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Education & Skills  
Funding Agency

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## 1. Year-end funding claims 2016 to 2017

### Information

The [funding claims 2016 to 2017 guidance](#) will aid and inform providers to complete their year-end claims.

The 2016 to 2017 year-end claim form will be available on [the Hub](#) from 1pm Friday 15 September and will close at 5pm Wednesday 20 September. The form will be pre-populated with your earnings following the R13 data collection return. Once you have submitted your year-end funding claim on the Hub, you will also be able to view it on the [Skills Funding Service](#).

We have published a [user guide](#) to help you complete the form.

For further information or related queries, please email the [service desk](#).

## 2. 16 to 18 apprenticeship, 16 to 18 traineeship and adult apprenticeship over-delivery payments 2016 to 2017

## Information

We are fully funding all high-quality 16 to 18 apprenticeship, 16 to 18 traineeship (former SFA-funded) and adult apprenticeship delivery for the August 2016 to July 2017 period.

Funding calculations are based on your R12 ILR data return and contract variations will be issued during September 2017.

If you have any queries please contact your Provider Manager.

## 3. Updated provider complaints procedure

### Information

We have a new [provider complaints procedure](#) for learners, which is available on GOV.UK.

Please familiarise yourselves with the procedure and update your internal and external communications and processes as required.

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