becoming a member of our refreshed customer reference group.


We want to build a reference group that is representative of the providers we work with, and consists of individuals who deal with us directly in their role. The group will be asked to input on all aspect of EFA's work and at different stages in development, implementation and delivery. As a member, you would simply contribute where your experience fits.

The reference group will be largely run through an online forum, but we will also hold several face-to-face meetings a year.

To launch the reference group, we would like to invite you join a webinar launching the online forum. There are two options.

- [Tuesday 1 November, 11:00 – 11:45](#) 
- [Friday 4 November, 10:00 – 10:45](#) 

The password to register is: EFACRG

If you would like to join the group but are unable to attend either webinar, please contact us via our [online enquiry form](#) .

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