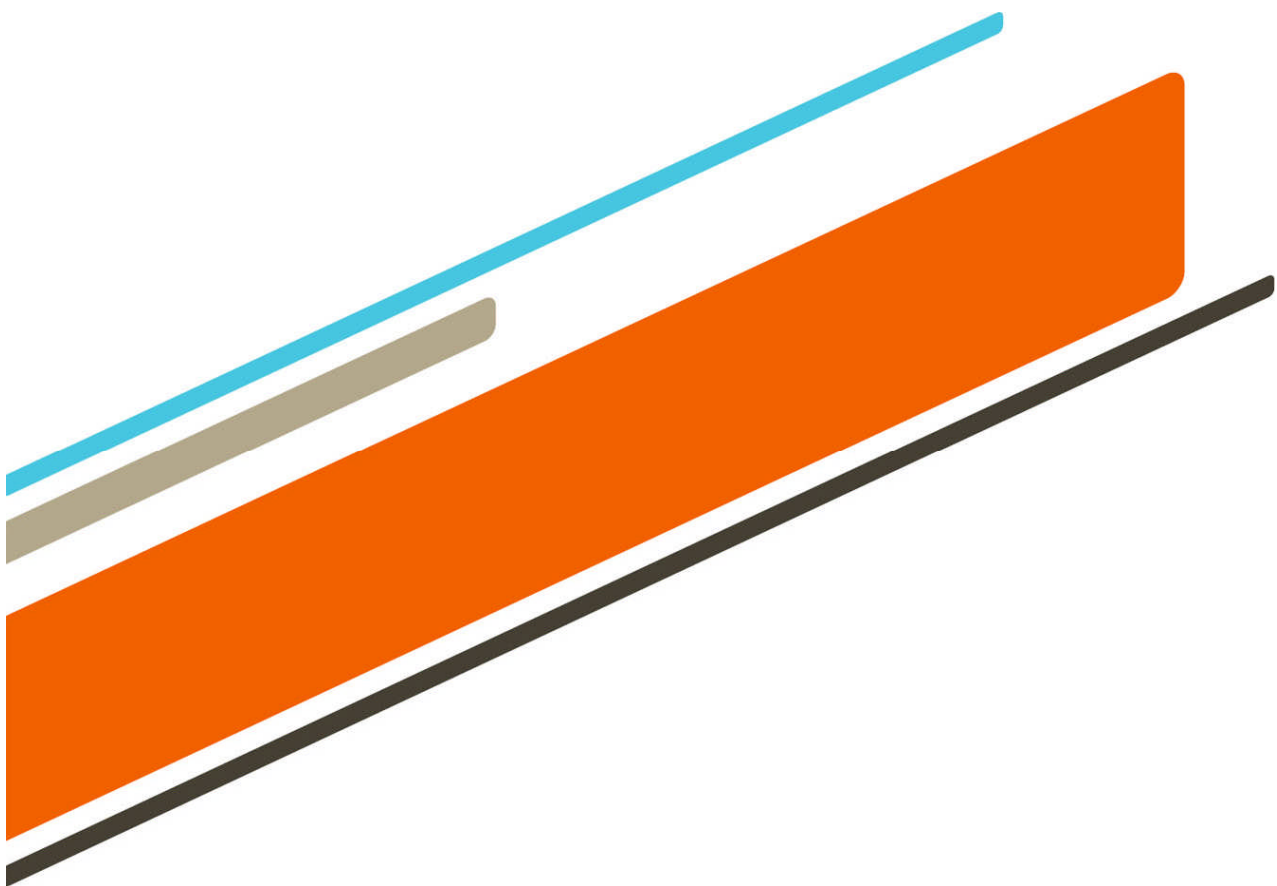


**CONTRIBUTION TO WAGE COSTS
TRAIN TO GAIN
VERSION 4**



Contribution to Wage Costs Train to Gain

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 1st April 2010 and onwards.

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

Summary of changes from 2007/8 Version 2 to 2006/7 Version 1 Version 2 issued May 2007		
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.

Summary of changes from Version 2 to Version 3 Version 3 issued September 2009		
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 payment run.

Summary of changes from Version 2 to Version 3 Version 3 issued September 2009		
Para	Version 2 Text	Amendment
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.

Summary of changes from Version 3 to Version 4 Version 4 issued April 2010		
Para	Version 4 Text	Amendment
various	Learning and Skills Council (LSC)	Skills Funding Agency
	Executive Summary	Revised description of purpose.
5-10	5-7	Revised background and service objective, and re-numbering from this point forward.
27-31	24-28	Revised Business Link admin process.
32-40	29-34	Revisions to employer obligations, and re-numbering from this point forward.
41-44	35-38	Revisions to the provider role description, and re-wording from this point forward.
46	40	New location of claim forms.
49-56	43-49	Minor revisions to the claims process.
Annex 2		Revised flowchart of the information and claims process.
Annex 3		Revisions to locations of forms
Annex 4		Revisions to the information and claims process.

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Further information

For further information, please contact the regional Skills Funding Agency office. Contact details for each office can be found on the Skills Funding Agency website: www.bis.gov.uk/skillsfundingagency or visit 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) had responsibility for planning and funding the Train to Gain service in England until March 2010. From April 2010, the Skills Funding Agency took over these responsibilities, and became the overarching agency delivering funding and direction to the Further Education (FE) sector and is an agency of the Department for Business Innovation & Skills (BIS).

In setting out the Contribution to Wage Costs approach from 2010, the Skills Funding Agency seeks to establish strategic relationships with employers, Business Links and Train to Gain providers. Strong partnership approaches will support employers, so their claims can be processed promptly.

This document makes minor revisions to the process in operation since September 2009. More self-help information will be made available to ensure employers are aware of Contribution to Wage Costs eligibility, and how to make claims after employees have successfully completed Train to Gain training.

Contribution to Wage Costs

Train to Gain 2010

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, discussing eligibility with the employer and processing employer applications.
6. Employers may initially obtain information about Contribution to Wage Costs from the Train to Gain website or by contacting the Business Link service. Claims are made after eligible learners have successfully completed their Train to Gain qualification, and involve the employer, the training provider and the Business Link service in the claims process.
7. A flow-chart of this process is provided in Annex 1 of this document.

Contribution to wage costs – eligibility

Employers and FTE employees

8. 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).
9. 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.
10. 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.
11. 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 Skills Funding Agency's eligibility rules as defined in the Skills Funding Agency Funding Guidance and Learner Eligibility Guidance.
12. Volunteers and self employed individuals are not eligible to receive Contributions to Wage Costs payments.
13. 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.
14. This will exclude employer organisations.
15. 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 Wage Costs purposes.
16. 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

17. 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.
18. 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.
19. The Contribution to Wage Costs will be available up to a maximum of 70 hours of workplace delivery.
20. Contribution to Wage Costs 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

21. 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.
22. Employers who claim Contribution to Wage Costs under Train To Gain may be required to provide further evidence to the Skills Funding Agency (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 Skills Funding Agency 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 Skills Funding Agency officials.
23. Payments will be made to the employer via BACS, processed by the Skills Funding Agency Accounting Services in Coventry.

Roles and Responsibilities

Business Link responsibilities

24. Business Link is responsible for receiving telephone enquiries from employers and signposting them to web based information on Contribution to Wage Costs, which covers employer eligibility, the claims process and downloadable claim forms.
25. On achievement of approved Train to Gain qualifications by employees, the employer should complete the Contribution to Wage Costs claim form and pass it to their regional Business Link.
26. Business Link 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 Skills Funding Agency. This needs to be done shortly before the claim is submitted for payment.
27. Business Link will ensure that the necessary claim paperwork and payment information is in place prior to a payment template being submitted to the Skills Funding Agency.
28. The Business Link service is responsible for verifying the accuracy of the claim, prior to submission to the Skills Funding Agency for payment.

Employer responsibilities

29. The employer is required to apply for Contribution to Wage Costs through their regional Business Link, and it is a requirement that the employer agrees to release their employees with pay, for direct training during working hours.
30. The employer is required to maintain a list of employees for whom they intend to claim Contribution to Wage Costs, showing the actual number of hours of delivery within working hours for each eligible learner.
31. The employer is responsible for ensuring that the number of hours claimed for each learner is accurate, before the claim is passed to the Business Link service.
32. Where there are 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 checking the claim.
33. 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.
34. The employer is required to allow access to Skills Funding Agency Auditors (or agents) 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 Skills Funding Agency audit examination for a minimum of six financial years after the year in which the claim was made.

Provider responsibilities

35. Where Providers have recruited employers to Train to Gain that meet the Contribution to Wage Costs eligibility criteria, employers should be signposted to web based information on eligibility, the claims process and downloadable claim forms.
36. 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 total number of '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. This is an auditable document.
37. The Provider should send the confirmation of delivery hours to the employer. A standard form for this purpose is provided by the Skills Funding Agency, but Providers may use forms already utilised by their organisation if they contains all of the information detailed in the sample form.
38. 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 Wage Costs – claim process

Claim forms

39. 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.
40. The Business Link service can access pdf versions of the Contribution to Wage Costs forms via the Engage website. Employers will be able to access the forms they will need to complete via the Train to Gain website.
41. The Skills Funding Agency Accounting Services requires the Payment Template to be submitted electronically. Signed hard copies of the Payment Template and Bank Details forms must also be submitted - see required actions 6 and 8 of Annex 4 for further details.
42. 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

43. A detailed summary of the Contribution to Wage Costs claims process is shown in Annex 4. It is an 8 stage process that involves a number of interactions between the employer, Business Link and Training Provider before a claim can be made and processed by the Skills Funding Agency.
44. Stage 1 involves the Business Link service submitting a form containing Business Link authorised signatures to the Skills Funding Agency.
45. The initial stages (stages 2 -4) involve the employer obtaining information about eligibility and ensuring they understand the Train to Gain claims process. The employer should complete an Employer Agreement, and send this to Business Link, retaining a copy for their records.
46. 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 service for checking.
47. Business Link sends the employer payment details to the Skills Funding Agency Payment Services (Stage 6), to allocate an employer payment reference. Business Link is notified of this unique reference number (employer's payment code) which is used on the Payment Template.
48. At Stage 7 the Business Link makes final claim checks and confirms the accuracy of the claim.
49. The final Stage 8 of the process, involves the electronic submission of a Payment Template to the Skills Funding Agency Accounting Services. This should be submitted electronically to: ProgrammeAccounting@skillsfundingagency.bis.gov.uk To speed up processing, a copy of the signed template can also be scanned 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: Programme Accounting Team, Skills Funding Agency Accounting Services, Coventry Office, Cheylesmore House, Quinton Road, Coventry CV1 2WT

Claim frequency

50. The Contribution to Wage Costs process will make available payments on the 11th working day of the month.
51. It is anticipated that complete and accurate claims that are received by the 12th working day of one month, will be processed, so employers should expect BACS payments on the 11th working day of the following month:
52. Business Links 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 12th working day of the month will roll forward into a later payment run.

53. 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 12th working day of the month.
54. Where possible, Business Links should aim to claim for eligible activity during the financial year when training took place. e.g. where learners complete in January 2011, the claim should be made by the 12th working day of March 2011 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.
55. The Skills Funding Agency Accounting Services will endeavour to make payments in a timely manner, but Business Link staff 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.
56. Examples of typical payment timings are shown in the table:

Date received by Skills Funding Agency	Expected payment date	Comments
15 th October 2010	11 th working day of November	Submitted on time, and paid in the next available payment run
28 th October 2010	11 th working day of December	Submitted too late for the November payment run, so payment is processed as part of the December run
15 th October 2010	11 th working day of December	An incomplete claim was received by Skills Funding Agency, which had to be corrected. Payment rolled forward into next available payment run.

Audit Evidence Requirements

Provider Financial Management – Audit

57. 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.
58. 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.
59. The Skills Funding Agency 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 Skills Funding Agency is obliged to recover those funds.
60. In addition to on-site testing, the Skills Funding Agency 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 Skills Funding Agency also gathers assurance by direct contact with learners using telephone based learner survey.
61. Where requirements for funding indicate that prior approval should be sought from the Skills Funding Agency, documentary evidence for such approval should be retained for audit purposes. Retrospective approvals will not normally be given.
62. In the interest of reducing bureaucracy on providers, wherever practical and reasonable Skills Funding Agency 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

Evidence to Support Contribution to wage cost payments

63. Skills Funding Agency Requirements for Funding already requires Business Link to retain evidence that the employer is eligible to access the Train to Gain Service. In addition Business Link must retain the following evidence:

Employer Information Stage

64. Evidence that the employer is eligible to receive wage compensation:

Business Link 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

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

Business Link 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 as identified on the specimen signature form submitted to the Skills Funding Agency.

Evidence to be retained by Provider

66. 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 Skills Funding Agency Requirements for Funding for Train to Gain.

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 Skills Funding Agency 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 Skills Funding Agency 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

67. 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 Contribution to Wage Costs 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 Skills Funding Agency's Learning Aims Database under the full Level 2 definition.

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.

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

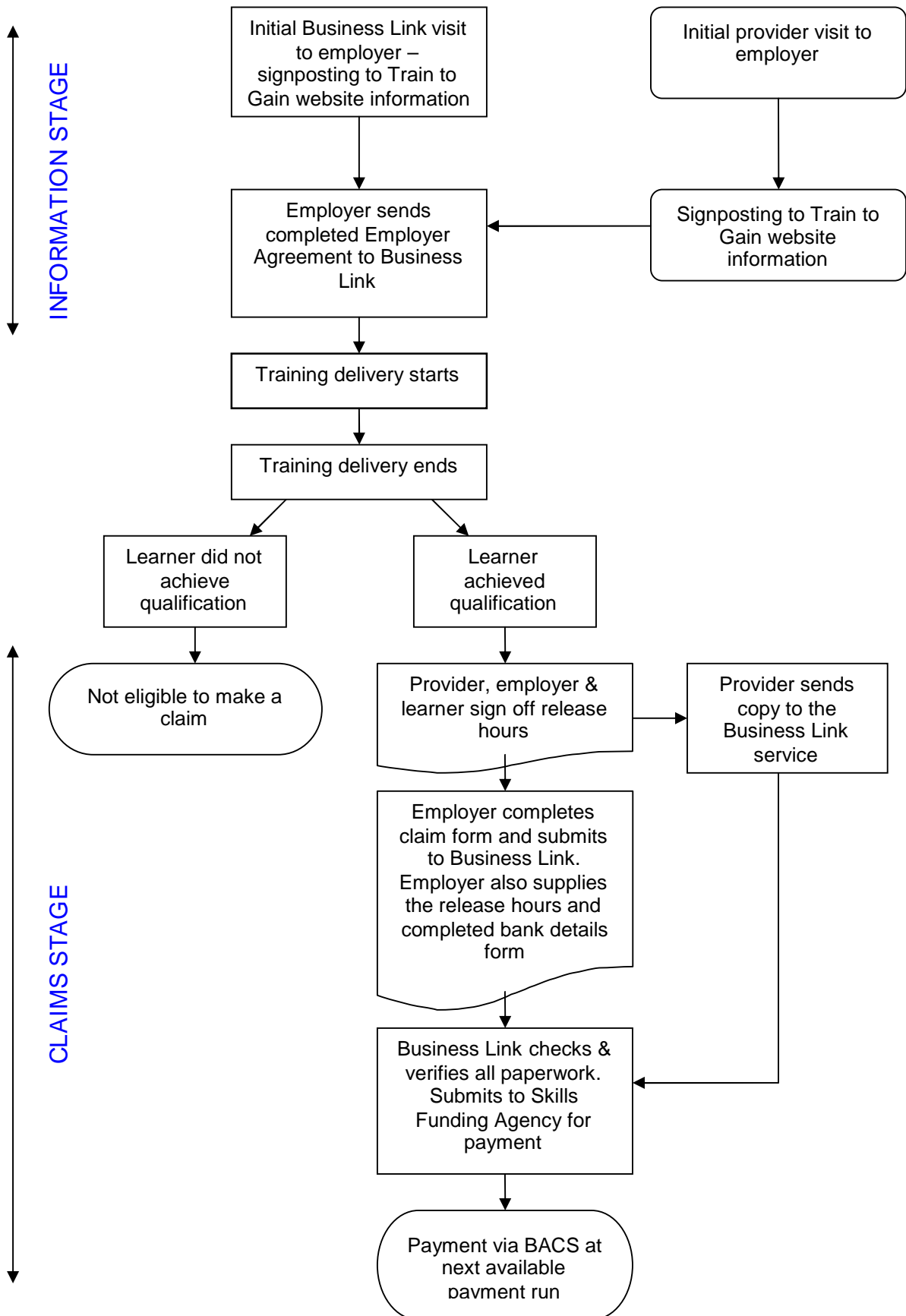
Skills Funding Agency Accounting Services

Based at the Skills Funding Agency's Coventry office, responsible for accounting and payment processing functions.

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

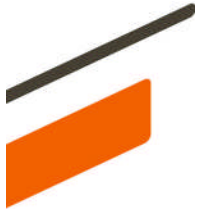
Summary of Contribution to Wage Costs Forms

The Forms that related to the contribution to wage costs policy are listed below.		
Code	Form	Where available
SFA-P-NAT-100006	Employer Agreement	Train to Gain / Engage websites
SFA-P-NAT-100003	Specimen signature – Business Link	Engage website
SFA-P-NAT-100008	Specimen signature - Employers	Train to Gain / Engage website
SFA-P-NAT -100007	Claim Form	Train to Gain / Engage website
	Payment Template	Electronic form – Engage website
SFA-P NAT-100005	Bank Details (Employer Organisational Details) Form	Train to Gain / Engage website
SFA-P-NAT-100004	Release Hours Sign off Form	Train to Gain / Engage website

ANNEX 4
Summary of Contribution to Wage Cost Process

	Step	Required action	Associated forms
PRIOR TO FIRST EMPLOYER CONTACT	1	Business Link service submits specimen signatures for its staff authorised to approve claims to Skills Funding Agency Accounting Services.	Business Link Specimen Signature form SFA-P-NAT-100003
INFORMATION STAGE	2	Employer obtains information from Train to Gain, or Business Link websites, or by telephoning the Business Link service	
	3	Employer submits signed copy of Employer Agreement form to Business Link service, which signs it, keeps a copy and returns a copy to employer. Where required, Business Link service supports employer to complete Employer Agreement by telephone.	Employer Agreement SFA-P-NAT-100006
	4	Business Link service ensures the employer has completed the Employer Specimen Signature form. This form is retained by the Business Link 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 SFA-P-NAT-100008
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 SFA-P-NAT-100004
		Employer uses the Release Hours form to complete their claim form which sent to the Business Link service for accuracy checking.	Claim form SFA-P-NAT-100007
PAYMENT CODE ISSUE	6	Business Link service 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 is posted to the Payment Services team at Skills Funding Agency Coventry office. The Business Link service also retains a copy of this form.	Bank Details (Employer Organisational Details) form SFA-P NAT-100005

Step	Required action	Associated forms
	<p>Within three working days of receipt of form, Skills Funding Agency Accounting Services will send an email to the Business Link service to advise that payment code ('P' code) has been sent up for the employer.</p>	
CLAIM CHECKS	<p>7</p> <p>Business Link service ensures the learners and learner hours being claimed for are:</p> <ul style="list-style-type: none"> i) valid (by referring to the Release Hours form) ii) that hourly rate matches contract rates iii) that Claim form has been signed by an authorised officer of the employer organisation iv) that there isn't a duplicate claim. 	<p>Reference to: Release Hours form Claim form Employer Specimen Signature form Wage details (as appropriate)</p>
PAYMENT PROCESS	<p>8</p> <p>Business Link service enters validated claims onto the electronic Payments Template</p> <ul style="list-style-type: none"> i) How to complete the template: <ul style="list-style-type: none"> - Fill in Month, Year, Contact Tel/Email - Now start with Line 1 (up to line 500) and complete the following fields for each Employer. Line type - Select Payment or Credit P' employer code – Employer Code Employer organisation – Employer Name Doc date - date template is completed Value – Value to be paid Business Link Name Payment Date – expected payment date based on the date of submission All White Fields should be completed otherwise the form will be returned. ii) Print the Payment Template and get it signed by an authorised Business Link authorised signatory. In order to speed up processing, this may be scanned and emailed with the excel copy as detailed below (SFA will still require the original signed version). iii) E-mail the Excel copy to ProgrammeAccounting@skillsfundingagency.bis.gov.uk iv) Post the original signed template to Skills Funding Agency Accounting Services, Programme Accounting, Cheylesmore House, Quinton Road, Coventry, CV1 2WT. v) A copy of the signed Payment Template must be retained by the Business link service for 6 years. 	<p>Payment Template</p>



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You can also find this document on our website:

www.traintogain.gov.uk

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