



## Welcome

Update is our weekly round-up of business-critical or useful information to Skills Funding Agency colleges and training organisations.

Please forward and share Update with your colleagues, who might also like to register for [web alerts](#). This will notify them by email when we add new issues of Update to the Agency's [website](#); you can also connect with us on [Twitter](#).

If you have any feedback, please email [Update](#).

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## 1. Individualised Learner Record R04 for 2014 to 2015: Closes Thursday, 4 December

### Action

The Individualised Learner Record (ILR) R04 collection for the funding year 2014 to 2015 closes at 6.00pm on **Thursday, 4 December**.

All returns must be made to [the Hub](#). All Agency-funded colleges and training organisations, and EFA-funded organisations returning the ILR, are expected to make a data return at R04.

For further information, please refer to the [Payments and Data](#) section of our website.

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## 2. Minimum Standards 2013 to 2014

### Information

We have published guidance on [how we will make decisions about intervention](#) if colleges and training organisations fail to meet minimum standards.

Colleges and training organisations that fail minimum standards can ask us to consider circumstances before we make our decision about intervention. The document explains how to do this.

Guidance about how we will apply minimum standards for 2013 to 2014 is available on the [Minimum Standards](#) section of our website.

For further information or related queries, please email [intervention@sfa.bis.gov.uk](mailto:intervention@sfa.bis.gov.uk).

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### 3. Final Reconciliation Statements Funding Year 2013 to 2014

#### Information

Colleges and training organisations that submitted final funding claims will shortly receive their final reconciliation statements.

The following policy position applied at year-end is in line with our [Performance Management Rules 2013 to 2014](#).

- **Adult skills budget-** funded all high-quality adult apprenticeship delivery and all English for Speakers of Other Languages (ESOL) protection.
- **Community learning-** no automatic payment for any over-delivery.
- **Discretionary learner support and 24+ advanced learning loans bursary-** we will fully fund all claims to support learners facing financial hardship to take part in learning.

We will reconcile delivery below contract for all of the areas listed above.

Further information is available in [Funding Claims 2013 to 2014](#) and the letter that will accompany your reconciliation statements.

If you have any queries, please contact your Central Delivery Service adviser in the first instance.

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### 4. Apprenticeship Self-Development Pack for 16 to 19-year-olds

#### Information

The National Apprenticeship Service has designed a free [apprenticeship self-development pack](#) for 16 to 19-year-olds, to help them make informed choices about future employment and study options.

The pack contains study materials, activities and teacher resources to support learners through the activities. There is a requirement for five hours of teacher-led support.

Organisations funded through the 16 to 19 study programme, may be eligible for funding from the **Education Funding Agency**. Completion of the workbook can count towards 20 planned non-qualification hours.

For further information or related queries, please email **[nationalhelpdesk@apprenticeships.gov.uk](mailto:nationalhelpdesk@apprenticeships.gov.uk)** or telephone **0800 0150 400** or **0247 682 6482**.

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## **5. Apprenticeships: Website Move to GOV.UK**

### **Information**

The existing **apprenticeships website** will re-direct automatically to **GOV.UK** on the morning of Wednesday, 17 December.

This is in line with the **Government Digital Strategy** and part of our ongoing drive to improve services for users. Things will look different on GOV.UK and users of the current apprenticeships site may take a little while to become familiar with the new layout.

Certain tools currently on the apprenticeships website will still be available, including:

- employer online enquiry form
- finding a training organisation
- the web services request form
- apprenticeship vacancies live feed

For further information or related queries, please email **[webrequests@sfa.bis.gov.uk](mailto:webrequests@sfa.bis.gov.uk)**.

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## 6. Individualised Learner Record 2015 to 2016: Recording A-levels and AS-levels

### Information

As part of the Individualised Learner Record (ILR) request and challenge process for the 2015 to 2016 specification, we have reached agreement with the Department for Education and the Education Funding Agency on how to record AS-levels and the new reformed A-levels.

Colleges and training organisations can record all permissible combinations of A-levels and AS-levels to meet the policy intent and the needs of colleges and learners. This includes learners who undertake a full two-year linear A-level without an AS-level as well as those who take four AS-levels followed by three A-levels.

For further information or related queries, please email [servicedesk@sfa.bis.gov.uk](mailto:servicedesk@sfa.bis.gov.uk).

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## 7. Adult Learners' Week Awards 2015: Nominations Close Wednesday, 17 December

### Information

Nominations for the Adult Learners' Week Awards 2015 will close at 5.00pm on Wednesday, 17 December 2014.

The 2015 Awards are for individuals, tutors, projects and employers who have transformed their lives, and those of their families, communities and workplaces through learning.

To submit nominations and for further information, please visit the [Adult Learners' Week](#) website.

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***Making skills work for England.***

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