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Department for Work and Pensions

Innovation Fund Live Running Memo

To: Innovation Fund Providers (Rounds 1 & 2)

From: Innovation Fund Project Team

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Memo Serial No: IF LR 05 **Date:** 8 July 2014

Subject: Innovation Fund: 'Claims for Outcomes - and inclusion of Age on starting Provision'

Action: For Information and action

Timing: Immediate

Background

1. This Memo seeks to provide further clarification of the definition of achievement of a 'First National Qualifications Framework (NQF) Level 3 qualification' and reinforces information already set out in the Contract (Schedule 13, Payment Evidence Requirements) and [Annex 1 \(Outcomes of the Provider Guidance\)](#).
2. This Memo also highlights the requirement to include the 'Age participant started on provision' when claiming for all outcomes.
3. Providers will be aware that the DWP Innovation Fund policy team has provided clarification on the definitions of 'Achievement of First NQF Level 1 Qualification', and 'Achievement of First NQF Level 2 Qualification'. For completeness, we now provide further guidance on which qualifications can be accepted for a Level 3 outcome payment.
4. Providers should note the clarity provided and adopt this approach when submitting a claim for payment from the date of this Live Running memo until such time as the Innovation Fund Provider Guidance is amended.

Summary

1. Innovation Fund contracts expect achievement of a First NQF Level 3 qualification to be more than 595 guided learning hours. Any equivalent QCF qualification also is expected to provide this minimum level of support.
2. For clarity the following information is provided to explain how Level 3 qualifications achieved under the Qualifications and Credit Framework (QCF) qualify as an 'equivalent' achievement as they are structured differently.
3. Every unit and qualification in the QCF has both a credit value and a level.
 - One credit represents 10 hours of average learning time and so the credit value shows how much time it takes to complete.
 - The level shows how difficult the unit or qualification is.
4. There are also three categories of qualification in the QCF:
 - Award (1-12 credits)
 - Certificate (13-36 credits)
 - Diploma (above 37 credits)
5. Evidence requirements for qualification outcomes are detailed in the Provider Guidance at Annex 1 (Outcomes) are as follows:

Information required includes:

- a. participant's name and date of birth
- b. age participant started on provision;
- c. name, occupation and contact details of person verifying the information
- d. the qualification achieved and grade if appropriate
- e. the date of achievement/award; and
- f. the Awarding Body
- g. number of guided learning hours
- h. The qualification accreditation number which can be checked on the [Ofqual Register of Regulated Qualifications website](#).

Evidence required for payment and validation purposes:

- a signed and dated confirmation letter on official headed paper from school/teacher/home tutor covering all the information required; or
 - exam results slips or notifications; or
 - a copy of the certificate showing the participant's name and date of birth, the Awarding Body, the date of achievement/award and/or course completion date and the qualification accreditation number.
6. Providers are required to check the [Ofqual website](#) before submitting a claim for payment to ensure that the level of the QCF is correct and that the width (i.e. learning hours/credits) is equivalent to 595 guided learning hours or above.
 7. In instances where specific information on guided learning hours is not available but information on credits is, the Payments team will make a calculation as to the number of guided learning hours on the basis that 1 credit is equal to 10 hours of guided learning time.

Action

1. Any qualifications claimed for must be accredited and have a Qualification Accreditation Number (QAN) that can be checked on the [Ofqual Register of Regulated Qualifications](#) database.
2. Before submitting a claim for payment, please use the course number to check the course level on the [Ofqual Register of Regulated Qualifications](#) database.
3. Check the number of guided learning hours to ensure that they meet the requirements outlined in the Contract (Schedule 13, Payment Evidence Requirements) and [Annex 1 \(Outcomes\) of the Provider Guidance](#).
4. Check you have provided the required information and evidence required for payment validation purposes as outlined in [Annex 1 \(Outcomes\) of the Provider Guidance](#).
5. Claims that cannot be validated by the payments team will be rejected.
6. Example letters supplied in the Provider Guidance should be submitted with claims as they reflect information requirements for all outcomes, including the requirement for details of age participant started on provision

Further information and contact details

1. Consideration is being given to amending the IFOCF 1 and IFOCF2 to reflect the requirement to include the age participant started on provision.

2. All enquiries on the subject of this memo should be raised with your Performance Manager in the first instance.

Regards

Non-Work Programmes Division Team