

Notes for Completion of WBL Training Provider Statement 2005/06 (amended April 2006)

| Box No | Title | Notes | Reference |
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| 1 | LLSC Code | This automatically populates with the LLSC code to which the claim is being made. | |
| 2 | Provider Number | This automatically populates with the Provider UPIN to which the claim is being made | |
| 3 | Provider Name | This automatically populates with the Provider name to which the claim is being made. | |
| 4 | Collection Number | This automatically populates with the collection number (period/month) for which the claim is being made. | |

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| 5 | WBL Learner Expenses Payment (value) | Enter here the total amount claimed for learner expenses (e.g. travel, PPE, accommodation) for the month. Claims exclude E2E and are to be in line with the statement on expenses issued by the LLSC. Childcare for new starters aged 16-18 on non- employed Apprenticeships or NVQ learning plus all those on E2E is now claimed through the National Childcare System (care2learn). Claims for childcare must only be entered here for those carry over learners on Apprenticeships and NVQ learning already claiming childcare or those 19 and over. | Requirements for Funding WBL Annex F Para 28-30 |
| 6 | WBL Learner Allowances. Allowances paid up to 9 th April (value) for use until period 9 | Enter here the total amount claimed for learner allowances for the month. Claims exclude E2E and are to be in line with the statement on allowances issued by the LLSC. Allowances paid up to 9 th April 2006 should be entered here. | Requirements for Funding WBL Annex F Para 11-24 |
| 7 | WBL Learner Allowances (value) for use from period 9 for allowances paid from 10 th April | Learner allowances for Programme-led Apprentices may be claimed using this box. Only those allowances relating to carry over learners may be claimed. Learners who start on or after 10 th April 2006 or existing learners who start a new learning aim cannot be paid allowances. Providers should claim only the exact amount paid to learners. | Requirements for Funding WB Annex F Para 24 |
| 8 | WBL Exceptional Learning Support (value) | Use this box only if exceptional learning support for learning over and above ALN/ASN has been recorded on Additional Learning Support Costs forms. Enter the amount to be claimed over and above regular ALN/ASN payments only. Excludes learners on E2E . The check box must be ticked if entering a claim. | R for F WBL Annex E Para 44-59 |
| 9 | Technical Certificate Payments for Temporary Frameworks | Enter here the value claimed for Technical Certificates being delivered as part of a temporary framework, that are not shown on the LAD as an existing Technical Certificate. This box will also be used to claim Hardship funds for WBL learners as agreed with the local LSC. | LAD LLSC |

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| 10 | E2E Progression Bonus (volume) | Enter here the volume of learners attracting progression bonuses that evidence has been received for in the month. Claims for bonuses must be within 9 calendar months of the learners leaving date. Count each learner only once even if a bonus has been upgraded from an outcome without learning to one with learning. | Requirements for Funding WBL Section 7 |
| 11 | E2E Qualification Bonus (volume) | Enter here the volume of learners attracting qualification bonuses that evidence has been received for in the month. Claims for bonuses must be within 9 calendar months of the learners leaving date. Count each learner only once even if a bonus has been upgraded from an entry-level qualification to a level 1 qualification. | Requirements for Funding WBL Section 7 |
| 12 | E2E Bonuses (value) | Enter here the amount claimed for both progression and Qualification Bonuses in the month. Rates are detailed in the Requirements for Funding WBL. | Requirements for Funding WBL Section 7 |
| 13 | E2E Exceptional Learning Support (value) | Use this box only if exceptional learning support for learning over and above E2E rates has been recorded on Additional Learning Support Costs forms. Enter the amount to be claimed over and above regular E2E payments only. For E2E Learners only The check box must be ticked if entering a claim. | Requirements for Funding WBL Section 7 Para 243-244 Annex E Para 8 |
| 14 | E2E Learner support (value) for use from 10 th April 2006 only | E2E learners who carry over from 9 th April will continue to receive allowances. This can be claimed this box. Learners will continue to receive the same level of allowances as agreed by Local LSCs with providers. Providers should also claim any E2E bonuses paid to learners at the existing rates. Only the exact amount paid out to learners is to be claimed on the TPS. In addition Hardship funds should also be claimed using this box as agreed with the local LSC. The total amount for the month should be entered. | Annex F Para 24 NAT-WB-2.DOC |

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| 15 | National Employer Service (NES) Basic Skills Payments (Value) | Separate guidance will be issued by NES to providers otherwise leave blank | LLSC |
| 16 | Signature | This field will only appear in the printed copy. The form is to be signed by a person authorised by the provider to do so. | |

Notes

1. Clearly documented and fully reconciled working papers are to be retained for all items claimed on this TPS. The absence of a clear audit trail will cause the funds to be at risk and may lead to subsequent recovery of funds.
2. The evidence requirements detailed in the “Requirements for Funding WBL” are to be met at the time the claim is made.
3. Providers are required to print, sign and retain this statement.
4. Nil returns are required.
5. Should the nature of your claim not fit obviously into one of the available fields, and then contact your local or regional LSC office.
6. There must be a valid contract line for all items claimed.
7. Claims made for previous periods are not to be added to the current month, the TPS for the month to which the claim relates, should be updated. To do this contact your local or regional LSC office.
8. The statement is not cumulative; it is for the months claim only.
9. TPS data must be sent to the LSC using the LSC partner’s web portal each month. The website address is <http://providers.lsc.gov.uk>.
10. Guidance on how to use the website is available from your local office.