



Leading Learning and skills



European Union
European Social Fund
Investing in jobs and skills

WELCOME

Welcome to the second edition of The Procurement and Contracts Team Bulletin. The aim of the Bulletin is to ensure that Providers are fully up to speed with all of the policy, system and implementation issues across the LSC procurement business cycle. The Bulletin will contain the essential information that Providers need to be aware of at each critical point of the year.

It is important to note that the Bulletin will NOT replace policy documents. What it will attempt to do is identify on a month by month basis:

- where we are in the Business Cycle
- key policy decisions for the month
- policy changes/updates AND implications
- forthcoming issues

Qualified Provider Framework

ATTENTION ALL PROVIDERS

IMPORTANT – ACTION REQUIRED BY 09 APRIL 2009

The Qualified Provider Framework (QPF) will be “frozen” on 9 April 2009 to enable evaluation of new and revised provider information before our next Invitation to Tender round proposed in May.

If you have not already updated your information on the QPF and wish to be sent an Invitation to Tender (ITT) for the next or future procurement rounds please do so **NOW**.

If you wish to be sent an ITT you must;

- already have been advised that you have been successful in the relevant PQQs, which must include the Complete Me First, the Type 2 Generic questionnaire and the relevant PQQ, e.g.

Employer Focussed, Learner Focussed Accredited and Learner Focussed Non Accredited (please see table A below);

- if you have previously applied and been notified that you were unsuccessful due to the response data which is not fixed (please see your debrief for details) you must update the relevant information and republish your submission
- if you have never published a response please follow the Qualified Provider Framework guidance on the LSC website www.lsc.gov.uk.

ESF Community Grants

The East of England ESF Community Grants programme (formerly Global Grants) was launched on 31st March 2009. Tribal Education Ltd, the managing agent for this programme, are asking small voluntary and community organisations to apply for grants of up to £12,000 to work with people who are unemployed or economically inactive. The closing date for applications is Tuesday 12th May 2009. Further information is available on their website at http://grantsadmin.co.uk/eastengland_grants/ . Please do not contact the LSC for application forms.

ESF Contract Reconciliation

All ESF 2007-2010 projects in both Priority 1 and Priority 2 of the current plan will be undergoing a performance review in June 2009. There will also be compulsory payments reconciliation in July 2009. It is important that all ESF providers submit accurate and up to date information on their delivery statement by the 4th working day in June 2009. Reconciliation will be based on the information submitted by providers. If the delivery statement information is not an accurate reflection of delivery to date, the reconciliation will also be inaccurate. Once the reconciliation has been carried out, the next opportunity to make financial corrections will be the following compulsory reconciliation in October.

MEP visits ESF Projects

Richard Howitt, MEP, visited two East of England European Social Fund projects co-financed by the LSC on Friday 03 April.

The first visit was to The Consultancy Home Counties' 'ESF Skills for Jobs' project. One of the project partners, Academy of Learning, have been running a successful 'ESF Skills for Jobs' pre-employment programme in Braintree delivering specialist small group sessions on Health and Social Care, and providing training in CV writing and job search skills. A local domiciliary care employer visited the group

and as a result at least two learners are expected to take up employment in the sector. As this was the final day of the course the learners were presented with their certificates of attendance.

The second visit was to ITS Training Services who are delivering activity as part of Hertfordshire Regional College's 'Youth East' project. They are delivering an innovative programme for 16-18 year olds combining both college-based Skills for Life with other activities such as fitness, sports and music as a Project partner on 'Youth East'. ITS Training Services arranged the successful visit which involved young persons performing a Hip Hop routine and singing to Mr Howitt. This was followed by a demonstration by the learners using an IT based fitness programme simulator being used on the project, which allows young persons to try out different job roles in the industry and deal with real-life tasks and assignments. A trip was made to the local fitness centre to view how these simulations and programmes could be implemented in the actual work environment.

Mr Howitt made the most of his opportunity to talk to the learners and staff involved and see how European funding is working and benefiting people within his constituency.

ESF ILR Summarisation

Work has begun on the development of the ILR Summarisation module of the CMA (LSC Contract Management Application for ESF Contracts). We anticipate that this functionality will go live shortly after the April 2009 census date (to prevent interference with the April reconciliation). This functionality will reduce the number of deliverables required for reporting on the Delivery Statement as ILR based deliverables will be automatically summarised for reporting purposes where valid codes are entered.

A number of queries have been raised regarding the rules surrounding the PAPS deliverable (reference S2). We can confirm that in order for an ILR to be counted against this deliverable, the learning aim (ZESF0001) must be marked as **completed** and **achieved** on the ILR aim.

To clarify, the ILR aim **must** have the codes specified below in the relevant fields.

A09 = ZESF0001

A34 = 2

A35 = 1

Without these codes and the ILR aim completed, ILR Summarisation WILL NOT count the ILR against the PAPS deliverable and the provider will not be eligible for payment against it.

Further ILR Summarisation rules will be published shortly but please note that your Contract Advisor will be beginning the process of validating current learner data against the draft summarisation rules and will be in contact if any discrepancies are identified.

Match Funding

ATTENTION ALL MAINSTREAM PROVIDERS

IMPORTANT – ACTION REQUIRED

Due to a change in the way that ESF co-financing information is collected for match funding we will now require providers to complete Part 5 of the ILR for ALL learning aims, **with immediate effect**.

We previously told you that this only applies to providers who received their current contract through the 2008 OCT round. Please note that due to the policy change it now applies to ALL providers who were eligible to negotiate their current contracts in addition to those contracts procured through OCT.

All the information required is already included elsewhere in the ILR, so entering the additional fields should not be an onerous task. Providers who upload using batch systems may well be completing this section already, in line with previous years. All providers will need to ensure that learners starting from now on will need to sign and date Part 5 of the ILR, as well as Part 1.

The information required is as follows:

ILR – Part 5 – Co-financing Information

<u>Field</u>	<u>Description</u>	<u>Required Information</u>
A09	Learning Aim Reference No	As for A09 in Part 3 of the ILR
A10	LSC Funding Stream	As for A10 in Part 3 of the ILR
E08	Date started ESF Co-financing	As for A27 Learning Start Date in Part 3 of the ILR
E09	Planned End for ESF Co-financing	As for A28 Planned End Date in Part 3 of the ILR (But must be no later than 31 December 2010)
E20	Learner Background	Use Code 98 98 98
E21	Support measures for learners with disabilities	Leave Blank
E22	Project Dossier Number	Please leave blank
E23	Local Project No	Please use code 000

E12	Employment Status **	Use 01 for Employed, 03 for Self Employed, 04 for Unemployed (e.g. some LEP learners). Volunteers can be recorded as employed (01) - this also includes retired learners who are undertaking voluntary work
E13	Learner's Employment Status	Use Code 98
E14	Length of unemployment before starting **	Likely to be Code 99 (i.e. not unemployed) for most learners. Volunteers can also be recorded as code 99, including retired learners who are undertaking voluntary work. For LEP learners, please refer to Provider Support Manual page 44 for relevant codes.
E11	Industrial Sector of Learner's Employer	Use Code 98
E15	Type and size of Learner's Employer	Use Code 98
E10	Date ended ESF Co-financing	As for A31 Learning Actual End Date in Part 3 of the ILR

** For ESF purposes and in order to complete these ESF data fields, unemployment is a period where a person is not in paid employment and is actively seeking work.

We would like to apologise to you for any inconvenience caused by this recent change in guidance, and thank you in advance for your co-operation in completing these fields.

If you have any questions, please contact Amy Abbott email amy.abbott@lsc.gov.uk