



Education & Skills
Funding Agency

Sixth form college academy converters

Contracting and data guidance

V2 January 2020

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Summary

This note clarifies your post 16 contract arrangements and how you return your data.

This replaces any previous guidance relating to individualised learner record (ILR) submissions for sixth form colleges converting to academy status.

Expiry or review date

This guidance will be reviewed before August 2021.

Who is this publication for?

This guidance is for sixth form colleges who are converting to academy status and hold contracts for Apprenticeships, Advanced Learner Loans or Adult Education Budget.

Main points

Where a college converts in year they must continue to return their ILR using their predecessor college UKPRN for the remainder of the funding year with the exception of Apprenticeships.

Sixth form colleges who had academy status at 1 August

You should complete steps 1, 2 and 9 below at the point of conversion.

1. Ensure you set up an IDAMS super user and contract authoriser role on [Manage Your Education and Skills Funding \(MYESF\)](#) against your trust UKPRN.
2. You must [provide your academy bank details](#) even if they are the same as the predecessor college.
3. Sign contract(s) issued to your trust via MYESF. The trust allocation appendices will show a total of the academy allocations and additional appendices will show the ring-fenced allocations for each academy.
4. You will need to set up your academy(s) in [Submit learner data](#) and complete [ILR](#) and claims, where appropriate, for each academy using their individual UKPRNs. Please complete the 'UKPRN in previous year' field and the 'learner reference number in previous year' field if necessary. You can find more details about how and when to do this in the [ILR guidance](#).
5. If you have an Advanced Learner Loans facility you will need to ensure that the legal name, address and primary contact details, including an email address, have been added to both the Trust and Academy accounts on [UKRLP](#). This is required by the Student Loans Company to set up your account on the SLC Provider Portal
6. If you are making a growth request following your conversion, please use your academy UKPRN.
7. We will make payments to your academy bank account as stated in your [provide your academy bank details](#) form.
8. We will calculate all reconciliation, assurance and achievement rates using your academy data.
9. If you hold a levy apprenticeship facility this will cease at the point of conversion as the college will be removed from the Register of Apprenticeship Training Providers (RoATP).
 - 9.1. To continue to provide this facility you will need to successfully apply for the RoATP as the Trust. Once onboarding is complete and commitments have been transferred you will need to return an additional ILR using your Trust UKPRN containing only levy funded learners.

Sixth form colleges who converted to academy status in year, (September to July of the funding year converted).

1. Submit accurate ILR data for the month preceding college closure using your predecessor college UKPRN.
2. Ensure you set up an IDAMS super user and contract authoriser role on [Manager Your Education and Skills Funding \(MYESF\)](#) against your trust UKPRN.
3. You must [provide your academy bank details](#) even if they are the same as the predecessor college.
4. Sign contract(s) issued to your trust via MYEFS. The trust allocation appendices will show a total of the academy allocations and additional appendices will show the ring-fenced allocations for each academy.
 - 4.1. Your predecessor college will receive a notification reducing their allocation to the total at the point of conversion (profile allocation for pay on profile and actuals for pay on actuals); the remainder will be allocated to your opening academy.
 - 4.2. The exception to this is loans facility contracts where a zero allocation will be issued to your academy for the remainder of the academic year and the predecessor allocation will remain.
5. When making [ILR](#) returns and claims, please continue to use your predecessor college UKPRN, with the exception of Apprenticeships. We will ensure that splitting the allocation does not result in incorrect capping.
6. If you are making a growth request following your conversion, please use your academy UKPRN.
7. We will make payments to your academy bank account as stated in the [provide your academy bank details](#) form.
8. We will calculate all reconciliation, assurance and achievement rates using your college data.
9. From 1 August following your conversion you will receive an academy funding allocation . You will find it helpful to read sixth form colleges who had academy status at 1 August 2017 and 1 August in subsequent years section.
10. If you hold a levy apprenticeship facility this will cease at the point of conversion as the college will be removed from the Register of Apprenticeship Training Providers

(RoATP).

- 10.1. To continue to provide this facility you will need to successfully apply for the RoATP as the Trust. Once onboarding is complete and commitments have been transferred you will need to return an additional ILR using your Trust UKPRN containing only levy funded learners.



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