

# Update

Issue 32  
17 November 2010

**Skills  
Funding  
Agency**

## Welcome

Update is our weekly round up of business critical and useful information to Skills Funding Agency providers. If you have any feedback please get in touch by emailing the [Update mailbox](#).

Please forward and share Update with the relevant colleagues within your organisation. Colleagues might also like to register for [web alerts](#), which will alert you via email when new issues of Update and important announcements are added onto the [Skills Funding Agency website](#).

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## **Skills for Sustainable Growth and Investing in Skills for Sustainable Growth**

### **Action Information**

The Skills Strategy, 'Skills for Sustainable Growth' and the Skills Investment Strategy, 'Investing in Skills for Sustainable Growth' have now been published by the Department for Business Innovation and Skills.

Further information and a link to download the document can be found on the [Skills Funding Agency website](#).

## **Electronic issuing of contract documentation for 2010/11**

### **Action**

The Agency will be issuing contract documentation electronically for 2010/11 to allow us to confirm contracts and to ensure national consistency. Contract documents will be emailed and will request an emailed acknowledgement.

The email from the Agency will clearly state whether you have been sent a variation, a notification or a contract.

For variations and contracts you will need to print two copies in full, sign and return both to us. We will authorise them and return one copy to you for your records.

For notifications you will need to print and retain for your records as this effectively varies the contract.

Full instructions will be included with each set of documentation sent.

## **F05 hard close imminent – have you submitted your Individualised Learner Record return?**

### **Information**

### **Action**

The hard close deadline for the final 2009/10 Learner Responsive data return (F05) is fast approaching - 22 November 2010, yet some providers have still not made a data return.

The information authority will be reviewing this situation, and will be contacting the principals of further education colleges and heads of other organisations receiving Learner Responsive funding that have not submitted any data files to remind them of the importance of this data collection.

Further information is available on [the information authority website](#).

## **Deadline for ILR Funding Claim return 2009/10**

### **Information**

### **Action**

Providers in receipt of Adult Learner Responsive funding are reminded to return their Final Funding Claim for 2009/10 to the Skills Funding Agency by no later than 22<sup>nd</sup> November 2010. The timetable for funding claim returns was set out in [LSC Funding Guidance 2009/10 version 4.3](#).

All final claims must be returned as paper returns, signed by the principal or head of the institution. The claim should also be accompanied by a copy of the LIS funding claim report that was used to inform the funding claim.

The funding claim documentation should be returned to your Account Manager at the relevant Skills Funding Agency office.

The workbook required to make your claim is available on the [Skills Funding Agency website](#) (Published 12 February 2010).

Further information on Adult Learner Responsive funding can be found on the [Adult Learner Responsive pages of the Agency website](#).

Please contact your Account Manager if you have any queries.

## **Get involved in Apprenticeship Week 2011**

### **Information**

### **Action**

[National Apprenticeship Week 2011](#) takes place from 7<sup>th</sup> to 11<sup>th</sup> February next year.

Please use our [Activity Proposal Form](#) to tell us about your plans for the Week, and how we can help.

The Apprenticeship Week supporter logo for 2011 can be downloaded from the [National Apprenticeship Service website](#) - whether you choose to include it on your letterhead, website or hang banners from your building endorsing the Week, it will all make a difference.

## **Unit Funding Trials Summary - Testing the flexibility offered to learners by the Qualifications and Credit Framework**

### **Information**

This paper provides a high level overview of the [Flexible Delivery – Unit Funding Trials](#) that the Agency is supporting during 2010/11 as part of the ongoing implementation of the Qualifications and Credit Framework.

In addition the paper provides a short summary of outcomes of the Unit Funding Trial which took place during 2009/10. The trials were a specific piece of work to explore the Qualifications and Credit Framework early in its implementation stage.

## **Framework for Excellence – Clarification of Scope for the Learner Views Survey 2010/11**

### **Information**

The Framework for Excellence Learner Views survey applies to the following learners on programmes with in-scope providers and their sub-contractors between 15 November 2010 and 27 May 2011:

All post 19 learners taking at least one learning aim funded by either, the Skills Funding Agency's Learner Responsive funding stream, or the Employer Responsive funding stream.

All 16-18 learners funded by the Skills Funding Agency or the Young People's Learning Agency in: General FE and Tertiary Colleges, Specialist Colleges (including Art & Design, Land-based and Special Designated Institutions), other independent organisations including private training providers and other public funded organisations, for example, local authorities.

Learners in sixth form colleges and school sixth forms are not in-scope.

## **Part-time working in Apprenticeships**

### **Information**

Over the past few weeks we have started to receive an increasing number of questions in relation to part-time vacancies that are being advertised on the Apprenticeship Vacancies system. For clarification, the National Apprenticeship Service/Agency have issued a statement regarding part-time working which can be found on the [National Apprenticeship Service website](#).

The statement confirms that apprentices should be employed for a minimum of 30 hours per week.

## **Becta launches ICT Services Framework for schools and FE**

### **Information**

Becta has announced 25 new, high quality suppliers to help FE colleges and providers and schools save time and money on their ICT systems in a fully EU-compliant manner. The suppliers are fully capable of meeting the required technical and service requirements and of understanding the sectors' needs. The framework runs until November 2014.

With Becta to close in March 2011, the Department for Education will host the framework. Specific FE guidance will be published shortly [here](#).

## **Young People's Learning Agency e-bulletin**

### **Information**

The Young People's Learning Agency produces a regular e-bulletin which can be found on the [Young People's Learning Agency website](#), or you can register for automatic [web alerts](#) from the Young People's Learning Agency.

***The Skills Funding Agency funds and regulates adult further education and skills in England.***

An agency of the Department for Business, Innovation and Skills.

The Skills Funding Agency complies with The Data Protection Act (DPA) 1998 and information on our Privacy Policy can be found on our [website](#).