

**Guidance for
Independent Training
Organisations
participating in the
Flexible Delivery -
Units Funding Trials
2010/11**

Technical Briefing Note

April 2011

Of interest to private training organisations

Purpose

- 1 This note offers guidance for independent training organisations involved in the Flexible Delivery - Unit Funding Trials on how to record and claim funding for the delivery units. These trials are being taken forward as part of the Skills Funding Agency's (Agency) ongoing implementation of the Qualifications and Credit Framework (QCF). Funding is provided within the constraints of the single Adult Skills Budget during 2010/11.
- 2 This pilot is a collaborative piece of work between the Agency and the Association of Learning Providers (ALP) and the trials will run until the end of the July 2011.

Key points

- 3 Training organisations will identify a maximum of 20 learners per provider, with the expectation that 1 to 2 units will be delivered per learner. There may be exceptions to this rule but given the tight time-scales the Agency is willing to consider additional units where a training organisation can demonstrate there is a need. The Agency has agreed with ALP that the focus of unit funding must be on;
 - a Preparing learners with the correct skills to return to work.
 - b Increased co-investment from employers through flexible delivery of qualifications.
- 4 Prior to delivering units, the training organisations must be approved by the relevant Awarding Organisation (AO) and the learners need to be registered with the AO at the start of their programme in line with existing funding guidance.
- 5 A list of confirmed units for the unit funding trials in 2010/11 is available on the Skills Funding Agency [website](#). The confirmed units have also been uploaded to the Learning Aim Database (LAD). Training organisations can request additional units to be added but must be on the QCF, within the rules of combination of a qualification already confirmed for funding and must be a recognised centre of the awarding organisation that will be awarding credit for the unit.
- 6 There is no additional funding available for the trials and must be delivered within the existing Train to Gain 2010/11 budget. Apprenticeships are not included as part of this pilot.
- 7 Recording of the learner and unit(s) will be collected through the Training Provider Statement (TPS), Individual Learning Plan and Individualised Learning Record (ILR).

Training Provider Statement (TPS)

- 8 The Training Provider Statement (TPS) form will be used by participating independent training organisations to claim funding for unit(s) delivered as part the 2010/11 trials. TPS form must be returned monthly and can be accessed from the On-line Data Collection Portal ([OLDC](#)).
- 9 A flat funding rate has been applied per unit;
 - a £225 for learners on income related benefits (as defined by the 2010/11 Adult Learner Responsive fee remission rules). For more information on fee remission see section 2 para 2.7 – Learner Fees '[Adult Learner Responsive Funding](#)

[Requirements 2010/11](#)'. Further information on eligibility can be found in the 2010/11 '[Learner Eligibility Guidance](#)'.

- b £112.50 co-funded rate. The expected learner/employer contribution will be 50 per cent.
- 10 Training Organisations are required to hold evidence to support the amounts claimed on the TPS. This includes full details of how the volumes and values claimed on the TPS have been calculated in order to provide an audit trail from individual learner funding to total value of funding claimed. This evidence must be held at the time of submission of the TPS. This evidence can be recorded on the Individual Learning Plan.
- 11 Training Organisations need to agree their involvement in the pilot with their Account Manager.
- 12 Detailed funding and compliance guidance on completing the TPS is available from the [Information Authority website](#).

Individual Learning Plan (ILP)

- 13 Training organisations will be required to produce an Individual Learning Plan for each learner. Further information on the ILP and the content required can be found in the latest Train to Gain 2010/11 Funding Requirements document available on the Skills Funding Agency [website](#).
- 14 The ILP is a record of evidence that training organisations will maintain for audit purposes. Unlike the TPS and ILR, the ILP does not have to be submitted to the Skills Funding Agency.

Individualised Learner Record (ILR)

- 15 Training Organisations are expected to complete all the ILR fields in compliance with guidance published by the Information Authority for mainstream funded provision through their Adult Budget return.
- 16 In addition providers are required to enter code '122' in field A46 – Special projects and pilots and code '81' – other Skills Funding Agency funding model in field A10 – Funding Model.
- 17 To support the recording of the confirmed units for the trials on the ILR, the units have been added to the Learning Aim Database (LAD)
- 18 If you have any queries about the information above, please contact the [QCF team](#).

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