

Briefing Note



Leading learning and skills

Allocation of additional 16-18 places for 2009/10

Date of issue	15 May 2009 – Issue 1
Audience	For Local Partnership Teams, Regional Planning and Performance and Contract Directors
LSC office	National Office
Publication intent	Internal until end of May and then on LSC website

Introduction and Background

- 1 In Budget 2009 additional funds were allocated to fund 54,500 additional places for 16-18 year olds. 20,000 of these places are to be allocated through a bidding process across all types of provider.
- 2 All providers (term used through generically to describe any type of provider that has a 16-18 learner responsive allocation of 2009/10) have received an email (copy attached) and proforma on which to respond making a business case for additional places by 15 May 2009.
- 3 The purpose of the additional funding is to ensure that LSC can meet the September Guarantee and its commitment to those that are NEET in every area of the country. It does not imply that all learners recruited above provider's allocations will be funded. The task ahead is to achieve this objectively so that in the event of any later challenge a robust and secure process can be substantiated.

Purpose

- 4 The purpose of this briefing note is to detail the process for receiving, evaluating, moderating business cases and informing providers of the outcome of the process.

Overall Process and Timescales

- 5 The overall process and timescales are detailed below:

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Activity	Responsibility	Complete by close on
Briefing note, regional budgets and criteria approved	RPPDs/JM/KS	13 May 2009
Return business cases to nominated LSC officer	LPTs/RPPDs	15 May 2009
Regions produce and distribute list of NEET hotspots and September Guarantee areas of concern	RPPD's	15 May 2009
Cases Logged in and allocated to named staff to evaluate	RPPDs	18 May 2009
Evaluated in line with this briefing note and returned to Regional RPPD	RPPDs	19 May 2009
Regional moderation	RPPDs	20 May 2009
Return summary to National Office	RPPDs	20 May 2009
Review by National Office and queries raised and cleared	KS plus EB, JM, KB	21 May 2009
National moderation panel	SR, MA, AB plus National Office team	22 May 2009 12.00 till 2.00pm
Summary submitted to DCSF	KS	22 May 2009
Ministerial submission drafted and submitted	DCSF – GC	26 May 2009
Integrate provisional results into allocations spreadsheet and commence allocations run	KB/A?	26 May 2009
Allocations proformas populated and posted on team site	KB	27 May 2009
Prepare provider allocations <ul style="list-style-type: none"> • Proforma • Letter • Guidance 	RPPDs	28 May 2009
On receipt of Ministerial Clearance National Office inform regions to dispatch allocations	NO/RPPD	5 June 2009

- 7 The date of sending allocations has been moved to the 5th June in order to comply with restrictions on communications during the election period.

Evaluation Criteria

- 8 The evaluation criteria are detailed below. It should be noted that these have been agreed with RPPDs and DCSF and can therefore not be varied. The aim of this process is to rank the business cases by each region showing those that can be funded from the available budget and any others that the region also recommends for support.

9 Scoring – All business cases will be scored in line with the following criteria. Each criteria is ranked by score with 1 being the lowest and 6 the strongest and therefore business cases are ranked with highest scoring providers first. Business cases will then be ranked accordingly to scores and grouped into three categories. Approved within budget, would approve if budget was available and rejected.

a **Past performance on recruitment** – based on regional forecasts

- The provider has or is forecast to exceed 2008/09 learner number recruitment targets by 2% or more **(6)**
- The provider has met or is forecast to meet 2008/09 learner recruitment target to within + or – 2% **(3)**
- The provider has or is forecast to under achieve 2008/09 learner recruitment target by over 2% **(1)**

b **Regional Assessment of NEET** – based on regional classification of NEET using November NEET figures (NEET only not others) .

- The data shows provision is in a high priority area for reducing NEETs **(6)**
- Provision is in an area where the data does not indicate a need but there is local intelligence that there could be an increase in NEETs this September. **(3)**
- Provision in an area with no known NEET issues **(1)**

c **Regional Assessment of September Guarantee** – based on regional classification of September Guarantee using January Data.

- The data shows provision is in a high priority area for meeting the September Guarantee **(6)**
- Provision is in an area where the data does not indicate a need but there is local intelligence that there could be a shortage of provision this September. **(3)**
- Provision in an area with no known September Guarantee issue **(1)**

d **Degree to which need is proven** –based on the business case

- Strong evidence is provided that demonstrates an urgent need using local intelligence provided in the business case **(6)** e.g.:
 - a) Increased referrals from connexions for provision.
 - b) Increased applications over previous years.
 - c) Evidence of displacement from learners who would otherwise enter jobs or Higher Education, would attend independent schools or would have wanted an Apprenticeship place including those that will continue in learning for a further year.

d) Evidence of redundancies affecting young people who will therefore return to education or training

- Evidence is provided but does not demonstrate a need **(3)**
- Evidence does not demonstrate a need to meet the September Guarantee or a NEET problem **(1)**

e **Meeting the need** – based on the business case

- The provision that has been proposed is directly relevant to the identified need and links to, but does not duplicate other provision and is therefore appropriate to the need. **(6)**
- From the business case the proposed provision appears appropriate for the need but was not pre-defined **(3)**
- From the business case the provision does not appear appropriate to the identified need. **(1)**

f **Quality** – From regional reports. Sources could include recent inspection results, positive destination rates, Success Rates etc as appropriate to the provision.

- Provider has a proven track record of quality provision for the client group. **(6)**
- Provider is new to this client group but has a proven track record for their current provision **(3)**
- Other providers not meeting standards above **(1)**

10 The score sheet which feeds through to a regional/national summary sheet is attached. The spreadsheet includes the facility to approve a reduced number of learners than the provider has bid for. Regions are asked only to use this for issues of capacity or need, not to make across the board reductions. Should an across the board reduction be felt appropriate regions are asked to recommend this to the national moderation meeting.

11 The role of Regional Moderation is to ensure scoring has been consistently applied and to assess the overall capacity of the provider in the light of overall growth through consolidation and infrastructure changes and any audit findings. The region will review the scores and issues above and then make its recommendation to the national moderation meeting.

12 It is unlikely in the timescales available Partnership Teams will be able to involve LAs or Connexions Services in the actual allocations process. However Partnership Teams will already be in discussions with them over the identification of NEET and September Guarantee areas direct and through 14-19 Partnerships and may wish to consult further with them to refine these target areas in advance of actual scoring.

13 The role of national moderation is to ensure the overall process has been applied in line with this guidance and that the results of the exercise are

sensible and can be communicated to the sector. In this case the meeting will also decide on the LSC's recommendation to DCSF on what provision to fund.

Costing the business cases

- 14 Bids will be costed using the providers allocated cost per learner. This is taken from the current allocations spreadsheet and includes ALS and all other costs.

Which business cases will get funded?

- 15 To answer this question we need to examine the potential scenarios what may come out of the exercise. Suggested scenarios and responses are given below:
- a Business cases do not offer the full number of places available, then:
 - Rejected cases – rejected
 - All other cases – approved (full funding)
 - A process will be required for allocating the remaining funds either now or in year.
 - b Business cases offer more than 20,000 learners:
 - Rejected cases – rejected
 - Highest scoring providers business cases are funded to limit of regional share of the learners
- 16 This aspect to be discussed and advice from DCSF sought. There may be operational reasons why a provider who has been rejected has to be allocated places. These cases will only be funded if agreed at National Moderation. The Region will have to make a case. Discussions on this will be concluded through the moderation process.

Informing providers and results

- 17 It is proposed that providers are informed through the allocations letter due to be sent out on 5th June 2009.

Communications and handling

- 18 These additional places are indeed good news stories however there is also a risk that some providers will be disappointed by the process and therefore have cause for complaint to the LSC or DCSF or do this through the press. To manage this risk it is proposed that as soon as Ministerial approval is received (in week commencing 25 May 2009) a press notice and briefing note for stakeholders is issued including the positive aspects (content agreed with DCSF in advance). Then as soon as possible all documentation and a summary of business cases with those approved or otherwise to be published on the LSC website.

Next steps

19 Additional to the steps identified at paragraph 3 above the following actions are also needed.

Review and revise allocation proforma and guidance to show additional places separately and in the total	KS/KB	22 May 2009
Draft, circulate and gain approval for: a Allocation letters b Guidance c External briefing note d Press notice	KS	22 May 2009

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Date created 15 May 2009

Document ref. G:\Organisational Data\The Learning Group\Funding and Strategy\Funding\Support Team\K Street\National Allocation of Additional 16-18 Places for 200910 - Paper 15 May 2009.doc

Attachments

1. SSF/FE Proforma
2. E2E Proforma
3. Scoring Spreadsheet and Summaries