

GUIDANCE NOTE 3: March 2010

Introduction

1. This Guidance Note is the third in a series of Skills Funding Agency communications to the sector.
2. This will inform ongoing discussions between colleges and training organisations and shadow Skills Funding Agency account management teams, as part of the funding allocations process for 2010/11.
3. The Note covers funding policy changes for 2010/11, including:
 - Changes announced in the Skills Investment Strategy 2010 -11 published by the Department for Business, Innovation and Skills (BIS) in November 2009
 - Changes previously announced and planned for implementation in 2010/11
 - Further changes and clarification resulting from development of policy during 2009/10.

The changes will be incorporated into the Skills Funding Agency's Funding Guidance for 2010/11, which will be issued in May 2010.

Firstness

4. It is important that, where learners are being funded for their first full Level 2 qualification¹ or their first full Level 3¹, details of their prior achievement must be accurately recorded on the Individualised Learner Record (ILR). We are placing even greater emphasis on funding going to those without a Level 2 or Level 3 qualification and therefore it is critical that we do all we can to target funds to these learners. We are working with the Information Authority and the Data Service to ensure that ILR guidance and supporting training materials are clear about the recording of prior attainment. However, we expect colleges and training organisations to ensure that these learners are correctly identified; that their prior achievement level is accurately recorded in the ILR field L35; and appropriate funding is claimed in ILR field A14.

¹ All references to first Level 2 and Level 3 qualifications assume that these are full and are target-bearing

Update to Allocation Process 2010/11

5. As earlier Guidance Notes set out, the Employer Responsive allocations were calculated centrally, with a consistent methodology which was shared with colleges and training organisations. This took the 2010/11 budget then available for allocation and using month 5 data, gave all college and training organisations a share of this, based on their current proportion of the 2009/10 budget. Initial funding statements were shared in the first week of February.
6. Initial discussions with colleges and training organisations have focused on the application of Minimum Levels of Performance. For Train to Gain, they have also considered smoothing between the periods April - July 2010 and August 2010 - March 2011. For Apprenticeships we have discussed the proposed spatial pattern of learner starts particularly for 16-18 at regional level.
7. Currently the total amount of funding available has not been allocated. Account managers have discussed the initial statement with colleges and training organisations. Where the college or training organisation felt there was an inaccuracy in the calculation of their Maximum Contract Value (MCV), or where a particular circumstance had not been recognised, they were encouraged to put a business case forward for moderation. All cases were considered divisionally and then centrally, to ensure consistency.
8. The initial allocation held back from the initial Funding Statements for **Train to Gain** included £50m for the Joint Investment Programme for Strategic Skills as well some contingency funds. The latter will be allocated by the end of March 2010 along with any money reclaimed from poor quality provision. This equates to an additional **£76m** to be apportioned in the same way as the original allocation to colleges and training organisations with an additional focus on high quality provision. That is, college and training organisations with a run-down contract and/or those where more than 50% of their funding for new starts activity has been removed due to MLP, will be excluded from the apportionment of the additional money.
9. The National Apprenticeship Service (NAS) holds the **Apprenticeship** budget and they have allocated approximately 90% of the available budget to use in the funding statements. We are currently discussing proposals to allocate the remaining money, before the start of the academic year.
10. For Adult Learner Responsive (ALR), Train to Gain and Apprenticeships we expect final MCVs /allocations to be confirmed by the end of March.
11. Following this, account teams will work with colleges and training organisations to determine the planned profile of activity which will be recorded on the

Summary Statement of Activity (SSoA). The SSoA will form part of the contract/financial memorandum to be issued by 30 June 2010.

Minimum Contract Levels - 2010/11 Contracts

12. The Skills Funding Agency will be introducing a minimum contract level in 2010/11, for full implementation for 2011/12, with those training organisations that only receive Train to Gain funding from the Agency of amounts lower than £250,000. The award of a contract for 2010/11 will not be affected by this development.
13. The rationale for this was set out in Guidance Note 2 and includes the need to move to a more efficient FE sector, with streamlined contracting and sub-contracting practices. In order to support smaller contractors, the Skills Funding Agency is developing a new framework for contracting and sub-contracting, building on best practice of other government departments. We will be consulting with sector representatives on the implementation of this.
14. This means that over the course of and certainly by the end of, 2010/11 we will expect to see all contracts in Train to Gain migrate to a sub-contracting arrangement with another contractor, cease to be below the minimum, or come to an end.

Developing a new sub-contracting framework

15. The Skills Funding Agency is working with sector representatives to develop clear and transparent principles and process for sub-contracting. These will set out clear expectations for lead contractor and sub-contractors; as well as benchmarks for services and payments between the two parties in such a sub-contracting arrangement. Details will be set out in a further Guidance Note later this year.
16. Currently, sub-contracted delivery accounts for an important minority of provision, but there is no framework for these arrangements in which college and training organisations work. It is important that we get this right not just for those currently operating under these arrangements but for the future where the level of sub-contracting is likely to increase, as the sector responds to the need to realise greater efficiencies.

Support for smaller contractors during 2010/11

17. During 2010/11, Account Managers will be working with smaller contractors to full implement this policy. They will look at alternative arrangements where high quality provision can be retained but without a direct contracting relationship with the Skills Funding Agency. We would expect these smaller contractors to

retain their allocation (subject to performance) but will look at moving them to a sub-contracted relationship by the end of the 2010/11 academic year.

18. A guidance note on contracting will be produced for April/May which will clearly set out the progress to date and the next steps.

Timeliness of data - Employer Responsive

19. An informed judgement on allocations and performance relies on the accuracy and timeliness of data. However, across the sector, there is significant concern that starts, achievements and leavers are not being reported in a timely manner. In 2009/10, based on data received, it was not until month 4 that the greater part of month 1's data was reported.

20. The Skills Funding Agency will need to operate a more dynamic performance management system, where money will be moved swiftly away from those that are under-delivering, to those where performance is strong. To do this, we need to ensure quicker data returns.

21. For 2010/11, the Skills Funding Agency will therefore set an expectation by which data will need to be reported. Starts data must be reported within two reporting months – that is, by the end of the next calendar month; and for leavers/achievers within three reporting months.

Data	Reported by	Example
Start	Within 2 reporting months*	Learner starts on 15 August 2009. This must be reported in either months 1 or 2 i.e. before the end of September 2009 in the data collection which closes on 4 th working day of October
Achievement	Within 3 reporting months*	Learner Achieves on 15 August 2009. This must be reported in either months 1,2 or 3 i.e. before the end of October 2009 in the data collection which closes on 4 th working day of November
Leavers/withdrawals	Within 3 reporting months*	Learner leaves on 15 August 2009. This must be reported in either months 1, 2 or 3 i.e. before the end of October 2009 in the data collection which closes on 4 th working day of November

*includes the month in which the activity takes place.

22. From August 2010 we will therefore instigate a data credibility check on the timeliness of data, where we will alert colleges and training organisations to any issues with the timeliness of data.
23. From August 2010, we will only use that data recorded that meets our expectation to measure performance. That is, we will judge colleges and training organisations' delivery based on the data that we have at the time and non reported data will not be taken into account.
24. We are aware that, in the past, there have been problems with college and training organisations returning data because of issues outside their control: contract/profile agreed late; qualification not on the Learning Aims Database. In such a situation, we would not seek to penalise a college or training organisation.

25. It should be noted that the expectation as detailed above is the maximum time for reporting activity. For the majority of colleges and training organisations we expect activity to be reported within the same reporting month.

26. We have asked the Information Authority to establish a standard for timeliness of employer responsive data and include it in the ILR specification. There has been a similar standard for learner responsive data for many years. Further details will be made available.

Fees and Employer Contributions

27. In 2010/11 the assumed fee/expected employer contribution will increase in line with previous published policy from 47.5% to 50%. In ALR, this applies to learners who are not eligible for full fee remission, either due to either their personal circumstances or the qualification they are undertaking. In Employer Responsive provision, where learning is co-funded, this is the expected employer contribution to the cost of their employee's learning.

28. Colleges and training organisations are aware of the Independent Review of Fees and co-funding which is looking into the implementation of the current fees and co-funding policy. This board is due to report back with recommendations in summer 2010.

Large Employer Rate

29. As announced in the Skills Investment Strategy, from 2010/11, we are introducing an up front 25% rate reduction for all 19+ Employer Responsive provision delivered to and by large employers, that is, those with 1,000 or more employees. This will be applied to all 19+ learners on Train to Gain and Apprenticeships, and will include learners already on these programmes as well as new learners joining. It will include all private and public sector organisations and all provision delivered through the National Employer Service (NES).

30. NES also reserves the right to further negotiate greater reductions in rates (i.e. in excess of 25%) with the employers that they work with.

31. The reduced rate will apply to employers participating in mainstream provision as well as within the Joint Investment Programme for Strategic Skills, as well as like-for-like European Social Funded (ESF) provision. It will not apply to programmes for the unemployed, as these rates are agreed separately with the Department of Work and Pensions (DWP).

32. The Skills Funding Agency will publish a list of all large employers known to it at the start of the 2010/11 year. For private sector employers, this will be

derived from the information they supply to Companies House, which is replicated on the Employer Data Service (EDS) database. This will include all those who directly employ more than 1000 employees; including all parent and subsidiary companies who are defined by Companies House as being part of the same group.

33. The published list will be an extract taken from the EDS database. This extract will contain the names of the employers but will not contain each employer location/workplace as listed by the EDS Unique Reference Number (URN). To do so would have made the list very large and difficult to read. However, colleges and training organisations will be able to check EDS to establish whether or not any new employer that they are intending to work with is classified as large.
34. The list will be produced in July 2010 and will remain static for the whole of 2010/11. Additional names and workplaces will NOT be added or removed from the list during the year. The list will be updated on an annual basis.
35. Colleges and training organisations will use the unique employer number in ILR field A44 in order to identify the employer. This ILR field is mandatory for all Employer Responsive provision. This will be compared to the list of large employers (including all workplaces) and where applicable a reduction will be applied automatically in the funding calculation.
36. In the case of the public sector we will use the same rationale as for the private sector, i.e. where the organisation has more than 1000 employees they will receive a reduction to the rates paid for training.
37. Currently, information held on public sector organisations and the size of their workforce, is very variable. The Skills Funding Agency has therefore taken a cautious approach to defining public sector employers for 2010/11. This will include all central government and public sector defence organisations i.e. The Army, Royal Navy and Royal Air Force; as well as all local authorities. Other public sector organisations will be identified by desk research from information already held in EDS. Inclusion in this large employer list does not confirm eligibility for funding and providers should refer to existing eligibility guidance.

Functional Skills and Skills for Life

38. As announced in the Skills Investment Strategy, Functional English, Maths and ICT qualifications, available at Entry Level, Level 1 and Level 2, will replace Key Skills qualifications in Communication, Application of Number and ICT from September 2010 at Levels 1 and 2.

39. The Functional Skills pilots are due to complete in July 2010. Following the outcome of these pilots, Ministers will decide in 2010 on whether Functional Skills qualifications will also replace the Skills for Life Certificates in Adult Literacy and Certificates in Adult Numeracy from September 2012.

40. Functional Skills qualifications will be available and funded through ALR for all colleges and training organisations to use in the 2010/11 funding year. However, Skills for Life Certificates in Adult Literacy, Numeracy and English for Speakers of other Languages (ESOL) Skills for Life will continue to be funded as the main literacy and numeracy qualification for adults aged 19 or over.

41. Further work will be undertaken before a decision is made on whether to replace the ESOL Skills for Life qualifications with Functional English qualifications.

42. In 2010/11:

- Functional Skills in ALR will continue to be unlisted, in order to reflect the varied client group
- Functional Skills in Apprenticeships, where they replace key skills, are listed at 0.08 SLN and programme weighting 1.0
- Functional Skills will not be funded as stand-alone qualifications in Train to Gain.

43. In 2010/11, with the exception of approved numeracy qualifications at Entry Level, the programme weighting for all Adult Skills for Life and Functional Skills provision for learners aged 19+ funded through ALR will be reduced from 1.4 to 1.2.

44. Furthermore in ALR, non-approved Skills for Life provision and units of approved Skills for Life certificates will be weighted at 1.2. The automatic disadvantage uplift will continue to apply.

Adult Learner Responsive

National Base Rate of Funding

45. With the exception of the unemployment training packages, funding rates will reduce by 3% in the 2010/11 funding year compared with the 2009/10 funding

year. Therefore the national base rate of funding per SLN will be **£2,732** for ALR in 2010/11.

Reconciliation and Tolerances

46. The Skills Funding Agency is currently reviewing the existing policy on reconciliation and tolerances, with a view to simplification. Further guidance will be issued shortly.

Learner Responsive Rates Review

47. In ALR provision, the annual review of funding rates for specific learning aims is based on the analysis of the time taken to deliver them as recorded in the ILR (the Weighted Average Guided Learning Hours (WAGLH) data). This has been undertaken in conjunction with the Young People's Learning Agency Funding Team in order to maintain the relationship between 16-18 and ALR, at least for 2010/11.

48. The Young People's Planning and Performance Board has endorsed a number of funding rate changes for individual learning aims funded through 16-18 Learner Responsive in 2010/11. Most of these proposals are applicable across both 16-18 and ALR provision and cover a small number of changes - to listed rates, from unlisted to listed rates and listed to unlisted rates.

49. Changes to Learner Responsive funding rates for 2010/11 will be included in the 16-18 rates document which will be published by Young People's Learning Agency in March/April 2010.

Additional Learning Support

50. The 2010/11 allocations for Additional Learning Support (ALS) in ALR provision have been established using a nationally consistent approach.

51. The approach has been to take each college and training organisation's 2009/10 allocation for ALS and split it into two elements:

- ALS supporting learners aged 19-24 with learning difficulties and/or disabilities (LLDD), whose ALS costs exceed £5,500 per annum - this sum is protected at 100% and represents the ALS sum to be paid via local authorities, and was communicated in college and training organisations' 16-18 statements in early March
- Low-cost ALS - this is the residual 2009/10 allocation once the 19-24 LLDD high cost figure is removed.

52. The 2009/10 'low cost ALS allocation' (post transfer of 19-24 LLDD) for each college and training organisation has then been adjusted in broad proportion to the percentage change of that college and training organisation's main ALR allocation in 2010/11, but with an adjustment for all college and training organisations of +5%. So, for example, a college and training organisation with a 12% reduction to its main ALR allocation in 2010/11 will have had a 7% adjustment to their low cost ALS allocation for 2010/11. This differentiated approach takes account of the wide range of adjustments to main ALR allocations in 2010/11 that will inevitably result in differential requirements for low cost in 2010/11.
53. No college and training organisation has had an increase in their low cost ALS allocation, except where needed to ensure the formulaic minimum allocation is funded. This formulaic minimum has been estimated within ALR Funding Statements based on analysis of 2008/09 data, adjusted for the change in participation funding in 2010/11.
54. The draft allocations are expected to be confirmed as final by the end of April, and revisions are only expected in exceptional cases.

PROGRAMMES FOR THE UNEMPLOYED

Employability Skills programme (ESP)

55. Provision within the Employability Skills Programme (ESP) will not be subject to the base rate reduction for other ALR funded activity. The 2009/10 funding rate per SLN as **£2,901** will be maintained for 2010/11.
56. The programme weighting factor (PWF) reduction from 1.4 to 1.2 for all Skills for Life learning aims except numeracy at Entry level will be applied.

Response to Redundancy (ESF/Train to Gain Funded)

57. The job outcome payment criteria on the Response to Redundancy programme will be changed. For starts on the programme on or after the 1 April 2010 college and training organisations will no longer have to demonstrate continuing training (via Employer Responsive funding streams) with a job in order to meet the funding criteria. Jobs without training, or training supported via non Employer Responsive funding will meet the payment eligibility criteria. This will be funded at the rate of £300 in line the original job rate. The guidance is currently being revised and a formal contract variation will be issued shortly.

Employer Responsive - Train to Gain

National Base Rate of Funding

58. As announced in the Skills Investment Strategy, funding rates for Train to Gain will be rebased with funding rates for other mainstream provision, in recognition that efforts to stimulate demand have been effective.

59. The national base rate of funding per SLN for Train to Gain in 2010/11 will be **£2,732**, thus aligning the rate with other 19+ mainstream provision.

Funding Priorities

60. Skills for Growth and the Skills Investment Strategy recognised the changing environment in which we are working and, in particular, the need to move away from some of the recession-based priorities to a greater targeting of resources.

61. Consequently, from 2010/11, we will no longer fund units previously available as part of the flexibilities for small and medium sized businesses through Train to Gain, except for any carry-over learners from 2009/10.

62. We will co-fund all repeat Level 2 qualifications in Train to Gain. These changes will apply to all existing learners as well as to all new learners. They will be applied across all sectors, including those with sector compacts.

63. Therefore from 2010/11, we will fully-fund the following in Train to Gain:

- First full Level 2 qualification (22)
- First full Level 3 qualification for those aged 19-24 (24) or ex-service personnel eligible under the Ministry of Defence initiative
- First full Level 3 qualification for 'Level 3 jumpers' who start a Level 3 without previously achieving a Level 2 qualification. (22)
- Literacy and Numeracy Skills for Life qualifications (09)
- Repeat full Level 2 or Level 3 qualifications for those coming from Local Employment Partnerships or as part of the 6 month unemployment offer and Response to Redundancy packages (28)
- Temporary agency workers undertaking a reskilling qualification at either full Level 2 or full Level 3 (28).

It is vital that college and training organisations identify the reason for full funding correctly in the ILR field A14. The correct codes to use are listed above in brackets.

64. For any learner who is not listed above we will co-fund:

- First full Level 3 and above qualifications outside of entitlements
- Repeat full Level 3 qualifications outside entitlements if part of compact agreements
- Full Level 2 qualification by learners not listed fully-funded above, where the learner already has achieved a full Level 2 qualification or equivalent if on the approved list of qualifications published by the Skills Funding Agency
- Certificate in ESOL Skills for Life and Certificate in ESOL for Work.

All the above will be coded as 32 in field A14 in the ILR. This will mean in 2010/11, that codes in a learner's ILR will need to change from those used in 2009/10.

65. It should be noted that co-funding of repeat/additional full Level 2s will apply to all learners, i.e. carry over and new learners, in 2010/11.

Qualification and Credit Framework and Sector Skills Councils, Standard Setting Bodies and Sector Bodies

66. As announced in the Skills Investment Strategy, Sector Skills Councils, Standard Setting Bodies and Sector Bodies will advise the Skills Funding Agency on which vocational qualifications in the Qualification and Credit Framework (QCF) should be publicly funded. This will encompass target bearing Level 2 and Level 3 vocational qualifications. Over time, these qualifications will be defined as either "certificates" or "diplomas" at Level 2; and "diplomas" at Level 3 on the QCF.

Programme Weighting

67. As announced in the 2009/10 LSC Funding Guidance, the Train to Gain programme weighting L currently set at 1.2 will reduce to 1.15 in 2010/11. This will apply to carry-over learners as well as new starts.

Train to Gain Rates Review

68. A number of the most popular Train to Gain learning aims are currently being reviewed to ensure that their funding rates reflect the costs of delivering provision and assessment in the workplace (the 'activity costs' model).

69. Learning aims at Level 2 and 3 in Customer Service, Health, Health and Social Care, Team Leading and Management are under review.

70. Any change to the funding rates will be reflected in altered SLN values.

Employer Responsive - Apprenticeships

16-18 Apprenticeships

71. As part of the 16-19 announcements, it was confirmed that the base rate of funding per SLN would be maintained at 2009/10 rates. Therefore, the national base rate of funding per SLN for 16-18 Apprenticeships will be maintained at the 2009/10 level of **£2,920**.

19+ Apprenticeships

72. As announced in the Skills Investment Strategy, funding rates for 19+ Apprenticeships will reduce by 3% compared with 2009/10 levels. Therefore, the national base rate of funding per SLN for 19-24 Apprenticeships in 2010/11 will be **£2,732**.

73. Apprentices who take a 'break in learning' and return when they have moved into the next age bracket will be funded at the rate at which they started. The current practice established for 16-18 learners returning after their 19th birthday will also apply to learners aged 19-24 who return after their 25th birthday. The guidance and specification for the 2010/11 ILR issued by the Information Authority will be amended to reflect this, where ILR fields A14 and A69 will be used.

25+ Apprenticeships funding

74. 2010/11 will be the third year in which public funding for Apprenticeships has been available for adults over the age of 25. In the 2010/11 funding year we will continue to provide funding for this age group, however, the funding rates will be reduced by a further 10% to 80% of the 2010/11 rate for 19-24 year olds.

75. The national base rate of funding per SLN for 25+ Apprenticeships in 2010/11 will be **£2,186**.

76. Using ILR field A51a to reduce funding for 25+ Apprentices will no longer be necessary in 2010/11. Further guidance will be issued in conjunction with the Information Authority on how carry-over learner's data must be changed in 2010/11.

Apprenticeship Priorities

77. NAS has worked with a range of partners to identify the priorities for the delivery of Apprenticeships in 2010/11. This work is complemented by the

Summary of Strategic Demand which informs the procurement activity for Apprenticeships, and identifies the Apprenticeship starts expected in each Region. This is published separately on the Apprenticeships website (www.Apprenticeships.org.uk).

Employer Contributions

78. From 2010/11 the employer contribution for 19+ Apprenticeships will be based on the 19-24 and 25+ funding rate. This will ensure a consistent approach is applied across Skills Funding Agency funded provision.
79. The current employer contribution of 17.5% applied to Key Skills for all 19-24 and 25+ Apprenticeships will continue at the same rate and will also be applied to Functional Skills for the same cohort.

Apprenticeship Minimum Wage

80. The minimum wage for Apprentices is £95 a week in 2009/10 for all Apprentices where National Minimum Wage regulations do not apply.
81. The Low Pay Commission is currently reviewing Apprentices pay rates. Depending on the recommendations, the review may have an impact on future Apprenticeship pay rates.
82. Colleges and training organisations, employers or learners should seek their own legal advice on whether, in a particular case, the National Minimum Wage should be paid. The Skills Funding Agency is not in a position to give such advice.
83. Further details on the National Minimum Wage can be found at http://www.direct.gov.uk/en/Employment/Employees/Pay/DG_10027201 and <http://www.businesslink.gov.uk/bdotg/action/layer?topicId=1081657912>

Apprenticeship Completion Certificates

84. NAS will take over responsibility for issuing Apprenticeship Completion Certificates during 2010/11. This will replace the current process of college and training organisations paying Sector Skills Councils for this service. Further details will be made available as soon as practical.

Key Skills and Functional Skills

85. By September 2010 all Apprenticeship Frameworks will have been revised by their respective sector organisations to replace Key Skills with Functional Skills. Therefore from September 2010 all new starts on Apprenticeships must

be following Functional Skills. Carry-over learners will continue to follow the framework that has been agreed with them and their employer that they started. Colleges and training organisations should contact their Sector Skills Councils, Standard Setting Bodies and Sector Bodies (SSC/SSB/SB) for additional information and guidance. Only those Functional Skills listed as mandatory in the Apprenticeship Framework will be funded. Funding will not be made available for learners currently following a Key Skill to transfer to a Functional Skill.

Apprenticeships Rates Review/Changes to Funding Rates

86. No specific review of rates has been undertaken in 2009/10, but as frameworks incorporating QCF qualifications come forward for funding, new rates will be set as required. We will maintain the principle of 'activity costs' for setting rates for Apprenticeship frameworks; rates will be agreed by a joint Skills Funding Agency/NAS rate setting group.

Enhanced funding for 19-24 Apprenticeships

87. Funding for this group will change in 2010/11 from the 16-18 Apprenticeship rate in 2009/10 to a fully-funded 19-24 Apprenticeship rate. Changes are already in place within the ILR for 2010/11 and this has been reflected in the ILR Specification and guidance documents for 2010/11. Field A69 will be used to identify these learners and ILR field A14 to indicate that they are fully-funded. Further guidance can be found in the 2010/11 ILR Specification on the Information Authority website.

88. This change will affect both new Apprentices for 2010/11 and carry-over Apprentices from 2009/10.

89. It should be noted that there is specific eligibility for enhanced funding and colleges and training organisations should refer to 2009/10 LSC Funding Guidance for details. This guidance will be reviewed during 2010 and confirmed in the publication of Skills Funding Agency Funding Guidance for 2010/11.

Additional Learning Support (ALS)

90. In line with the reduction to Employer Responsive rates the 19+ ALS rates have also been reduced. 16-18 ALS rates have been maintained at the same value as 2009/10.

91. The 2010/11 rates for Additional Learning Needs (ALN) or Additional Social Needs (ASN) are:

- learners with either ALN or ASN: £150.00 a month if aged 16-18 at start, or £126.00 if aged 19 or over at start
- learners with both ALN and ASN: £225.00 a month if aged 16-18 at start, or £190.00 if aged 19 or over at start.

Correction to Skills Funding Agency Guidance Note 2

92. In paragraph 21 the qualification Active IQ Level 1 Award in Preparation for Event Volunteering (Personal Best) (QCF) is mentioned. This is just given as an example and other Awarding Bodies offer similar qualifications funded through the Personal Best Programme. It was never the intention to preference a particular Awarding Body