

# Funding Guidance 2010/11:

## ILR Funding Returns: Addendum

This addendum (which updates the main document) confirms where signed final funding claims should be sent and explains how providers can check that their entitlement funding is being properly recorded in their ILR returns. The recent advice in the e-bulletin on recording S139a LDA learners on the ILR is also repeated in this document.

This document does not apply to school sixth forms returning school census data.

**Of interest to all YPLA ILR funded 16-19 providers and in particular those staff working in their management information and finance teams.**

Version 1 – published October 2011

**i For information**

# ILR Final Funding Claims 2010/11

## Introduction

1. This document provides some supplementary advice on where providers should send their YPLA final funding claim 2010/11. The document also includes some technical advice that supports the associated ILR LR05 data returns that must be returned through the Data Service web portal by no later than 21 November 2011. This document is only intended for YPLA 16-19 funded providers and is written on the basis that readers have fully read the other various YPLA Funding Guidance 2010/11 documents.
2. A final signed claim is still required from all providers for the reasons set out in the main document *Funding Guidance 2010/11: ILR Funding Returns: Annex A* paragraphs 20-22. Providers were encouraged to submit electronic funding returns for mid-year and year-end estimates to the YPLA funding claim inbox at [cvhilrreturns@ypla.gov.uk](mailto:cvhilrreturns@ypla.gov.uk).
3. For final claims providers are required to submit original signed final claims together with the Learner Information Suite (LIS) *ILR LR05 Funding Claim Report*. For this purposes the YPLA encourages providers to complete the web based Annex B workbook and then have that signed by the Principal or head of the institution (page 18) as that makes sure the funding claim values and numbers (page 17) are clear and correctly totalled. It should not be necessary for providers to also make electronic returns. If, however, any provider also wishes to make an electronic return then please make sure it is sent to the email address above and in the email header the provider name and UPIN must be clearly stated.
4. All signed final funding claims should be sent to the YPLA national funding implementation team at the following address:

YPLA  
Funding Implementation Team  
Cheylesmore House  
Quinton Road  
Coventry  
CV1 2WT

## Funding Guidance on claiming Funding Entitlement

5. The relevant paragraphs in *Funding Regulations 2010/11* are repeated below to assist private training providers that may be claiming entitlement funding for the first time in 2010/11.
6. Paragraph 60: 16-18 learners on full-time programmes are eligible for 16-18 entitlement funding, which supports the delivery of guidance, tutorials and study skills which are not eligible for additional funding. Functional skills are funded outside the entitlement and are eligible for additional funding. For the purposes of recording the 16-18 funding entitlement, full-time is as defined in paragraphs 75-77.

7. Paragraph 75: A full-time learner is one enrolled on a programme of at least 450 glh in any 12-month period. This includes a learner who withdraws after meeting the start criteria.
8. Paragraph 76: Funding calculations are now made on an annual basis. The 450 glh would include the glh associated within the 16–to-18 entitlement (assumed to be 114 glh per year in 2010/11).
9. Paragraph 77: For some purposes other than funding calculations, it is important to measure whether a learner is in full-time education and training over a period other than a year. In this context, learners engaged in education or training of more than 16 glh a week are also considered full-time.
10. The *YPLA Funding Guidance 2010/11: Funding Regulations* document is available at: [http://readingroom.ypla.gov.uk/ypla/ypla\\_funding\\_regulations\\_version1a-july\\_2010.pdf](http://readingroom.ypla.gov.uk/ypla/ypla_funding_regulations_version1a-july_2010.pdf)

#### **Data Self Assessment Tool (DSAT) Reports: 110-03-200 and 110-05-100**

11. Entitlement funding is generated for 2010/11 when ILR field L28 is set to 12 for learners aged 16-18. To help providers check whether entitlement funding has been claimed the *DSAT report 110-03-200* should be run by the provider. This lists the planned glh of the learner's programmes – so those whose total programme delivery in 2010/11 is at least 336 glh may be eligible for entitlement funding.
12. Similarly *DSAT report number 110-05-100 - Part time 16-18 Claiming Enhanced Funding* – this report shows part time learners who may appear to be ineligible for entitlement funding and providers need to review this report to make sure they are not over claiming for entitlement funding. The YPLA audit teams are likely to review final LR05 data so as to ensure that providers do not over claim entitlement funding.
13. The final date for claiming entitlement is the 21 November 2011 as part of returning final 2010/11 ILR LR05 data and the signed final claim to the funding body. The last page of the LIS Funding Claim report shows entitlement funding in the unallocated line as it is not assigned to a local authority code for delivery purposes. If no unallocated funding is shown at the top of page 4 then no entitlement funding is being claimed by the provider. It is important that all providers ensure their entitlement funding is correctly claimed before making their final LR05 submission.

#### **DSATs – where to find them**

14. The 10/11 DSAT (Data Self-Assessment Toolkit) software (and guidance documentation) can be found on the Data Service website at the following link: <http://www.thedataservice.org.uk/Services/DataCollection/software/dsat/DSAT1011.htm>.

15. The software is developed and supported by KPMG. Support is via their helpdesk facility as detailed on the main DSAT page and where you can also find a DSAT e-learning guide; available at:  
<http://www.thedataservice.org.uk/Services/DataCollection/software/dsat/>.

### **Contract Providers (IPP) with more than one funding contract in 2010/11**

16. Those contract providers who hold regional contracts or schedules for 2010/11 are now only required to submit one signed final claim for 2010/11 completed on a national basis. The final claim should match the figures on page 1 of the LIS Funding Claim Report, but the attached LIS Funding Claim Report to Annex B must include both page 1 and page 4 as only page 4 shows the local authority (regional) breakdown of funding. The YPLA will analyse ILR LR05 data to ensure that entitlement funding is allocated towards each regional schedule in accordance with the Funding Guidance rules. This analysed data will then be shared with these providers as part of the final claim internal processes.

### **Additional Learning Support – this advice only applies to continuing learners that were on E2E programmes in 2010/11 – see Annex H manual adjustment 2010/11-5**

17. The YPLA will analyse providers' ILR returns for all learners that are still on E2E programmes in 2010/11, calculate the ALS associated with E2E learners' SLN values and add this value to all submitted final claims. This means providers do **not** need to calculate manual adjustment 2010/11-5 to include in their final claim returns. Note that ALS is not reconciled so this calculation is purely for information.

### **Recording S139a LDA learners on the ILR**

18. Providers will be aware that we currently have in place an interim arrangement for the funding of learners with a S139a Learning Difficulty Assessment. It is the intention of the YPLA and the Skills Funding Agency to move away from the interim approach for 2012/13 allocations, provided the data for 2010/11 is robust. To ensure the allocations can be calculated accurately, and to help us move away from this arrangement and better reflect our respective legal duties, providers are requested to diligently check and record LLDD learners with S139a Learning Difficulty Assessments accurately on the 2010/11 ILR (field L29)

---

### **Young People's Learning Agency**

Cheylesmore House

Quinton Road

Coventry

CV1 2WT

0845 337 2000

© YPLA 2011

Young People's Learning Agency

Extracts from this publication may be reproduced for non-commercial educational or training purposes on condition that the source is acknowledged and the findings are not misrepresented.

This publication is available in electronic form on the Young People's Learning Agency website: [ypla.gov.uk](http://ypla.gov.uk).  
Publication reference: YPLA-P-NAT-100055a