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Education & Skills
Funding Agency

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Final funding claims 2016 to 2017 – digital signature

For Action

The 2016 to 2017 final funding claim form closed on 25 October. After you submitted your claim you have 3 additional working days to digitally sign your claim if you have not already done so. The claim needs to be signed on the [Skills Funding Service](#) by 5pm on 30 October, by your principal, CEO or a delegated

authority.

The guidance for [Funding claims 2016 to 2017 has already been published](#).

The user guide has also been published and is available [here](#) to help you complete the digital form.

For further information or related queries, please email the [Service Desk](#) or call 0370 267 0001.

Update on adult education budget (AEB) procurement

For Action

The procured AEB contracts have now been issued. To distinguish between allocated AEB in the run-down contracts or grant agreements, providers must use [LDM code 357](#) for the procured AEB activity that starts from 1 November.

Qualification achievement rates (QAR) dataset production specification documents for 2016 to 2017

For Action

We have published the [QAR dataset production specification documents for 2016 to 2017](#).

These documents should be read alongside the [business rules](#) which explain the methodology for calculating qualification achievement rates for 2016 to 2017.

Learner satisfaction survey 2017 to 2018

For Action

The learner satisfaction survey runs from 30 October 2017 to 4 April 2018.

Letters have been sent to your Business Operations contact, detailing the actions providers need to take now.

- Let us know, through the [Provider Extranet](#), who in your organisation we should contact about the learner satisfaction survey
- Test access to the survey prior to 27 October at www.ipsos-mori.com/learnersatisfaction

Further guidance on how to take part is available on [GOV.UK](#).

For further information, please email the [Service Desk](#) or call 0370 267 0001.

Feedback from non-levying-paying employers

For Action

Non-levy-paying employers will not be able to register for an apprenticeship service account until at least 2018.

But they can still use other parts of the service on [GOV.UK](https://www.gov.uk) to help them plan their apprenticeship programme right now.

We want the apprenticeship service to be able to support employers who will not be paying the levy, when they can register to use it. Therefore, we would like to gather their views about apprenticeships. In particular, we want to find out about their needs for apprenticeship training and what services they would like to see in an online apprenticeship service.

If you are working with non-levy-paying employers, please encourage them to let us know their views by asking them to complete our short [survey](#).

Funding reports guidance

For Information

We have published guidance on the [2017 to 2018 ILR funding reports](#), generated when providers submit an individualised learner record file. This document combines both sets of previous report guidance for young people and adult programmes and covers:

- 16 to 19 (excluding apprenticeships)
- adult education budget
- all apprenticeships
- european social fund
- standards recorded under the trailblazer pilot
- advanced Learner Loans bursary

For further information, please email the [Service Desk](#) or call 0370 267 0001.

Earnings adjustment statement (EAS) 2017 to 2018: guidance published

For Information

We have published guidance on the [earnings adjustment statement \(EAS\) 2017 to 2018](#). This sets out how to use the EAS for the funding year 2017 to 2018 for the AEB, apprenticeships and the advanced learner loans bursary.

The EAS is an online form available on the Hub. Please complete this if you wish to claim funding not recorded on the individualised learner record (ILR), including excess learning support and learner support.

For further information or related queries, please email the [Service Desk](#) or call 0370 267 0001.

Financial assurance: monitoring the funding rules 2017 to 2018

For Information

We have published the [funding rules monitoring plan for the funding year 2017 to 2018](#). This covers AEB delivery, advanced learner loans, and all apprenticeships (frameworks and standards).

The plan includes the funding rules we will monitor for each area and the new monitoring reports we will publish on the Hub following the R03 ILR submission in 2017 to 2018.

We have also published a [letter from Dawn Ward](#), chair of our data and management information advisory group (DMIAG). The letter outlines the importance of providing correct data.

For further information, please contact your Business Operations provider manager.

2016 to 2017 final reconciliation statements

For Information

Following the 2016 to 2017 submission of final funding claims for grant funded Adult Education Budget, Learner Support, Advanced Learning Loans and Community Learning, your final reconciliation statements will be available via the [Skills Funding Service](#) by the end of November. Final payments/recoveries will be processed in January 2018.

Apprenticeship service updates

For Information

We are always looking at ways to improve the service and encourage all providers to use the in-service feedback buttons, which you can find throughout the service.

We have already made some enhancements to the service following existing feedback that we have received. For example, employers and providers are now able to search for apprentices in their account by simply inputting an apprentice's name. Training providers can also search by inputting an apprentice's unique learner number (ULN).

Providers now also have the ability to opt in or out of email notifications. This can be done through the 'Notification' settings link which you can find on your homepage.

Please note if you do make any changes, this will not affect you receiving essential service updates, such as password reset emails.

Hub return

For Information

In R02 we processed 4,424 files from 1,042 providers, over 500 providers submitted their first R02 file in the last 3 days of the collection window.

In R14 we processed 4,937 files from 1,292 providers, over 550 providers submitted their first R14 file in the last 4 days of the collection window.

Individualised learner record (ILR): R03

For Action

The ILR R03 data collection for the 2017 to 2018 funding year is now open and will close at 6pm on 6 November. As always, we recommend that you submit your data as early as possible and that you review your validation and funding reports that are made available to you on the hub.

If you need to submit an Earnings Adjustment Statement (EAS) and you do not have access to this on the Data Returns tab in the Hub, please email the [Service Desk](#) or call 0370 267 0001.

Known issues documents

For Information

We publish known issues documents for Data Returns, Funding Information System (FIS) and the ILR Learner Entry Tool on [GOV.UK](#).

These documents include details of all active and closed known issues for the systems, they provide details of any suggested actions and advise when the issues have been resolved.

An updated version of the 2017 to 2018 document is now available, this includes details about the resolved issues and new issues that have been opened.

If you identify any issues that are not included in these documents, please email the [Service Desk](#) or call 0370 267 0001.

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