

ESF Provider Briefing Event

May/June 2008



Leading learning and skills

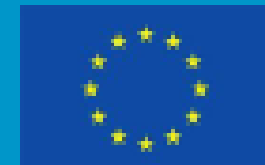


Leading learning and skills

European Social Fund 2007-13

Provider Briefings May and June 2008

Andy Fawcett
Economic Development Director



European Union
European Social Fund
Investing in jobs and skills

Key Challenges



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- *Programme Funding*
- *Programme Management - Beneficiaries and Eligibility*
- *Promoting the Programme*
- *Partnership Working*
- *Cross Cutting Themes*
- *Raising Expectations - Joint Commissioning*



Programme Funding



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- *Severe N+2 pressures in 2009 and 2010*
- *Exchange rates*
- *Merseyside dimension*
- *Delays in the programme start*
- *Co-Finance as the key programme management tool*
- *Less tolerance of under spend - re-profiling less available*
- *Spend profiles in 2008 and 2009 are critical.*



Programme management



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- *Placing people into employment – skills for the workforce*
- *Targeting vitally important and crucial that we have this right from the outset*
- *Individual Learning Record – key for claims*
- *Partnership activity*
- *Partnership activity and sub-contracting with the third sector*



Marketing



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- *European Commission have raised expectations*
- *Low profile in England*
- *Raising our game*
- *Required to produce a marketing and communications plan:*
 - *Providers displaying posters and plaques*
 - *Employer and beneficiary awareness*
 - *Case studies and celebration*
 - *Newsletters etc*
- *Part of review processes*



Cross Cutting Themes



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- *Equality and Diversity*
 - *Targeting*
 - *Impact on health*
 - *Impact on worklessness*
 - *Family and child poverty*
- *Unmet needs and gaps in provision*
- *Sustainability*
 - *Support for providers*
 - *Linking to ERDF*
 - *Broad definition*
 - *Recognition of good practice*



Enhancing Impact



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**Alignment
of
Investment
and
Procurement**

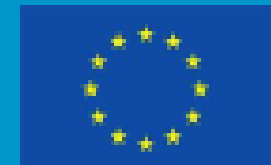


**Single Investment Plans
Mapping of multi agency
investments
Linked to Community
Strategies, LAAs and MAAs**

**Individual projects linked to
LSC mainstream activity and
aligned with individual
initiatives for example City
Employment Strategies**

**Individual
projects not
linked to
mainstream
activity**

Alignment with needs (LAAs and MAAs)



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ESF Contracts

Stephen Jones

NW Regional Contracts Manager - ESF

Welcome

07/13 ESF Programme



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Key Changes

Contract Management Application (CMA)
Standardised National Deliverables
Contract Structure/Paperwork
ILR Actuals/Statement of Delivery
Interim Solution for Actuals
Publicity
Evidence Retention
State Aid



CMA



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National Deliverables Catalogue

All Payments Delivery Related

All contracts include Participant Assessment, Planning and Support (this is the national learner count for ESF and is only ever recorded once per learner)

Contracts may include more than one start for the learner starting on one course



Contract Structure



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Profile Schedule

Evidence Requirements (inc Actuals submission route)

Eligibility Criteria

Contract Delivery Plan

Skills for Jobs – Guidance Document



Reporting Actuals



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Statement of Delivery (SoD)

ILR/SR

Auto Reconciliation (works both ways)

Capping of Deliverables



Interim Solution – Actuals

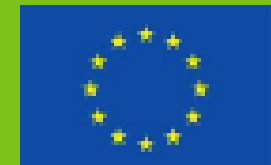


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Interim Solution

Includes SoD and ILR Actuals

Dates for Submission



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Publicity



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New logo!

**Learners Must be Aware they are being funded
by ESF!**



Evidence Retention



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December 2020



State Aid



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DeMinimis

Training Aid/Employment Aid

New Super Block Exemption due June 08



The logo for LSC (Leading Learning and Skills Council) is displayed in white on a black rectangular background. It features a stylized white chevron symbol pointing to the right, followed by the letters 'LSC' in a bold, sans-serif font.

>LSC

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ESF Data Collections



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Jason Moulton

NW Regional Contracts Adviser (ESF)



ESF Data Collections



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- **History**
- **Changes**
- **Key Fields**
- **Data Collections & Timetable**
- **ILR/SR Guidance**
- **Training**
- **Further Help & Questions**



History



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- Old Co-Finance Plan used the CMR
- CMR reported volumes (e.g. Starts, Achievements, Progressions, etc)
- ILR/SR data was independent of the CMR



Changes (1)



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- **CMR has now been removed**
- **Still paid on profile**
- **Contract now reconciled against actual learner data submitted via the ILR/SR**
- **Automatic reconciliations to happen on a quarterly basis**



Changes (2)



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Eight fields have been removed:

- E11 Industrial Sector
- E13 Employment Status
- E15 Type and Size of Employer
- E16 Addressing Gender Stereotype
- E18 Delivery Mode
- E19 Support Measures
- E20 Learner Background
- E21 Support Measures for Learners with Disabilities



Changes (3)



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Seven fields have been added:

- L15 Disability
- L16 Learning Difficulty
- A36 Learning Outcome Grade
- A50 Reason Learning Ended
- A58 ASL Provision Type (new field)
- A59 Planned Credit (new field)
- A60 Credits Achieved (new field)



Changes (4)



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Code changes in field E12 (Employment Status):

- **Code 05 (Still at School) has been removed**
- **Code 07 (14-19 NEET) has been added**
- **Code 02 reworded to “Full time education or training”**



Data Collections & Timetable (1)



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Old Plan:

- 5 working days after month end to submit CMR
- 10 working days after month end to submit ILR/SR data

New Plan:

- 4 working days after month end to submit ILR/SR data



Data Collections & Timetable (2)



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- **Providers can submit data via one of two ways**
 - **Provider On-Line (POL) or Provider Batch**
- **Down to the provider to chose which method is best for them**
- **Can submit either the ILR or SR, except on some of the Employer specs, which requires the full ILR to be used**



Data Collections & Timetable (3)



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- FE providers are encouraged to submit monthly ILR data, rather than using the F0 returns for ESF funded learners
- This means a college can have a monthly cash-flow for their project(s)
- If an F0 return is used, then only 5 payments can be made in one academic cycle



Data Collections & Timetable (4)



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Consortiums

- **All data MUST be submitted by the lead provider – IE the organisation the LSC is contracting with**
- **Not possible to submit learner data under different UPINs for organisations within a consortia**



Key Fields (1)



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- **UPIN (L01)**
- **LSC Number (L25)**
- **Funding Stream (A10) – Will always be 70**
- **Dossier Number (E22)**
- **Project Number (E23)**



Key Fields (2)



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- **POL Providers will get an error message when saving if one of the key fields is incorrect**
- **Batch Providers will get details of rejected learners in their Batch Error Reports from OLDC**



ILR/SR Guidance (1)



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All forms and guidance can be found on the LSC's website at the following link:

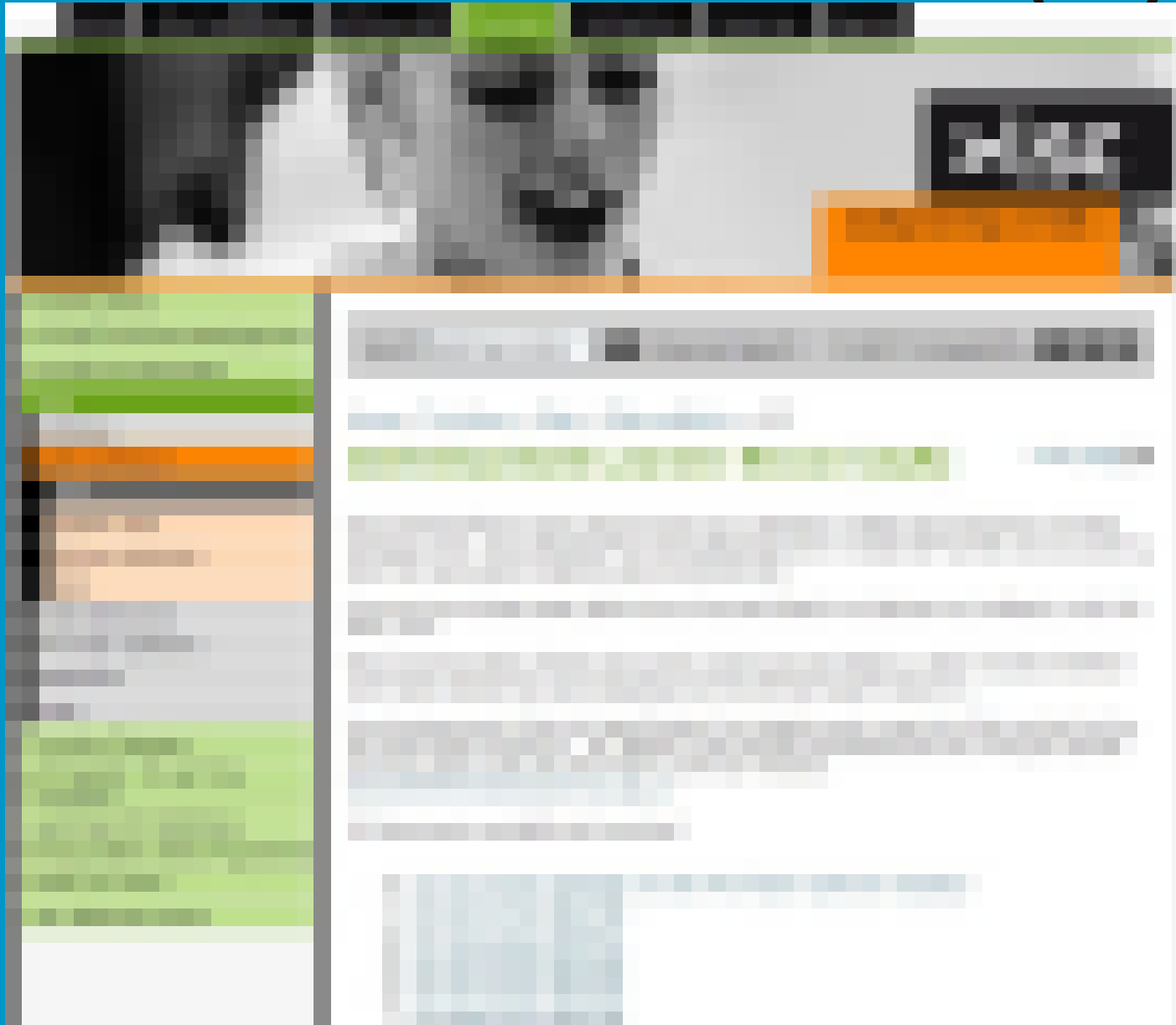
- **For starts between now and 31/07/2008 use the 2007/08 link**
- **For starts on or after 01/08/2008 use the 2008/09 link**



ILR/SR Guidance (2)



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ILR/SR Guidance (3)



- For starts on the SR from today, there is a new ESF SR form and code table available
- This is via the link to 2007/08 from the previous slide and is near the foot of the page
- Fields that are not required for the new Co-Finance Plan have been filled in automatically



ILR/SR Guidance (4)

>lsc

The screenshot displays a web application interface with a sidebar on the left and a main content area. The main area contains a table with several rows and columns. A prominent orange bar highlights a specific row in the table. The interface includes various buttons and navigation elements, though they are blurred. The overall layout suggests a case management or reporting tool.

Training



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- All new providers can request training
- Training to be requested via the following email address:
- Training only to take place once learners are ready to be enrolled onto a project
- Existing providers are expected to cascade knowledge internally



Further Help & Questions



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- **Please refer to the ILR/SR Guidance in the first instance**
- **Direct any questions via your Partnership Team contact**





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Branding & Publicity



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Nicky Martin

Communications Manager



ESF Branding and Publicity 2007-2013



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- ❖ **Publicity Requirements**
- ❖ **Use of the ESF logo**
- ❖ **Use of the LSC logo**
- ❖ **ESF Publicity Material**
- ❖ **PR and Communications**
- ❖ **Case Studies**
- ❖ **Help and Advice**



Publicity Requirements



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Co-financing Organisations, other ESF beneficiaries, the projects they fund and other organisations that are publicising ESF opportunities, activities and achievements must acknowledge the financial help from the European Social Fund and European Union.

<http://www.esf.gov.uk/publicity/>



Main Requirements



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The ESF logo must be displayed when ESF opportunities, activities and achievements are described and/or publicised.

All information and publicity materials, including websites, e-communications, correspondence and literature used by participants, advertisements, press releases and other media targeted materials.



Main Requirements



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Co-financing Organisations, other beneficiaries and projects must display ESF Plaques.

ESF and match funded providers must ensure that all participants are notified and reminded of EU and ESF support at the start of and throughout their activity.

ESF logo and EU support are publicised on any document, including any attendance or other certificate concerning the administration of the ESF/ match funded activity.



Use of the ESF Logo



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There is a new ESF logo for the 2007-2013 England and Gibraltar ESF programme.

The logo and a reference to financial support from the European Union must be used on all information and publicity measures related to the 2007-2013 ESF programme, including both ESF and match-funded activity.

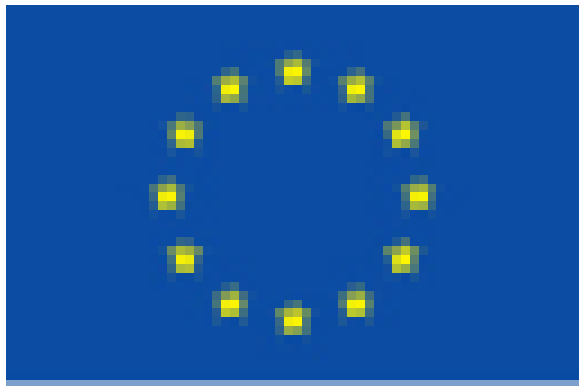
http://www.esf.gov.uk/publicity/esf_logo.asp



Logo Guidelines



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Organisations should read the 2007-2013 ESF logo guidance. This covers the different versions available, the colours to be used, recommended minimum size and examples of how the logo is not to be used.

The logo strapline is 'Investing in jobs and skills'. No other strapline should be used.

Use of the LSC logo



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Organisations should use this version of the LSC logo.

Guidelines and logos available from

<https://brand.lsc.gov.uk/>

First time organisations will need to complete request access form.

This project is funded by:



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ESF Publicity Material



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- ❖ LSC/ESF approval must be sought before any material is printed or issued in the public domain.
- ❖ The LSC marketing team will monitor and review compliance and reserves the right to refuse the use of the LSC/ESF logos.
- ❖ Please forward artwork/drafts to the LSC as PDF (max 3mb), on CD (PC friendly) or hard copy to the Regional Office.



PR and Communications



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To maximise PR and publicity:

- ❖ The LSC, via their PR Agency, will issue press releases to the region's media.
- ❖ Providers will be encouraged to carry out their own PR activity. Help and advice available.
- ❖ Press releases referring to ESF and the LSC should be submitted for approval.



Case Studies



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- ❖ Organisations will be required to submit thematic case studies twice yearly - August and February.
- ❖ Themes will be circulated in advance and a template is currently being developed to support the provision of information.
- ❖ The LSC's PR Agency may work with you to develop case studies into potential press releases for the local media.



Help and Advice



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Long-term dedicated email but in short-term -

Branding enquiries and to submit publicity material –

Nicky Martin 0161 261 0266

nicky.martin@lsc.gov.uk

PR enquiries and to submit press releases – Debbie

Newell – 0161 261 0434

deborah.newell@lsc.gov.uk

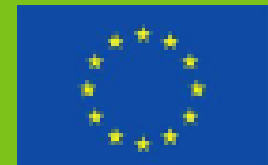
Publicity Policy Guidelines and ‘Successful PR’
Workshops.





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QUESTIONS



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ESF Funded LSC Contracts – audit issues

Presented By Phil Taylor
Principal Auditor NW Region PFA

Welcome

Purpose of Session



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To advise providers of PFA function and identify common pitfalls

Role of PFA

Publicity

Data Reconciliation

Evidence Requirements - Eligibility

Evidence Requirements - Outputs

Evidence Requirements – Outcomes

State Aid



Role of PFA



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- **PFA is the LSC's provider financial assurance service**
- **As condition of co-financing, LSC must audit each ESF contract at least one in project life cycle**
- **NAO and European auditors place reliance on PFA work**
- **When, how and what does PFA audit ?**



When do PFA audit?



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- For all providers new to LSC or new to ESF – an advisory visit early in contract to review documentation
- For all other providers – at least once in contract – usually towards end of project to assist contracts team in project closure



How do PFA audit ?



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- **Initial advisory visits**
- **Controls testing – for new or higher risk providers**
- **Substantive testing - transactions**



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What do PFA audit?



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- **Provider controls for ESF contracts – management**
 - Compliance checks
 - Input responsibility
 - Delivery of contract

- **Substantive testing of contract documentation**
 - Data input to LSC reconciled to evidence on delivery list?
 - Sample test beneficiary eligibility, evidence of outputs/ milestones & outcomes claimed



Publicity



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It is a contractual requirement that beneficiaries know they are being funded by ESF

Use of logos on all ESF documentation – letters to beneficiaries, checklists, progress reviews etc

ESF Plaque – openly displayed on provider premises



Data Reconciliation



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- **Provider's responsibility to ensure that all data recorded and submitted to LSC is accurate**
- **Ensure that delivery list of beneficiaries requested by PFA in advance of audit matches the ILR/ SR – if not reconciled – PFA will treat variance as potential funding error and ask provider to undertake 100% check of all beneficiary records to ensure that they match**



Evidence Requirements



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- Eligibility (1)

All beneficiaries must be eligible for ESF funding under conditions of contract

Please ensure that you have read the evidence requirements for beneficiaries and that they can be complied with



Evidence Requirements



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- Eligibility (2)

Please ensure all beneficiaries:

- **Sign a Short record to confirm eligibility**
- **Are in correct age range (if specified)**
- **Live in locality (if specified)**
- **Work in locality (if specified)**
- **At risk of exclusion from school (if specified) are supported by letter from school or referral agency**



Evidence Requirements

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- Eligibility (3)

- If beneficiaries are required to be employed – then require supporting evidence of their employment – signed declaration by employer etc.
- If beneficiaries can be volunteers – need self declaration of eligibility signed by beneficiary and also by representative of volunteer organisation.
- Please ensure that all short records are fully completed and accurate and that all learner files are complete, accurate & available for audit upon request.



Evidence Requirements



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- Outputs (1)

Please ensure that:

- You have read the evidence requirements for outputs and milestones & that they are complied with.
- Where start payment claimed – that beneficiary has signed short record within contract period and that provider has retained original SR.
- Beneficiaries enrolment onto course is supported by enrolment form (if specified).



Evidence Requirements

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- Outputs (2)

Please ensure that:

- Where “working towards” is specified as an output that evidence exists to verify.
- Progress reviews (if specified) are signed by both beneficiary and reviewer and is dated within contract period.



Evidence Requirements



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- Outcomes

Please ensure that:

- You have read the evidence requirements for outcomes & that they are complied with.
- All outcomes claimed are valid – correct course etc.
- Any photocopies of certificates are signed and verified as a true copy of the original.
- Evidence from awarding body (printout of achievements etc) is retained and is available for audit (if specified).



Evidence Requirements



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– State Aid

Please ensure that:

- **Company Information Forms are fully completed for each organisation**
- **State Aid Rules are correctly applied to each company assisted**





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LSC Approach to Learner Health & Safety

Date: 2nd June 2008

Presented to: ESF Funded Organisations

By: Paul Richardson
Learner Health & Safety Manager
(North West)

paul.richardson@lsc.gov.uk



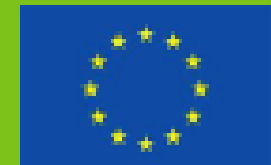
LSC Approach to Learner Health & Safety



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LSC Learner Health & Safety Policy

- **The health, safety and welfare of learners is a fundamental value for the LSC and applies to all types of provision**



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LSC Approach to Learner Health & Safety



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The LSC focus on Four key areas:

- **Safe, Healthy & Supportive environments – where the learning is taking place**
- **Safe learner Blueprint**
- **Health & Safety Management**
- **Safeguarding young and vulnerable adult learners**



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LSC Approach to Learner Health & Safety



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Learner Health & Safety funding clauses:

- All funded programmes have the same health & safety funding clauses in their LSC agreements that can be found in Schedule 3
- Most funding clauses mirror legal requirements



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LSC Approach to Health & Safety



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Funding Agreement

- Reporting Learner Incidents
- Must Provide information requested
- Operate an effective H&S Management system
- Promote good practice/ safe learner Blueprint
- Make informed judgement about the suitability of learning environments
- Access to competent person(s)
- Maintain H&S records
- Take account of HSE guidance & other sources



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LSC Approach to Learner Health & Safety



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Funding Agreement cont:

- **Ensure that learners receive effective & timely information, instruction & training**
- **Risks to be reduced to lowest practical level**
- **Ensure that learners understanding/ practical capabilities are assessed periodically**
- **Recruitment processes that comply with the Law relating to young and vulnerable learners**
- **In working with other organisations will make arrangements, co-ordinate & co-operate**
- **Ensure clauses are passed to sub-contractors**



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LSC Approach to Learner Health & Safety



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Definition of a Learner

A Learner is any individual who is learning by receiving training and support on LSC funded programmes

Definition of a Safe Learner

A safe learner, through the quality of their learning experience:

- Gains an understanding of the importance of Health & Safety
- Identifies and controls risk
- Develops a safe set of behaviours



LSC Approach to Learner Health & Safety



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The LSC Health & Safety team will be open and honest and will listen to those we fund. We will:

- Be professional in how we undertake our work
- Aim to make a difference in Learner Health, Safety and Welfare
- Cut unnecessary bureaucracy and red tape
- Make every effort to work in partnership with our funded organisations in taking forward learner health, safety and welfare
- Look for innovation and new approaches to make a difference and raise standards



LSC Approach to Learner Health & Safety



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**LSC Health and Safety documents
and resources can be obtained from:
www.safelearner.info**



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>LSC

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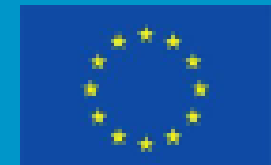
Quality



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Edmund Grant

NW Regional Contracts Manager (ESF)



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Self assessment



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- **ESF Projects in Scope for Inspection**
- **Annual Self Assessment Reports**
- **Submission Dates**



Learner Support



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EMA



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- **ESF is now deemed as valid provision for learners to receive EMA**
- **Means tested based on previous year household income**
- **Based on the FE EMA model**



In order for a learning programme to be considered valid for the purposes of EMA it must meet the following criteria:

- Be of at least 12 guided learning hours per week (for E2E and PLA programmes, a minimum of 16 hours per week is required in line with WBL funding guidance) and for a minimum of 10 weeks (this is not new)
- All provision must come within a recognised quality control system i.e. provision must be inspected by a public body that assures quality (e.g. OFSTED)

- AND it must be one of the following: funded or co-financed by the Learning and Skills Council in England; or,
- Lead to a qualification that is accredited by the Qualifications Curriculum Authority pursuant to Section 24 of the Education Act 1997 (b); or, lead to a qualification that is approved by the Secretary of State pursuant to Section 98 (this includes Section 96/97) of the Learning and Skills Act 2000 (c).

- During the Trial year, only LSC funded E2E/PLA programmes will continue to access the E2E/PLA model of EMA. All other programmes must access the FE model of EMA. This is because, although weekly payments are the same for all learning programmes, different bonus regimes apply to E2E/PLA and FE.
- Learning providers who are already accessing EMA will continue to do so.

EMA



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The Process

For LSC funded/co-financed providers in order to set new providers up with a link to the EMA payments system (EMASYS), the LSC should complete the 'Proforma to request a link to EMASYS' for and email it to EMASYSaccessrequests@lsc.gov.uk



Care To Learn



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Care to Learn: do your learners qualify?

Care to Learn pays up to £160 per child per week (£175 in London) towards your childcare and travel costs while you learn.

**Do your learners qualify for Care to Learn?
Learners can claim Care to Learn funding if they are living in England, and can answer “Yes” to the following questions.**



Care To Learn



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- Are learners under 20 years old?
- To get Care to Learn, learners must be under 20 years old on the day their course or learning programme begins.
- As long as they begin the course before you are 20, Care to Learn will contribute towards their childcare costs until the course/programme has finished.



Care to Learn



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- Learners can claim Care to Learn either as the child's father or mother, as long as:
 - the other parent is unable to provide childcare (because, for example, they are working)
 - the other parent is not claiming Childcare Tax Credit

If learners have more than one child, they can get help for each of them.



Care To Learn



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Does your learning qualify?

To receive Care to Learn learners must be in, or considering starting, learning that has some public funding.

Learning options include:

- Courses in schools, sixth forms, sixth form colleges, other colleges and learning providers including ESF.**
- Entry to Employment programmes**
- Work based learning programmes (non-employed status)**
- Courses in your community, for example at Children's Centres, or some other form of community learning**



Care To Learn



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Is childcare registered?

To get Care to Learn, learners must use a childcare provider which is registered with Ofsted.

Registration means the childcare must meet certain standards so that it is safe and of a high quality. Their options might include a childminder, day nursery, crèche, or out of school club.

Relatives will only be paid through Care to Learn if they are registered with Ofsted as a childminder.



Care To Learn



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As well as Care to Learn paying up to £160 per child per week (£175 in London) to cover the cost of:

- childcare while you learn, are on placement, doing private study or travelling to/from childcare provider
- any registration fees (up to £80) and any deposit normally charged (up to £250)
- a childcare taster and/or settling your child in before the learning starts
- childcare fees that may need to be paid during holidays
additional travel costs you may have to pay in order to take your child to the childcare provider



Care To Learn



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The childcare provider will receive payment direct from Care to Learn.

Any funding to help with travel costs will be paid directly to the learning or training provider regularly and they will reimburse you.



Care To Learn



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Learners to follow link below for application form:

<http://www.direct.gov.uk/en/EducationAndLearning/14To19/MoneyToLearn/Caretolearn>

N.B. Learners cannot receive Care to Learn and any childcare costs that might be apportioned to an ESF contract



Adult Learning Grant



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What is an Adult Learning Grant?

An Adult Learning Grant (ALG) is intended to help adults studying full time with the costs of learning.

The grant pays up to £30 per week (subject to financial assessment) for full-time learners aged 19 and over who are studying for their first full Level 2 or full Level 3 qualification.



ALG



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Means tested weekly allowance of up to £30 per week for adults aged 19 + studying full time for a first full Level 2 or first full Level 3 qualifications.



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ALG



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ALG –Adult Learning Grant - is a means tested grant of up to £30 per week offered to adults 19+ on low incomes in full time learning at Level 2 and at Level 3.

The programme has been successfully piloted in four full LSC regions and one area within each of the other five regions and was available in England from September 2007.



ALG



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This grant will help those who've not succeeded in their initial education and want to get the qualifications they need for their future careers, it offers financial help for those doing full time education courses.



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ALG



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The grant will be paid direct into the learner's bank account each week.

Website <http://www.adultlearninggrant.com>

Freephone number –0800 100 900



Learner Support



Leading learning and skills

www.direct.gov.uk/ema.

**Ian Pursglove, Young People's Support Programmes
Policy Director**

Adrian Clohessy, Senior Policy Manager - EMA

Matthew Heselden, Policy Manager – EMA

Christine Pennington, Policy Manager Care To Learn

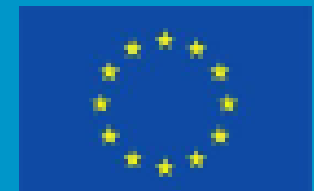
Jayne Lievesley, Snr Policy Manager ALG





Leading learning and skills

QUESTIONS



European Union
European Social Fund
Investing in jobs and skills