

NW Train to Gain Guidance Summary

VERSION 1 - Date 05.10.09

Train to Gain 2009/10 Funding

The following notes are intended to provide a brief summary of some of the key guidance documents relating to Train to Gain provision for providers and LSC staff.

These notes do not replace any LSC guidance but are intended to signpost providers to detailed guidance which can be found on the LSC's web pages.

It is important that providers stay abreast of funding/policy changes and should regularly check the provider section of the LSC web-site:

<http://www.lsc.gov.uk/providers/ttg/>

Funding Guidance

The main funding changes for all streams are contained in the Funding Guidance update version 4.0 issued in July 2009 which is available via the link below -

http://readingroom.lsc.gov.uk/lsc/National/FundingGuidanceUpdate_0910_v4.pdf

It should be noted that the above **Funding Guidance Update** sets out the changes to the Learning and Skills Council's (LSC's) Funding Guidance that relate to 2009/10. In all areas which are not covered in this document, the **Funding Guidance for 2008/09** will continue to apply and can be accessed using the link below

Link - <http://www.lsc.gov.uk/providers/funding-policy/demand-led-funding/efundingpolicydocuments0809.htm>

Qualifications identified as Full Level 2/3 repeats & SME flexibilities

There are currently no updates to the process or listings of eligible repeat qualification for the 2009/10 academic year.

Guidance on the "Additional" qualifications, outside of the "firstness" requirement is available via the links below -

- <http://readingroom.lsc.gov.uk/lsc/National/nat-qualificationsidentifiedforfulllevel3repeatsv15providerbriefing-mar09.pdf>
- <http://readingroom.lsc.gov.uk/lsc/National/nat-qualificationsidentifiedforfulllevel2repeatsv55providerbriefing-mar09.pdf>

- http://readingroom.lsc.gov.uk/lsc/National/nat-qualificationsidentifiedforfulllevel2repeatsv2SSC_SSBbriefing-mar09.pdf

For any specific queries about the qualifications, or their inclusion on this list please contact the relevant Sector Skills Council.

Flexibilities which were introduced to support SME's in 08/09 continue and guidance can be found by using the link below

Link - [Guidance on TtG flexibilities](#)

- <http://readingroom.lsc.gov.uk/lsc/National/nat-smeflexibilitiesvers6prepubvers2-apr09.pdf>

Programme and learner eligibility

To access any Train to Gain funding the learner must satisfy the LSC learner eligibility requirements as set out in the Learner Eligibility Guidance (paragraphs 14 to 18) as well as being one of the following:

- Employed, which includes direct employment, hired from an employment business by which they are employed or seconded from another employer
- Self-employed
- Working as a volunteer

Further detailed guidance on eligibility in relation to Employment status, agency workers, temporary workers and self employed and learners at risk of redundancy is included in the funding guidance (link above) in Section 9 paragraphs 116 to 143


Removal of 15 hour high/ low rate rule

As originally announced to providers on 21st January the High/ Low rate system of funding is being removed.

NVQ's will now be funded at the rates of 0.429 SLN and 0.493 for level 2 and 0.644 SLN for level 3.

However QCF qualifications may have varying SLNs dependent on size and providers are recommended to check the learning Aims Database for funding clarification

<http://providers.lsc.gov.uk/LAD/aims/searchcriteria.asp>



Guidance on the revised rates for Train to Gain provision in 2009/10 can be found using the link below

http://readingroom.lsc.gov.uk/lsc/National/EmployerResponsiveStandaloneRates_0910_v1.2_PDF.pdf

Proportioning of funding using ILR field A51a

Guidance and examples have been added to the Funding guidance document (link above) for all funding streams around the use of ILR Field A51A Proportion of Funding remaining. (In paragraphs 83 to 88). Detailed guidance can be found in the information authority Employer Responsive Provider Support Manual pages 33 to 35 using the link below

http://www.theia.org.uk/NR/rdonlyres/F5AA7A1C-D553-4EA0-8E94-409FAC252A94/0/natERProviderSupportManualdc2009_10_v1.pdf

Providers claiming full funding for a qualification must be able to justify doing so.

Prior learning/achievement must be taken into account when determining the appropriate proportion of funding to be claimed as per the Funding Guidance update version 4.0 paragraphs 77-82.

Ineligible Train to Gain Learners and Inappropriate Provider Behaviour

A set of instructions was issued on 7th April 2009. Available via the link below -



[Employer Responsive Model - Ineligible Train to Gain Learners and Inappropriate Provider Behaviour](#)

- <http://www.lsc.gov.uk/publications/latestdocuments/Detail.htm?id=a1c4ceb7-0f55-40ce-a1c6-8745a14b4d87>

These instructions are intended to highlight issues relating to providers making inappropriate payments directly to employers and attempting to extend eligibility rules to encompass those who might have been more appropriately directed towards another form of provision.

(These instructions are now also detailed within the Funding Update vers 4 documents – pages 33-37)

Weak initial assessment was part of the issue with providers accepting inappropriate learners or placing them on provision where progression was absent. This particularly occurred with Skills for Life and new instructions are

held within the Funding Guidance and also within a¹ Skills for Life Fact sheet which is accessible using the link below:

[Skills for Life Fact Sheet –July 09](#)

- <http://readingroom.lsc.gov.uk/lsc/National/nat-factsheet13sflinitialassessmentfors4includingdeliveryinttgfinal-jul09.doc>

Standardised Documentation

A new 09/10 set of standardised Train to Gain learner documents can be found at:

<http://www.lsc.gov.uk/providers/ttg/bureaucracyreduction/>

During the 2008/09 academic year the LSC produced a set of standardised documents for the enrolment and monitoring of a learner through their Train to Gain journey that would meet audit requirements whilst at the same time be user friendly for practitioners. These documents have proved very helpful to a large number of training providers and we have been working with the information authority to ensure that the documents reflect changes that have been made to the ILR for the 2009/10 academic year. These updates have been made and are now available to Train to Gain providers via the Bureaucracy Reduction section of the LSC website.

Document	For 2008/09 Academic Year		For 2009/10 Academic Year	
	PDF	Word	PDF	Word
Individual Learning Plan (Full)	PDF Version	Word Version	PDF Version	Word Version
Individual Learning Plan (SME)	PDF Version	Word Version	As 2008/09	As 2008/09
Enrolment & Data Capture form	PDF Version	Word Version	PDF Version	Word Version
Additional Learning Aims form	PDF Version	Word Version	PDF Version	Word Version
Learner Attendance record	PDF Version	Word Version	As 2008/09	As 2008/09
Learner Review record	PDF Version	Word Version	As 2008/09	As 2008/09
Guidance	accompanying guidance notes	-	PDF Version	-

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Use of Workbooks

The regulations around workbooks and their usage have been clarified and can be found on pages 37/38 of the Funding Guidance version 4.

Co-Funded delivery / employer contributions

For Train to Gain, the expected employer contribution for provision which is co-funded will be 47.5 per cent of the fully funded Train to Gain rate