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Education & Skills
Funding Agency

Updated 19 July 2017

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1. Financial plan submission requirements

Action

Colleges are required to submit a copy of their financial plan, supporting commentary and signed copy of the plan coversheet to the ESFA by Monday, 31 July. Colleges that have a document exchange account should submit their documents using this account, alternatively, documents can be submitted through email to the [pfm@sfa.bis.gov.uk mailbox](mailto:pfm@sfa.bis.gov.uk).

Where a college has completed the restructuring facility model, the college will still need to submit a copy of the financial plan template and supporting documentation by Monday, 31 July.

2. Fire safety questionnaire: please complete

Action

This is an alert for providers that have yet to complete the fire safety questionnaire to do so immediately. Peter Mucklow has written to all providers to request the questionnaire is completed as soon as possible.

It is essential for all providers to complete the questionnaire as part of the government-wide review of fire safety.

If in doubt about to access the questionnaire, please write immediately to: enquiries.efa@education.gov.uk.

3. Funding reports guidance

Information

We have published guidance on the [2016 to 2017 ILR funding reports](#). This describes the new reports for apprenticeships and other funding reports generated after ILR submissions covering apprentices and adult learners.

For further information, please contact the [service desk](#).

4. Customer engagement user research

Information

Many thanks to those of you who have already volunteered to host or attend one of our customer engagement focus groups, or to be interviewed by phone.

As you will be aware, we are looking at how we engage with our customers. We want to understand your experience of engaging with us, identify what works well for you and where we may need to make improvements. To achieve this aim we would like to speak with you directly.

We still have a few spaces on focus groups and for interviews. Volunteers should ideally be people who have the most contact with ESFA within your organisation.

If you are able to take part, either in a focus group or on the phone, please contact us at ESFA@education.gov.uk by 12pm on Friday, 14 July.

User group(s)	Host and area	Date and time
Local authorities, maintained schools and academies	Kent County Council, South East – Swanley	Tuesday, 18 July at 11.30am to 2pm
Local authorities, maintained schools and academies	Tupton Hall School, North – Chesterfield	Thursday, 20 July at 10am to 12.30pm
FE colleges and sixth forms	College of North West London	Wednesday, 19 July at 10am to 12.30pm
FE colleges and sixth forms	Prior Pursglove and Stockton Sixth Form College (Stockton Campus)	Monday, 17 July at 2pm to 4.30pm

Training providers (independent and charitable)	Appris Management Limited, North East – Bradford	Tuesday, 25 July at 2pm to 4.30pm
Training providers (independent and charitable)	Qube learning, Midlands – Abingdon	Monday, 31 July at 10am to 12.30pm

5. Prevent modules online

Information

DfE and the Education and Training Foundation are launching [side by side, online prevent modules](#) for learners across the FE and training sector. The four modules cover:

- radicalisation and extremism
- online safety
- what can you trust?
- British values

The resources can be used free of charge. Each module includes a brief final assessment after which learners can download a certificate showing they have successfully completed the module.

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