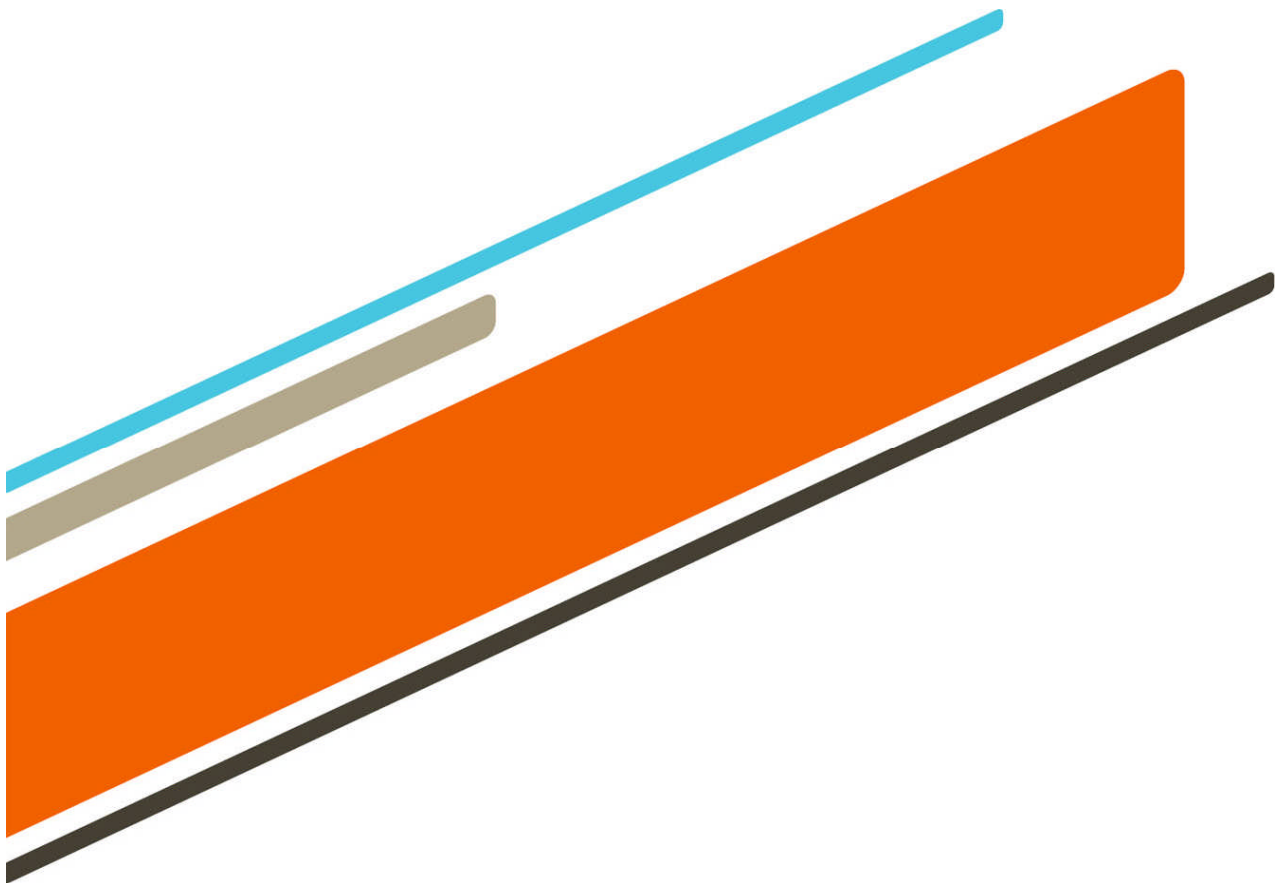


**CONTRIBUTION TO WAGE COSTS**  
**TRAIN TO GAIN**  
VERSION 3  
2009/10

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# **Contribution to wage costs**

## **Train to Gain 2009/10**

### **Purpose**

This document sets out the revised principles of the process for employers claiming a contribution to wage costs within Train to Gain, effective from 1<sup>st</sup> October 2009.

Contribution to wage cost payments relates to Train to Gain employers, employing fewer than 50 full time equivalent workers. Eligible learners are those that successfully achieve Train to Gain approved qualifications – their first full Level 2 and/or approved Basic Skills qualifications.

# Contribution to Wage Costs Train to Gain

## Summary of changes

<b>Summary of changes from 2007/8 Version 2 to 2006/7 Version 1 Version 2 issued May 2007</b>		
Para	Version 1 06/07 Text	Amendment
18		Volunteers and self employed individuals are not eligible to receive contributions to wage costs.
50		Signed hard copies of these forms must also be submitted to the Accounting Service Centre. See required actions 5 and 8 of Annex 4 for further details.
59		Additional details stage 8 on electronic submission Stage 8, involves the electronic submission of Payment Template to the LSC Accounting Service Centre.
60		New paragraph on Stage 9 - broker organisation submitting a claim for administration payments
70		Clarification of invoicing arrangements for administrative payments, by Skills Brokerage service.
Annex 4		Revisions to the administration of claims, clarifying how to complete the payment template and a new step 9.

<b>Summary of changes from Version 2 to Version 3 Version 3 issued September 2009</b>		
Para	Version 2 Text	Amendment
Various	Skills Brokers and Skills Brokerage Service	Amended to read Business Link Adviser and Business Link Service
	Executive Summary	Description of revised admin process, including flexible claims frequency.
Various	Removal of references to original payment methodology, service objectives and targets. Removal of timetable for implementation. Removal of Skills Brokerage Service administration costs.	
6		Description of initial information giving stage. Revision in process to collection of BACS information now upon completion. Revision in process to request a payment code (P code) upon completion. Introduction of flexible submission of claims dates, with payments made on next available BACS

<b>Summary of changes from Version 2 to Version 3</b> <b><i>Version 3 issued September 2009</i></b>		
Para	Version 2 Text	Amendment
		payment run.
9		Confirmation that payment eligibility is unchanged and will continue during the period of recession.
46		Confirmation that Contribution to Wage Costs claim forms are now accessed electronically, rather than forms being held as hard copies.
49-56		Describes revisions to the Contribution to Wage Costs claims process.
57-63		Describes revisions to the frequency of claims.
Annex 2		Revised flowchart of the Contribution to Wage Costs information and claims process.
Annex 3		Revisions to location of Contribution to Wage Costs forms.
Annex 4		Revisions to the Contribution to Wage Costs process, removing Stage 9 and clarifying the simplified process and frequency for submitting forms to the LSC's Programme Accounting Centre.

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## Further information

For further information, please contact the appropriate local Learning and Skills Council office.

Contact details for each office can be found on the LSC's website: [www.lsc.gov.uk](http://www.lsc.gov.uk) or visit [www.traintogain.gov.uk](http://www.traintogain.gov.uk) for details of the service.

## **Executive Summary**

**Subject:** Contribution to Wage Costs in Train to Gain

The Learning and Skills Council (LSC) has responsibility for planning and funding the Train to Gain service in England.

In setting out the approach for 2009/10, the LSC seeks to establish strategic relationships with employers, Business Link Advisers and Train to Gain providers, with an emphasis on trust and openness. Providers and LSCs will need to develop strong partnership approaches to ensure that the needs of local employees and employers are met.

This is a revision to the claims process which operated until September 2009, which was based upon a quarterly claims process. In recognition that the time lag between completing initial paperwork, submitting a claim and receiving a payment created administrative issues, the process has been streamlined.

The revised process now requires claims forms and employer bank information to only be submitted for eligible employers after training has completed. The frequency of claims has also been amended, to permit claims to be submitted and paid throughout the year.

These changes should improve the admin processes for Business Link Advisers, and facilitate much shorter timescales between submitting claims and receiving payment for employers.

# Contribution to Wage Costs

## Train to Gain 2009/10

### Introduction and Background

#### Definitions

Definitions of the terms used in this document are set out within the Glossary in Annex I.

#### Funding principles

1. The contribution to wage costs within Train to Gain, is designed to off-set the cost of releasing eligible employees to undertake training during normal working hours.
2. This element of the Train to Gain offer, only applies to eligible employers who employ fewer than 50 full time equivalent (FTE) workers.
3. Payments will only relate to learners who have successfully gained their Train to Gain qualification.
4. Eligibility requirements for employees and employers are detailed from paragraph 11 onwards in this document.

#### Background

5. The role of the Business Link service is fundamental to this process. The Business Link Adviser is responsible for discussing eligibility with the employer and processing employer applications.
6. The application process involves Business Link Adviser actions at the start and completion of the training period, which can be summarised as follows:

##### Information Stage:

- i. The employer registers with a Business Link Adviser, who confirms eligibility, company size band, provides information and allocates an employer ID.
- ii. Employers do not need to complete any claim or bank information paperwork, until learners achieve their Train to Gain qualifications.

##### Claims Stage:

- iii. On achievement of the approved Train to Gain qualification, the Provider, employer and learner sign-off confirmation of hours released for training. The Provider supplies this information to the employer and broker.

- iv. Employer completes the Contribution to Wage Costs claim form and submits it to the Business Link Adviser with the evidence supplied by the Provider.
  - v. The Business Link Adviser collects payment information, to enable payments to be processed via BACS. This is submitted to the LSC to allocate a payment code.
  - vi. Once the payment code is returned, the Business Link Adviser checks the claim and verifies it is correct. The claim details are added to the LSC Payment Template, before it is submitted to the LSC National Office for authorisation and payment.
  - vii. The LSC National Office process payments to the employer via BACS. The employer receives payment at the next available payment run.
  - viii. Claims may be submitted at any point during the financial year.
7. A flow-chart of this process is provided in Annex 1 of this document.

## **Service Objectives and Targets**

- 8. The Contribution to Wage Costs within Train to Gain was initially operated during the first 2 financial years of the service, to establish whether the payment had an impact on Train to Gain participation by smaller employers.
- 9. The up-take of the Contribution to Wage Costs has been low, but it has been decided that payments will continue during the recession. The eligibility criteria for payments is unchanged.
- 10. Contribution to Wage Costs in Train to Gain only applies to employers who employ fewer than 50 full time equivalent (FTE) employees. Payments may only relate to Training Provider contact hours (during the employees normal working hours) for eligible learners who successfully complete their Train to Gain qualification. Full eligibility criteria are detailed in later sections of this document.

# Contribution to wage costs – eligibility

## Employers and FTE employees

11. For the purposes of Contribution to Wage Costs under Train to Gain an eligible employer is a small business entity that employs fewer than 50 full time equivalent (FTE) employees. Company size bands will be allocated according to the records held on the Employer Data Service (EDS).
12. Members of company group structures are eligible to apply for contribution to wage costs providing that the consolidated group total of FTE employees is less than 50.
13. Businesses that operate as sole traders or partnerships, that employ fewer than 50 FTE employees, are eligible to apply for contribution to wage costs only in respect of employees of the business. Proprietors and partners are not eligible for contribution to wage costs.
14. For the purposes of Contribution to Wage Costs under Train to Gain an employee is defined as having a contract of employment and who satisfies the LSC's eligibility rules as defined in the Train to Gain Requirements for Funding and LSC Learner Eligibility Guidance.
15. Volunteers and self employed individuals are not eligible to receive Contributions to Wage Costs payments.
16. Employers meeting the eligibility rules may be eligible for a Contribution to Wage Costs payment, to assist with costs incurred when releasing eligible learners for training time spent with their provider during the employees' normal working hours.
17. This will exclude employer organisations.
18. The total number of employees should be expressed as full time equivalent (FTE) workers whose standard contracted hours of work are a minimum of 35 hours per week. Anyone who works full time in a business during the working year should be treated as one FTE worker. Anyone who works part-time, seasonally or for part of a year, should be treated as a fraction of one FTE worker. The total number of FTE workers within the business will be used to determine the overall employee total and the correct size-band for the business for contribution to wages purposes.
19. Where an individual has registered with the Inland Revenue CIS4 status as a Self Employed Builder, they may access the Train to Gain service via the building contractor. The building contractor employing such a self employed builder will be permitted to access the Train to Gain Contribution to Wage Costs service, providing they satisfy the normal eligibility requirement of employing fewer than 50 FTE employees.

## **Qualification types and hours of learning**

20. The Contribution to Wage Costs is only available for learners who have successfully achieved Train to Gain approved qualifications – their first full Level 2 and/or approved Basic Skills qualifications.
21. In addition, eligible employers with Level 3 ‘jumpers’ (i.e. learners who did not have a Level 2 qualification, but progressed straight to Level 3 within Train to Gain) are also eligible subject to the other eligibility rules.
22. The Contribution to Wages will be available up to a maximum of 70 hours of workplace delivery.
23. Contribution to Wages payments will only relate to actual contact time with the learner, where the Trainer / Assessor has spent time at the normal place of work and during the learner’s normal working hours. Contact time should be recorded by the Provider, and later used to confirm the total number of delivery hours on the Release Hours form. Contribution to Wage Cost payments do not relate to time spent by the learner in their own time, completing additional work or preparing their portfolio of evidence.

## **Permitted payment rates**

24. The contribution payment rate is either £5 per hour or the actual hourly wage paid to the learner. The employer chooses which rate is claimed.
25. Employers who claim Contribution to Wage Costs under Train To Gain may be required to provide further evidence to the LSC (such as payroll or wages records) to support their claim. In addition to the employers normal document retention requirements, all employers claiming Contribution to Wages Costs will be required to retain payroll evidence for LSC audit purposes for a period of 6 financial years after the year in which their claim for Contribution to Wages Costs was made. These records should be made available up on request, for inspection by LSC officials.
26. Payments will be made to the employer via BACS, processed by the LSC’s Programme Accounting Service Centre at National Office.

# Roles and Responsibilities

## Business Link Adviser responsibilities

27. The Business Link Adviser is responsible for providing information to eligible employers on Contribution to Wages, establishing employer eligibility and allocating a unique Employer ID number. In cases where a provider has recruited a potentially eligible employer, the contact details must be passed to the Business Link Adviser to take this forward. Employers must register for the scheme with a Business Link Adviser before or during the commencement of agreed training.
28. The Business Link Adviser is responsible for obtaining bank details from employers and ensuring the necessary paperwork has been completed in order to register the employer so they may receive payments from the LSC. In a revision to the claims process, this needs to be done shortly before the claim for contribution to wages costs is submitted for payment.
29. On achievement of approved Train to Gain qualifications by employees, the Business Link Adviser is responsible for facilitating the payment process of the contribution to wages, by working with the employer and provider to ensure the claim documentation is completed.
30. The Business Link Adviser will ensure that all of the necessary claim paperwork and payment information is in place prior to a claim being processed for payment.
31. The Business Link service is responsible for verifying the accuracy of the claim, prior to submission to the LSC for payment.

## Employer responsibilities

32. The employer is required to apply for a contribution to wage costs through the Business Link Adviser contact. In signing the registration form, the employer agrees to the terms and conditions of the contribution scheme, including the paid release of employees for direct training during working hours.
33. It is recommended that the employer maintains a current list of learners for whom they intend to claim contribution to wage costs.
34. The employer is required to confirm the actual number of hours of delivery within working hours for each eligible learner prior to making any claim.
35. Confirmation of the hours of training delivery is supplied by the provider. This is an auditable document that is signed by the employer, learner and provider.

36. The employer is responsible for ensuring that the number of hours to be claimed is accurate for each learner, and that appropriate checks have been made before the claim is passed to the Business Link Adviser.
37. If there are any queries about the number of hours of release, the employer is responsible for liaising with the training provider and resolving outstanding queries prior to the Business Link Adviser checks.
38. The employer is responsible for retaining evidence of salaries and/or wages that have been paid to learners (such as wage or payroll records) used to support their claim for contribution to wage costs.
39. The employer responsibilities are mentioned on the Briefing Note for Employers.
40. The employer is required to allow access to LSC Auditors or agents of the LSC to inspect evidence to support contribution to wage costs claims at all reasonable times. In addition to the employers normal document retention requirements evidence to support contribution to wages costs claims should be retained for LSC audit examination for a minimum of six financial years after the year in which the claim was made.

## **Provider responsibilities**

41. Where a Provider has recruited an employer for Train to Gain that meets the eligibility criteria, they must pass the employer details to a Business Link Adviser who will contact the employer to arrange for a “light touch” follow-up discussion. This will facilitate the contribution to wages claims process, which should adopt the processes detailed within this document.
42. Providers are required to obtain signatures from the learner and employer to confirm the total number of hours the employee was released from their normal work duties to work towards their qualification. The number of hours relates to the number of total ‘contact’ hours, during normal working hours, the learner has spent with the training provider in order to achieve their qualification. Time spent alone by the learner to complete additional work, or time spent outside of normal working hours does not qualify for a contribution to wage costs payment.
43. The Provider should send this confirmation of delivery hours to the Business Link Adviser to support an employer’s claim for contribution to wages costs. A standard form for this purpose is provided by the LSC. Training Providers may use forms already utilised by their organisation if it contains all of the information detailed in the sample form.
44. Providers are required to retain hours of delivery confirmation forms for a minimum period of six financial years after the year in which the claim was made.

# Contribution to Wages – Claim process

## Claim forms

45. The contribution to wage costs process involves the use of a number of forms and electronic documents. A summary of the contribution to wages forms and their reference numbers is shown as Annex 2.
46. The Business Link service can access PDF files of the Contribution to Wage Cost forms, which are held on the Engage website.
47. The LSC Accounting Service Centre (ASC) requires the Payment Template to be submitted electronically. Signed hard copies of the Payment Template and Bank Details forms must also be submitted to the Accounting Service Centre. See required actions 6 and 8 of Annex 4 for further details.
48. All of these are auditable documents and should be retained by the Business Link service, Employer and Provider for a minimum period of six financial years after the year in which the claim was made.

## Claim process

49. A detailed summary of the contribution to wage costs claims process is shown in Annex 4. It is suggested that this is used as an aide-memoire for Business Link Advisers involved in this process.
50. It is an 8 stage process that involves a number of interactions between the employer, Business Link Adviser and Training Provider before a claim can be made and processed.
51. Prior to the initial employer visits, Stage 1 involves the Business Link service submitting a form containing Business Link authorised signatures to the LSC.
52. The initial stages (stages 2 -4) are carried out by the Business Link Adviser to establish employer eligibility and confirm their understanding of the Train to Gain process.
53. At Stage 5 the Training Provider confirms the number of hours of training delivery, which is used by the employer to complete their claim form and Bank Details Form. The forms should be completed shortly after training has completed, and passed to the Business Link Adviser for checking.
54. The employer payment details are submitted to the LSC Accounting Service Centre (shown as stage 6), who will allocate an employer payment reference and notify the Business Link Adviser of the unique reference number which needs to be used on the Payment Template

55. At Stage 7 the Business Link Adviser makes final claim checks and confirms the accuracy of the claim
56. The final Stage 8 of the process involves the electronic submission of a Payment Template to the LSC Accounting Service Centre. This should be submitted electronically to:  
[ProgrammeAccounting.TrainToGain@lsc.gov.uk](mailto:ProgrammeAccounting.TrainToGain@lsc.gov.uk) .In order to speed up processing, a copy of the signed template can also be scanned in and e-mailed to the Programme Accounting Team at the same time as the electronic version. However the original signed hard copies of Payment Templates must also be submitted to the Programme Accounting Team, Accounting Service Centre at LSC National Office, Cheylesmore House, Quinton Road, Coventry CV1 2WT

### **Claim frequency**

57. The contribution to wages process will make available payments on the 11<sup>th</sup> working day of the month.
58. It is anticipated that complete and accurate claims that are received by the 12<sup>th</sup> working day of one month, will be processed, so employers should expect BACS payments on the 11<sup>th</sup> working day of the following month:
59. Business Link Advisers need to ensure that timely claims are submitted after training has completed, grouping learners together wherever possible, in order to satisfy these claim deadlines. Claims that are received after the 12<sup>th</sup> working day of the month will roll forward into a later payment run.
60. Claims may be submitted at any time during the year, but they will only be processed and paid within the appropriate period if they are received without error by the 12<sup>th</sup> working day of the month.
61. Where possible, Business Link Advisers should aim to claim for eligible activity during the financial year when training took place. e.g. where learners complete in January 2010, the claim should be made by the 12<sup>th</sup> working day of March 2010 at the latest. (The exception to this will be for learners who completed at the end of the financial year, and the claim has to roll over into the following financial year due to a lack of time to make the claim before the end of the period.
62. The LSC Accounting Service Centre will endeavour to make payments in a timely manner, but Business Link Advisers need to make employers aware that payments may be delayed if BACS details are not submitted on time, or where incomplete or inaccurate claim forms are received. In these cases, any identified errors will need to be corrected, and payments will roll forward into the following month.
63. Examples of typical payment timings are shown in the table:

Date received by LSC	Expected payment date	Comments
16 <sup>th</sup> October 2009	11 <sup>th</sup> working day of November	Submitted on time, and paid in the next available payment run
28 <sup>th</sup> October 2009	11 <sup>th</sup> working day of December	Submitted too late for the November payment run, so payment is processed as part of the December run
15 <sup>th</sup> October 2009	11 <sup>th</sup> working day of December	An incomplete claim was received by LSC, which had to be corrected. Payment rolled forward into next available payment run.

# Audit Evidence Requirements

## Provider Financial Management – Audit

64. Payments made to Business Link, providers and employers under Train to Gain are provided from public funds. Audits will be carried out to gather assurance that contractual requirements are being met.
65. To support their claims for funding, providers, Business Link and employers should therefore ensure that records and evidence are kept in accordance with this guidance. While this details current evidence requirements for Train to Gain, it is not exhaustive and may need to be updated from time to time to reflect audit experience.
66. The LSC operates a risk based approach to auditing. This approach can lead to a reduction in audit activity where risk is assessed as low, in the interests of reducing unnecessary bureaucracy on providers and enabling audit resource to be targeted to higher risk areas. Where non-compliance is identified that results in public funds being paid in error, the LSC is obliged to recover those funds.
67. In addition to on-site testing, the LSC makes use of the data self-assessment toolkits (DSATs) and analytical review in its assessment of providers and other organisations it funds. DSATs information can assist in the identification of areas where testing is needed and also lead to lower levels of on-site substantive checking where reliance can be placed on the data submitted. The LSC also gathers assurance by direct contact with learners using telephone based learner survey.
68. Where requirements for funding indicate that prior approval should be sought from the LSC, documentary evidence for such approval should be retained for audit purposes. Retrospective approvals will not normally be given.
69. In the interest of reducing bureaucracy on providers, wherever practical and reasonable LSC Auditors will seek to place reliance on evidence that is naturally generated in the course of learning and business administration. These evidence requirements have been drafted to reflect this.

## Evidence to be retained by Business Link Adviser

### Evidence to Support Contribution to wage cost payments

70. The Train to Gain funding guidance already requires the Business link Adviser to retain evidence that the employer is eligible to access the Train to Gain Service. In addition the Business Link Adviser must retain the following evidence:

### Employer Information Stage

71. Evidence that the employer is eligible to receive wage compensation:  
The Business Link Adviser should ensure that:

- A fully completed Employer Agreement is held. This agreement should be signed by a person of sufficient authority within the employer organisation i.e. Director, Senior Manager.
- A fully completed employer specimen signatures form. This document should be signed by a person of sufficient authority within the employer organisation i.e. Director, Senior Manager.

### Contribution to Wage Costs Claim Stage

72. A Release Hours form completed and signed by the provider, the employer and the learner.

The Business Link Adviser should ensure that:

- A fully completed employer organisational details form is completed, including employer bank details. This form should be signed by an authorised signatory of the employer identified on the Employer Specimen Signature form.
- Employer Claim Form fully completed. This form should be signed by an authorised signatory of the employer identified on the Employer Specimen Signature Form.
- A completed Payments Template form. This form should be signed by an authorised signatory of the Business Link Adviser as identified on the specimen signature form as submitted to the LSC.

### **Evidence to be retained by Provider**

73. The provider should retain:

- A copy of a fully completed Release Hours form signed by the provider, employer and the learner. In addition the provider should retain evidence to support the total number of release hours identified on this form. This evidence could be in the form of registers, contact logs or any other form of suitable evidence that demonstrates the number of hours that the employer released the learner for Train to Gain training.
- Evidence that the learner has achieved the qualification identified in the Confirmation of Employees' Total Release Hours form as detailed in the Train to Gain Requirements for Funding Annex E.

The following evidence will be required:

- a) evidence that (at the time of award) the qualification is current and approved
- b) evidence that the learner was registered with an awarding body for the qualification before the last QCA entry date

- c) for providers that have been approved for direct claims status by the awarding body evidence from the internal verifier that the qualification has been achieved is acceptable (for confirmation auditors may request copies of achievement certificates to be sent to the LSC on receipt from the awarding body)
- d) providers that have not been approved for direct claims status need evidence from the awarding body that the qualification has been achieved
- e) evidence that the qualification is a full Level 2 qualification (or Level 3 if appropriate) as those so identified on the LSC Learner Aims Database

**A copy of the qualification certificate from the relevant awarding body within 3 months of achievement.**

### **Evidence to be retained by the Employer**

74. The employer should retain:
- Evidence to confirm that the employer employs no more than 50 FTE staff. This could be in the form of payroll records, company accounts, employment contracts etc.
  - Evidence to confirm that the learner is an employee of the organisation in the form of a contract of employment for the learner;
  - Evidence to confirm the hourly rate claimed for each learner. This evidence should be in the form of payroll records or wage slips etc.
  - Evidence to confirm that the Wage Contribution payment was received into the business. This should be in the form of a bank statement for the business bank account.

## ANNEX 1

### Glossary of Terms

This section provides detailed definitions of some of the key terms used in this document. It also provides definitions of terms, phrases and abbreviations and acronyms that are used in this document.

#### **Approved qualification**

An approved qualification is a current qualification and is approved for funding and listed on the LSC's Learning Aims Database under the full Level 2 definition at: <http://providers.lsc.gov.uk/LAD/aims/searchcriteria.asp>.

#### **Employer Training Pilot – ETP**

Forerunner piloted activity, operating in 18 pilot areas between 2002-2007, to test methods of engaging with hard to reach employers and encouraging workplace delivery of first Level 2 and Basic Skills qualifications.

#### **Full Time Equivalent - FTE**

Staff headcount should be expressed as full time equivalent (FTE) workers who work a minimum of 35 hours per week. Anyone who works full time in a business during the working year should be treated as one FTE worker. Anyone who works part-time, seasonally or for part of a year, should be treated as a fraction of one FTE worker. The total number of FTE workers within the business will be used to determine overall staff headcount and the correct size-band for the business (for contribution to wages purposes).

#### **Gained**

This is the date that an outcome is determined or an approved qualification is achieved (which means the date when a certificate or any other acceptable evidence is first issued). For providers with direct claim status, the date of achievement is the internal verification date. For providers without direct claim status, the date of achievement is the external verification date.

#### **Hard to Reach (employers)**

Those without Investors in People recognition and have not accessed substantial vocational training leading to a qualification within the last 12 months.

#### **LSC Accounting Service**

Based at the LSC's National Office, responsible for accounting and payment processing functions.

#### **Learner**

An employee who has undertaken learning as a result of a Train to Gain referral.

#### **Learning**

'Learning' is defined as a process of planned activities that the learner engages in, and which is specifically designed for imparting the knowledge, skills and competence that are relevant to effective participation in the labour market.

### **Level 3 Jumpers**

Learners who do not already possess a full level two qualification are also eligible for Train to Gain if they go straight to a full Level 3 qualification.

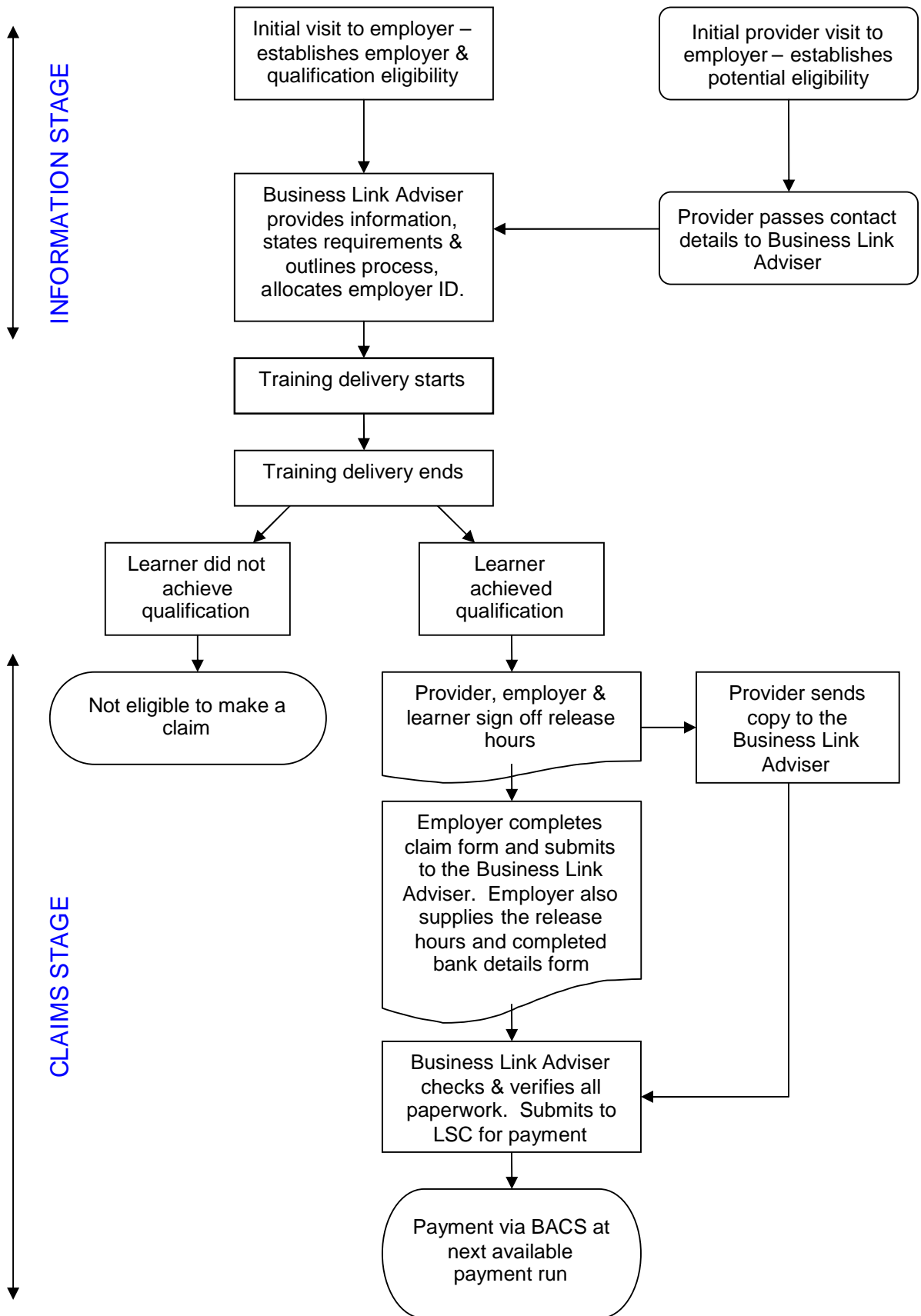
### **Outcome**

The outcome of a learning programme is the achievement by learners of an approved qualification. This is either a copy of the NVQ certificate or pass list from the awarding body

### **Workplace delivery**

Workplace delivery relates to actual contact time where the Trainer or Assessor spends time with the learner at the normal place of work, during normal working hours.

## ANNEX 2 Contribution to Wage Costs Flowchart



## ANNEX 3

### Summary of Contribution to Wage Costs Forms

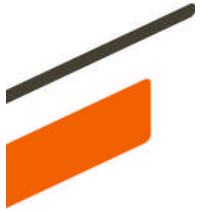
The Forms that related to the contribution to wage costs policy are listed below.		
Code	Form	Where available
LSC-P-NAT-060445	Briefing Note for Employers	Train to Gain website
LSC-P-NAT-060446	Employer Agreement	Train to Gain / Engage website?
LSC-P-NAT-060512	Specimen signature – Skills Brokers	Engage website
LSC-P-NAT-060513	Specimen signature - Employers	Engage website
LSC-P-NAT 060443	Claim Form	Train to Gain website
LSC-P-NAT-060511	Payment Template	Electronic form – Engage website
LSC-P NAT-060444	Bank Details Form	Engage website
LSC-P-NAT-060447	Release Hours Sign off Form	LSC website? Needs to be accessible by providers

## ANNEX 4

### Summary of Contribution to Wage Cost Process

	Step	Required action	Associated forms
PRIOR TO FIRST EMPLOYER VISIT	1	Business Link service submits specimen signatures to LSC Accounting Service Centre.	Skills Broker Specimen Signature form LSC-P-NAT-060512
INFORMATION STAGE	2	Business Link Adviser has an initial discussion with the employer to establish their eligibility and explain the contribution to wage cost process.	Briefing Note LSC-P-NAT-060445
	3	Business Link Adviser assists employer to complete Employer Agreement – signed by both parties. One copy is left with the employer and the other is retained by the Business Link service.	Employer Agreement LSC-P-NAT-060446
	4	Business Link Adviser ensures the employer has completed the Employer Specimen Signature form. This form is retained by the Skills Brokerage Service, and must be referred to whenever the employer submits a claim. (Specimen signatures are checked when claim forms are submitted).	Employer Specimen Signature form LSC-P-NAT-060513
MAKING THE CLAIM	5	Training Provider completes the Release Hours form, and obtains learner and employer signatures to agree the summary of release hours (only actual delivery during working hours). This form is retained by the Training Provider and copied to the Employer and Business Link service.	Release Hours form LSC-P-NAT-060447
		Employer uses the Release Hours form to complete their claim form which is passed to the Business Link Adviser for accuracy checking.	Claim form LSC-P-NAT-060443
PAYMENT CODE ISSUE	6	Business Link Adviser ensures the employer has completed their Bank Details form (must be completed by an authorised signatory for the employer), and countersigns to show the details have been checked.  A hard copy of this form should be posted to the Standing Data team (Payment Services) at LSC National Office. The Business Link service should also retain a copy of this form.	Bank Details form LSC-P NAT-060444

Step	Required action	Associated forms
	Within three working days of receipt of form, LSC Accounting Service will send an email to the Business Link Adviser to advise that payment code ('P' code) has been sent up for the employer.	
CLAIM CHECKS	<p>Business Link Adviser ensures the learners and learner hours being claimed for are:</p> <ul style="list-style-type: none"> <li>i) valid (by referring to the Release Hours form)</li> <li>ii) that hourly rate matches contract rates</li> <li>iii) that Claim form has been signed by an authorised officer of the employer organisation</li> <li>iv) that there isn't a duplicate claim.</li> </ul>	Reference to: Release Hours form Claim form Employer Specimen Signature form Wage details (as appropriate)
PAYMENT PROCESS	<p>Business Link Adviser enters validated claims onto the electronic Payments Template</p> <ul style="list-style-type: none"> <li>i) How to complete the template: <ul style="list-style-type: none"> <li>- Fill in <b>Month, Year, Contact Tel/Email</b></li> <li>- Now start with Line 1 (up to line 500) and complete the following fields for each Employer.</li> <li><b>Line type</b> -Select Payment or Credit</li> <li><b>P' employer code</b> – Employer Code</li> <li><b>Employer organisation</b> – Employer Name</li> <li><b>Doc date</b> - date template is completed</li> <li><b>Value</b> – Value to be paid</li> <li><b>Business Link Name</b></li> <li><b>Payment Date</b> – expected payment date based on the date of submission</li> <li><b>All White Fields should be completed otherwise the form will be returned.</b></li> </ul> </li> <li>ii) Print of the Form and get it signed by an authorised Business Link Adviser signatory. In order to speed up processing, you may choose to scan this in and send it along with the excel copy as detailed below (however we will still require the original signed version).</li> <li>iii) E-mail the Excel copy to <a href="mailto:ProgrammeAccounting.TrainintoGain@lsc.gov.uk">ProgrammeAccounting.TrainintoGain@lsc.gov.uk</a></li> <li>iv) Send the original signed template through the post to Programme Accounting, Accounting Service Centre, Cheylesmore House, Quinton Road, Coventry, CV1 2WT.</li> <li>v) A copy of the signed Payments Template must be retained by the Business link service for 6 years.</li> </ul>	Payment Template  LSCP-NAT-060511



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