



Education & Skills  
Funding Agency

# **Industry placement funding**

**A guide for 16 to 19 providers delivering  
Industry Placements in the 2019 to 2020  
academic year: How to complete the  
industry placement capacity and  
delivery fund (CDF) monitoring form for  
2019 to 2020 academic year delivery**

**March 2020**

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## Introduction

In return for access to CDF funding, you agreed to provide termly monitoring reports to the ESFA on 1 December 2019, 1 March 2020 and 8 June 2020.

You may, if you wish, opt out of CDF from 2020/21. If you do wish to opt out, we ask you to notify us through the monitoring form and provide a brief explanation, which will assist us with future planning. You should note that we are unlikely to run further application rounds after the 2020/21 academic year.

If you fail to submit any of your monitoring forms by the deadlines we have set, you will be issued with a serious breach letter informing you of the Department's right to remove and recover any CDF allocations made to you for 2019/20.

You will receive confirmation from us in early February 2020 advising you of the outcome of your December 2019 monitoring return.

## March 2020 and June 2020 monitoring form returns

The monitoring form questions that we will ask you in March 2020 and/or June 2020 is dependent on the outcome of your December 2019 monitoring form and will be similar to the questions we have asked in the December 2019 monitoring form.

We will advise you of the outcome of your March 2020 monitoring form in early May 2020 and the next steps you need to take.

All CDF providers will need to submit a second monitoring form by Midnight on 1 March 2020, but the sections you will need to complete will depend on the outcome of your December 2019 monitoring return.

If your monitoring form for December 2019 was assessed by the Department to be complete, please refer to the table on page 7 for which sections to complete for the March 2020 monitoring return: in summary:

- you will need to submit your second monitoring form having completed the policy development questions which can be found at the end of this guidance only. These are for information only and will not be assessed and you will not receive any feedback from this form
- You will then need to complete your third full monitoring form by midnight on 8 June 2020. This form will be assessed, and you will also receive feedback

**If your monitoring form for December 2019** was assessed by the Department to be incomplete, please refer to the table on page 7 for which sections to complete for the March 2020 monitoring return: in summary:

- you will need to submit your second monitoring form in full having completed all relevant sections, you will be assessed on this form and feedback will be provided
- you will then need to complete your third monitoring form in full by midnight on 8 June 2020, this form will be assessed, and feedback will be provided

We will feedback to you in May 2020 on the outcome of your March 2020 monitoring form, where you will be provided with specific feedback to questions if we have identified any as being incomplete.

**Your June monitoring form for the 2019/20** academic year will be an end of year return where you will be asked to report on the number of industry placements you have delivered in 2019/20. We will communicate with you and confirm any changes to any questions for the June monitoring form in advance of the deadline to remind you to complete your final monitoring form for 2019/20.

If you fail to submit either of these monitoring forms by the deadline or they are assessed as incomplete, then your 2020/21 CDF allocation may be at risk. Consequently, your CDF allocation for 2020/21 will only be provisional and will be confirmed by July 2020.

We would also expect you to detail the capacity you are putting in place to achieve your 20% delivery target and how you plan to prioritise level 3 students and meet your 30% delivery target for 2020/21.

## **Allocations for 2020/21**

The monitoring form you completed for December 2019 has been used to understand the progress you have made between August/September 2019 and November 2019. We will use the monitoring forms to inform our assessment of whether you will receive a further CDF allocation for 2020/21.

If your monitoring form was assessed as complete in December 2019:

- then your CDF allocation for 2020/21 is confirmed but will be dependent on your final return in June 2020. If your June return is assessed as incomplete, then your 2020/21 CDF allocation may be at risk.

If your monitoring form was assessed as incomplete in December 2019:

- then your CDF allocation for 2020/21 will be provisional and be dependent on your return in March and June 2020. If your June return is also assessed as incomplete, then your 2020/21 CDF allocation will be at risk.

You will receive feedback from us stating where further progress is required. We would expect to see you demonstrate this progress in your March 2020 monitoring form and the information you submit will be assessed to see if sufficient progress has been made in these areas. Your monitoring form returns will be used to determine how you have met your 20% delivery target and how you plan to scale up in 2020/21 academic year to 30% delivery of industry placements. The monitoring forms will also demonstrate to us how you have prioritised your level 3 students over your level 2 students and any barriers or challenges you have come across.

## **Recording industry placements**

A requirement for receiving a CDF allocation is that you record all industry placements fully in the ILR, school census or HESA data at each data return point. Your data return will allow us to monitor your industry placement delivery against your target, and in time, remove the need for you to complete a monitoring form. We will be reviewing

this data to cross-refer the number of placements delivered to the delivery you record in your monitoring form. Therefore, you must ensure that each industry placement is recorded correctly, showing the start and end dates and the number of planned hours.

We may get in touch to discuss discrepancies between the monitoring form industry placement numbers and the end of year data return.

## How to complete the monitoring form

We strongly advise that you read this guidance before completing the monitoring form template and that you print and save a copy of your responses before you submit it.

Completed monitoring forms should demonstrate how you have and will make the best use of the funds that you have been allocated. You will also need to explain how this additional funding has, and will, lead to high quality industry placements for students and how you ensured that industry placements adhered to the principles detailed [here](#).

The relevant monitoring form sections must all be answered fully. Questions that have not been answered will be viewed by the Department as incomplete.

## DfE Sign-in account and access to the monitoring form

To access the March 2020 monitoring form, you must sign into your DfE sign in account. The sign in details you used to complete the December 2019 monitoring form will give you the access you need to complete your March 2020 monitoring form.

Some providers encountered issues when using DfE Sign-in for the first time. We strongly advise you to check that your DfE Sign-in details are valid and that you have the appropriate permissions to access DfE Sign-in in advance of the deadline 1<sup>st</sup> March 2020.

If you do not currently have an account then you will need to [create a DfE Sign-in account](#). Once you have an account, then the service 'Online Collection Service' and role 'Industry Placements CDF Monitoring' will need to be added to your account by a DfE Sign-in Approver at your organisation. Once you have access to the monitoring form, then on the DfE Sign-in page, enter your email address and password; this will take you to the Services page where you will need to choose 'Industry Placements CDF Monitoring'.

Once you have access to the DfE Sign-in account, you will then be directed to the March 2020 monitoring form. Open the monitoring form and complete the relevant

sections. There is a save and return function if you would like to revisit your responses before you submit. Once you have answered the questions in the monitoring form, please submit your responses. You will then be sent an email confirmation with a PDF attachment containing your March 2020 monitoring form responses. You can also sign back in at any time to view your responses by logging on to your DfE Sign-in account

## Questions for completion

There are 9 sections contained in this monitoring form.

If your December 2019 monitoring form was assessed as incomplete, then you must complete sections 1-9 and the policy development questions as detailed below. Depending on your circumstances, you will be directed to the appropriate sections.

The table below indicates which sections of the March 2020 monitoring form you need to complete based on the assessment of your December 2019 monitoring form. The letter you receive from us in early February 2020 will detail the outcome of your December 2019 monitoring form.

Sections in the March 2020 monitoring form for completion	December 2019 outcome-incomplete	December 2019 outcome -complete
<b>Section 1</b> to be completed by all providers who delivered industry placements in 2018/19 and 2019/20 academic year	✓	✓
<b>Section 2</b> to be completed by all providers who delivered industry placements in 2018/19 and 2019/20 academic year	✓	✓
<b>Section 3</b> to be completed by all providers who delivered industry placements in 2018/19 and 2019/20 academic year	✓	✓
<b>Section 4</b> to be completed by all providers who delivered industry placements in 2018/19 and 2019/20 academic year	✓	✓
<b>Section 5</b> to be completed by providers that delivered industry placements from 2018/19 academic year only	✓	x
<b>Section 6</b> to be completed by all providers who delivered industry placements in 2018/19 and 2019/20 academic year	✓	x
<b>Section 7</b> to be completed by all providers who delivered industry placements in 2018/19 and 2019/20 academic year with an Ofsted grade of requires improvement or inadequate as of 29 February 2020	✓	x

<b>Section 8</b> to be completed by all providers who delivered industry placements in 2018/19 and 2019/20 academic year without a published Ofsted grade	✓	x
<b>Section 9</b> to be completed by all providers who delivered industry placements in 2018/19 and 2019/20 academic year	✓	x
<b>Policy development questions</b> to be completed by all providers who delivered industry placements in 2018/19 and 2019/20 academic year	✓	✓

The policy development questions, at the end of this guidance need to be completed by all providers who delivered industry placements in 2018/19 and 2019/20 academic year. These will help to inform future policy and delivery planning.

If your December 2019 monitoring form was assessed as complete and you fail to submit your March 2020 by the deadline, then we will contact you to advise you of the next steps you need to take.

## Submitting your form

You can save your monitoring form to be completed later, it does not have to be completed in one visit. The monitoring form must be completed and returned by **midnight on 1 March 2020**. Once your monitoring form is complete, you will need to confirm that the Accounting Officer has agreed and signed off the monitoring form before it is submitted. We advise you to print and save a copy of your response.

**You will receive an email notification that the monitoring form has been submitted along with a PDF attachment after you have submitted.**



# Guidance notes – completing provider details and monitoring form template

## Section 1 Provider details

### 1) UPIN:

This question will be automatically generated

### 2) UKPRN:

This question will be automatically generated

### 3) Provider name:

This question will be automatically generated

### 4) Provider address:

This question will be automatically generated

Address:

2<sup>nd</sup> Line of Address:

Post code:

Telephone:

Website:

Email:

### 5) Provider type:

Choose one of the following provider types in the drop-down menu

- Academies
- City technology college
- Free school
- Agricultural & horticultural college
- Art & design college
- General FE and tertiary
- Higher education provider

- Independent learning provider
- Independent specialist provider
- Local authority as a deliverer of 16-19 provision
- Local authority-maintained school sixth form
- Sixth form college
- Specialist college
- Studio school
- University technology college
- Other

**6) Are you planning to merge with another provider?**

If yes – Who are you planning to merge with?

**7) Have you recently merged with another provider?**

If yes – Who have you recently merged with?

**8) Will your name change in the merger?**

If yes -What will the new name be?

Post-merger who will be the legal entity?

**9) Are you planning to demerge?**

If yes - What will each institution be called?

**10) Have you been known by any other names in the past 3 years?**

If your name has changed within the last 3 years, please state your previous name.

If yes - please state your previous name

## **Section 2 Contact details**

Please provide details of your strategic placement lead and one nominated placement coordinator that we can contact. Following assessment of the monitoring form we will be contacting you using these contacts.

### **Strategic lead contact details**

- 11) Name**
- 12) Job title**
- 13) Telephone**

14) Email

#### **Nominated placement coordinator contact details**

15) Name

16) Job title

17) Telephone

18) Email

### **Section 3 Opting in/out**

**19) Are you opting in or out of CDF in 2020/21?**

**If opting out** - Please state why you wish to opt out.

By opting out, you will lose the funding to build your capacity to deliver industry placements in preparation for T Levels and will not receive a CDF allocation for 2020/21. Your 2019/20 CDF allocation will be unaffected. If you decide to opt out of funding for 2020/21, you are still required to complete the questions contained in the monitoring form. This is because the Department needs to know what your CDF has been used for and how it has benefited your qualifying students in 2019/20. You should note that we are unlikely to run further application rounds after 2020/21 academic year. Your 2019/20 CDF allocation is not affected by your decision to opt out for 2020/21.

### **Section 4 Provider delivery**

**20) How many industry placements will you deliver in 2019/20 academic year?**

Enter a numerical value to show how many industry placements you will deliver in 2019/20 academic year.

Categories are by the 11 T Level Routes; you can find the occupations covered by each Route in the occupational maps published by the [Institute for Apprenticeships and Technical Education](#).

The information in the table below is shown as a series of questions in the on-line tool.

**Table 1: Number of industry placements delivered by Route in the 2019/20 academic year**

Route	Number planned for 2019/20 academic year
Please insert your industry placement target for 2019/20 academic year	50
Agriculture, Environment and Animal Care	
Business and Administration	25
Catering and Hospitality	
Construction	
Creative and Design	
Digital	
Education and Childcare	25
Engineering and Manufacturing	
Hair and Beauty	
Health and Science	
Legal, Finance and Accounting	
Other - please explain	
<b>Total</b>	50
Percentage of target  (Automatically filled)	

**Q21a) if you selected other, please explain**

**21) Did you deliver industry placements in 2018/19?**

If yes- you will now be directed to questions about your delivery in 2018/19.

If no- you will now be directed to questions about your Ofsted grade.

## **Section 5 Questions for providers delivering industry placements from 2018/19**

The questions below are for those providers that delivered industry placements in 2018/19. In this section, we would like to know more about your first year of delivering industry placements.

**22) Did you successfully meet the 10% delivery target the department set you for 2018/19?**

**22a) what changes have you made to ensure that you are able to meet your 20% delivery target for 2019/20?**

**22b) How many of your industry placements were started in 2018/19 academic year but successfully completed in 2019/20 academic year?**

If, for example, your delivery target was 10 industry placements in 2018/19 and 8 placements were delivered in 2018/19 and 2 placements started in 2018/19 but successfully completed in 2019/20 then please enter 2.

Please state what strategies you have implemented and how they will assist you to upscale to 20% in 2019/20. If you met your 10% delivery target in 2018/19, please insert N/A.

**23) Please state the number of successful placements you delivered in 2018/19 academic year.**

If you successfully delivered 125 industry placements, please insert "125"

Industry placements must be high quality, occupationally specific, and last for a minimum of 315 hours. A completed Industry Placement must fulfil the following essential criteria:

- provide the student with the opportunity to develop relevant and up-to-date technical skills and specialist knowledge related to their field of study at the appropriate level (as defined by their technical qualification) in an external workplace environment (a min of 315 hours). This ensures that students are given enough time to master essentials and that the employer has the opportunity to develop and shape young people's skills. On average, the industry placement will be 50 working days within an acceptable range of 45 to 60 days
- give the student the opportunity to apply their theoretical knowledge in a workplace environment
- enable the student to experience a real-life job with opportunities to develop behaviours and attitudes expected in the workplace

- the employer and provider should be satisfied that the student has demonstrated commitment to the learning objectives set at the start of the placement

**24) Please state the number of industry placements that broke down because of the student or employer?**

Insert the number of industry placements that broke down in 2018/19 academic year. If 5 broke down, insert "5".

**25) Referring to the above question, please insert the number of those placements that broke down that then went on to complete a successful industry placement.**

Based on the example above, if 5 placements broke down and 4 then went on to complete a successful placement elsewhere insert "4".

**26) What strategies have you put in place to improve the number of successful industry placements delivered for 2019/20 academic year?**

Describe any measures or strategies you have implemented to help you achieve successful industry placements. For example, you may have arranged more meetings with your employer or student to ensure placements are on track and identify issues earlier.

**You have now come to the end of the questions regarding your delivery in 2018/19.**

**You will now be directed to questions about your Ofsted grade.**

## **Section 6 Your Ofsted Grade**

All providers who delivered in 2018/19 and those providers that are delivering for the first time in 2019/20 must complete the question below to confirm your Ofsted grade.

If your Ofsted grade as of 29 February 2020 was requires improvement, inadequate or no published Ofsted grade, then you are required to complete further questions.

If your Ofsted grade is **outstanding or good**, then you will be redirected to some further questions about your delivery of placements in 2019/20.

If your Ofsted grade is **requires improvement or inadequate**, you will be asked to answer some questions about your grade.

If your Ofsted grade is **not published**, you will be asked to answer some questions about your short and long-term plans.

## **27) What is your current Ofsted grade?**

This will be automatically updated, however if the Ofsted grade listed is incorrect, please choose one of the 5 drop downs below.

Please select one of the drop-down options

- Outstanding – If you select this option, you will be redirected to questions relating to your 2019/20 delivery of placements
- Good – If you select this option, you will be redirected to questions relating to your 2019/20 delivery of placements
- Requires Improvement – if you select this option you will be re-directed to some additional questions
- Inadequate – if you select this option you will be re-directed to some additional questions and we will contact you to discuss this
- No Ofsted grade yet (no inspection or not published) – you will be re-directed to some additional questions

Please also enter the date of your last inspection.

**Providers that have an Ofsted grade of requires improvement, inadequate or no published Ofsted grade will have to answer additional questions (please follow instructions on the monitoring form).**

## **Section 7 Additional questions for providers with an Ofsted grade of requires improvement or inadequate as at 29 February 2020**

If you have an Ofsted grade of requires improvement or inadequate, you will also need to complete the following questions. Guidance for completing the monitoring form should be read in conjunction with the [principles for high quality industry placements policy guide](#).

### **28) For how long has your current Ofsted grade been “inadequate” or “requires improvement”?**

Please state your answer in years and months

### **29) What was your previous Ofsted grade prior to your last inspection?**

If you are a new provider and do not have a previous Ofsted grade, please state this, if you have recently merged, what was your previous Ofsted grade?

**30) What progress have you made in the following area to help move your grade from “requires improvement” to “good”?**

Effectiveness of leadership

**31) What progress have you made in the following area to help move your grade from “requires improvement” to “good”?**

Quality of teaching, learning and assessment

**32) What progress have you made in the following area to help move your grade from “requires improvement” to “good”?**

Personal development, behaviour and welfare

**33) What progress have you made in the following area to help move your grade from “requires improvement” to “good”?**

Outcomes of students

**34) Please set out in bullet points the short-term actions (over the next 12 months) that you will take to ensure the CDF funds allocated to you are used to ensure industry placements are high quality.**

We would like to know what actions and plans you have put in place over the next 12 months to ensure that your CDF allocation is being used to fund high quality placements.

**35) Describe your plans over the next 2 to 3 years to ensure that you are able to deliver industry placements to all technical students by 2023?**

Describe your medium term to long term plan to demonstrate how you will deliver industry placements to all technical students by 2023. Please list what steps you have currently taken and what you have planned for the next 2-3 years.

**36) What specific quality improvement action have you taken when arranging industry placements?**

What processes and steps have you put in place to ensure that any industry placements you are arranging are of high quality.

**37) Is there any supporting information you would like us to be aware of when assessing your monitoring form regarding your Ofsted grade?**

If your Ofsted grade is currently inadequate, we will make contact with you but please describe in this box what you are doing to improve your Ofsted grade.



You have now come to the end of the questions regarding your Ofsted grade. You will now be re-directed to questions about your delivery in 2019/20 in section 9.

## **Section 8 Additional questions for providers with no published Ofsted grade as at 29 February 2020**

If you do not have a published Ofsted grade as of 29 February 2020, please answer the questions below

**38) Please set out in bullet points the short-term actions (over the next 12 months) that you will take to ensure the CDF funds allocated to you are used to ensure industry placements are high quality.**

We would like to know what actions you have put in place over the next 12 months to ensure that your CDF allocation is being used to fund high quality placements.

**39) Describe your plans over the next 2 to 3 years to ensure that you can deliver industry placements to all technical students by 2023?**

Describe your medium to long-term plan to demonstrate how you will deliver industry placements to all technical students by 2023. Please list what steps you have currently taken and what you have planned for the next 2-3 years.

**40) What specific quality improvement action have you taken when arranging industry placements?**

What processes and steps have you put in place to ensure that any industry placements you are arranging are of a high quality?

**41) Is there any supporting information you would like us to see when assessing your monitoring form regarding your Ofsted grade?**

If you do not currently have an Ofsted grade, please explain your current position

You have now come to the end of the questions regarding your Ofsted grade. You will now be directed to questions about your delivery in 2019/20 in section 9.

## **Section 9 2019/20 delivery - questions for all providers**

All providers are required to complete all questions in this section. Guidance for completing the monitoring form should be read in conjunction with the principles for high quality industry placements policy guide [here](#).

**42) What progress have you made to ensure that your 20% minimum number of industry placements will be delivered in 2019/20?**

Please describe in detail the progress you have made against your implementation plan or monitoring form, to deliver the minimum number of your 20% industry placements required to meet your 20% delivery target.

**43) On a scale of 1 to 10, how confident are you that you will fulfil the minimum number of 20% industry placements required in 2019/20?**

Slide the scale to show the most appropriate number that best describes your confidence in fulfilling the minimum number of industry placements required in 2019/20, with 1 being least confident and 10 being most confident.

If you have assessed yourself at 6 or below, please explain your reasons why and how you will address this rating.

**44) As T Levels are confirmed as level 3 programmes, we have increased our emphasis on level 3 students. Therefore, for delivery in 2019/20 we introduced a requirement to prioritise level 3 placements. Providers are required to deliver at least 10 percent more level 3 placements compared to their baseline split between level 2 and level 3 qualifying students.**

On a scale of 1 to 10, how confident are you that you will achieve the required split between your level 2 and level 3 students?

Slide the scale to show the most appropriate number that best describes your confidence in achieving the required split between your level 2 and level 3 students, with 1 being least confident and 10 being most confident. Further information on prioritising level 3 students can be found in our [guidance](#) on GOV.UK.

If you have assessed yourself at 6 or below, please explain your reasons why and how you will address this rating.

**45) How many CDF industry placements will you deliver in 2019/20 academic year, for students on level 2 and level 3 study programmes?**

There are a number of responses required for this question. Due to limitations with the on line tool, every box must have a value entered.

The information in table 2 below is shown as a series of questions in the on-line tool. Therefore, you will need to click on level 2 students to add your level 2 student data and then click on level 3 students to add your level 3 student data.

You can find your total number of your 2019/20 minimum delivery target in the letter we sent you on the 9<sup>th</sup> July 2018 (for providers that delivered from 2018/19 academic year) and 13 July 2018 (for providers delivering from 2019/20 academic year).

We wrote to you in November 2019 advising you of the number of qualifying students and your minimum 20% delivery target by your level 2 and level 3 split for your 2019/20 delivery.

You are only required to include the total number of industry placements you have been asked to deliver in 2019/20 by the Department. Not a breakdown by level 2 and 3. However, you are still required to complete all the other questions.

State the number of industry placements you will have successfully completed (i.e. started and completed - see definition below) in 2019/20, for example you may deliver 75 level 3 student industry placements and 25 level 2 student placements with a total of 100 by the end of the 2019/20 academic year.

Also include the number of industry placements that you anticipate will be completed by the end of the academic year, and any that have or will be started that will not be completed by the end of the 2019/20 academic year.

For industry placements that will not be delivered in the 2019/20 academic year please record the number of placements you are short of finding and filling, for example, a target of 200, with 185 going to be delivered in 2019/20, the answer would be 15.

The definition we are using of a completed placement is:

Industry placements must be high quality, occupationally specific, and last for a minimum of 315 hours. A completed Industry Placement must fulfil the following essential criteria:

- provide the student with the opportunity to develop relevant and up-to-date technical skills and specialist knowledge related to their field of study at the appropriate level (as defined by their technical qualification) in an external workplace environment (a min of 315 hours). This ensures that students are given enough time to master essentials and that the employer has the opportunity to develop and shape young people's skills. On average, the industry placement will be 50 working days within an acceptable range of 45 to 60 days.
- give the student the opportunity to apply their theoretical knowledge in a workplace environment
- enable the student to experience a real-life job with opportunities to develop behaviours and attitudes expected in the workplace
- the employer and provider should be satisfied that the student has demonstrated commitment to the learning objectives set at the start of the placement

You should now be aware that T Levels will be at level 3 and we have advised that providers should give priority to level 3 students.

**Table 2: Number of industry placements delivered for level 2 and level 3 students**

	How many (minimum) industry placements have you been asked to deliver in 2019/20 by the Department	To date, how many CDF industry placements that have been successfully completed in 2019/20 (See definition above)	Number of CDF industry placements that have started and will be completed in the rest of 2019/20	Number of industry placements that have not yet started and you anticipate they will be completed by end of academic year 2019/20	Number of industry placements that have begun, but will not be completed until the 2020/21 academic year	Number of industry placements that will not be delivered	Number of industry placements started but the student did not complete in 2019/20 (i.e. the student has withdrawn)	Total
Level 2		28	40	0	0	0	2	70
Level 3		79	110	0	0	0	1	190
Total	260	107	150	0	0	0	3	260

**46) What challenges do you think you may encounter in delivering your 20% minimum number of industry placements and how do you plan to overcome these challenges?**

What challenges have you faced to date (or that you anticipate) in delivering your target number of placements and what steps have you put in place to overcome these challenges.

**47) In 2020/21 academic year you will be required to scale up industry placement delivery from 20% to 30% of your qualifying students. How will you achieve this?**

Describe how you plan to build on your progress in 2019/20 to deliver industry placements in 2020/21 in regard to increasing the scale of delivery from 20% to 30% and overcome any issues you have experienced in 2019/20.

How will you add to the progress you have already made in scaling up from 10% to 20% delivery (for those providers that delivered placements from 2018/19) and arranging the required industry placements in 2020/21? For example, you may decide to increase the number of staff working on industry placement delivery in 2020/21. It is important to note that you will not receive any additional CDF funding for upscaling from 20% to 30%.

**48) On a scale between 1-100, please state the percentage of your budget allocation you have committed to spend over the course of the year**

Slide the scale to show the most appropriate number that shows the percentage of your CDF allocation you have committed to spend, please select the percentage to the nearest whole number. If you have a CDF allocation of £100,000, in the above example you have committed to spend £75,000 for the full year, you would then need to move the slide to the number 75.

If you have committed less than 75% of your total CDF allocation, please explain how you plan to spend the remainder in order to meet your 20% placement delivery target. Please note that this is based on funds committed to date and not funds actually spent to date.

## **Policy development questions to help inform future policy and delivery**

The following questions will not be assessed as part of your monitoring form return, however the information you provide will help inform future policy developments on delivery of CDF. The information you provide will be forwarded to our policy colleagues who will then use this information to inform future policy making decisions. Please answer all the questions below.

**49) Please state the top three emerging themes you have identified from your feedback from students.**

Using your student feedback forms, please state the top three emerging themes you have identified, and how you will use this feedback to help progress high quality industry placements for your students.

**50) Please state the top three emerging themes you have identified from your feedback from employers.**

Using your employer feedback forms, please state the top three emerging themes you have identified, and how this information will help progress high quality industry placements for your employers.

**51) To what extent, if any, do you feel the following factors may present a barrier to your students successfully completing an industry placement?**

We want to identify what the key factors are that have created, or may create, barriers to students being able to successfully complete an industry placement, and what proportion of students are likely to be affected by these barriers.

The information in the table below is shown as a series of questions in the on-line tool. For each barrier listed in the table, please select the most appropriate drop down that best describes the likely proportion of students that are, or will be, affected.

If you select a proportion of students affected for '**Other (please specify)**', please use the free-text box provided to give details of the barrier to rate this in the proportion of total students.

Barrier	Proportion of total students affected					
	None	up to 25%	up to 50%	up to 75%	over 75%	Don't know
Financial (provider)	x					
Financial (students)			x			
Reluctance to travel from the student				x		
Reluctance or resistance from family members		x				
Lack of local transport provision	x					

Barriers resulting from a special educational need or disability		x				
Other (please specify)	x					

**52) What are you doing to address these barriers?**

Please use the free-text box to describe how you are addressing these barriers to students being able to successfully complete an industry placement that you identified in question 51.

**53) Using the list below, which of these new models and approaches have you used to deliver industry placements?**

In the May 2019 [policy update](#), we announced a range of new models and approaches that are available to deliver industry placements. We want to know which of these new models and approaches you have used, or are planning to use, to deliver industry placements. Please indicate whether you have used any of the new models and approaches to deliver industry placements, or are planning to, by placing a tick against each of the categories provided. The categories are:

- Multiple employers (up to two)
- Work taster activities
- Occupationally relevant part-time work
- On-site placements for students in specific circumstances (e.g. SEND)
- Industry specific models (digital)
- Industry specific models (construction, commercial, charitable or community projects)
- Industry specific models (construction and engineering & manufacturing: Use of skills hubs or employer training centres)

**54) Following on from the above question and selecting one of the buttons below, how well did the models work to improve accessibility and employer engagement?**

We want to know how well the new models and approaches that are available to deliver industry placements are working. Following on from question 53, if you have used any of the new models and approaches to deliver industry placements, please indicate how well they worked to make the placements more accessible for students and to encourage employers to offer placements.

- Very well
- Well
- Acceptable
- Poor
- Very Poor

If you have selected more than one model from the above list, please use the “other” text box to explain for each one you have chosen.

**55) Why did the new models and approaches that you used to deliver industry placements work well or not very well to improve accessibility and employer engagement?**

We want to know why the new models and approaches that are available to deliver industry placements are working well or are not working well.

Based on your answer for question 54, use the free-text box to describe what worked well about the new models or approaches you have used to deliver industry placement in terms of making placements more accessible to students and to encourage employers to offer placements, and why it worked well.

If the models or approaches did not work well, please explain why this was the case and suggest any alternative models that would make the placements more accessible for students and/or better encourage employers to offer placements.

**56) Approximately how many staff do you have working on industry placements?**

We want to know approximately how many staff, in full time equivalent (FTE) terms, are involved in working on industry placements.

By ‘working on’ industry placements, we mean any activity which is related to the development, delivery and provision of industry placements. This could include activities such as engaging with employers to identify and agree placements; matching students to placements; conducting pre-placement assessment of employers; providing support to employers; providing employability training to students; conducting monitoring visits and review meetings during the placement; explaining the benefits of industry placements to students and their parents; conducting quality check of industry placements; and providing pastoral support to students whilst on placement.



You need to provide 2 numerical values for this answer:

- The approximate FTE of **existing staff** whom were already employed by the provider or staff recruited in 2018/19 and are working on industry placements, for each category of staff roles provided (or the category of role that most closely relates)
- The approximate FTE of **new staff**, whom were hired for the 2019/20 academic year, to work on industry placements, for each category of staff roles provided (or the category of role that most closely relates)

The staff role categories provided are:

- Industry placement coordinator
- Careers leader
- Careers guidance coordinator
- Job mentor/coach
- Pastoral and/or TA support
- Quality manager
- Senior management
- Class tutor
- Other

A person who works their full-time hours per week (35 - 40 hours per week) on industry placements would be counted as 1.0 FTE. You may want to use a [FTE calculator](#) to help you calculate the FTE of members of staff.

Please write the numerical value for each FTE as a decimal, to 2 decimal places. For example, you have 2 existing class tutors coordinators that each work 10 hours each per week on industry placements totalling 20 hours; 1 existing quality manager that works 5 hours per week on industry placements; and 1 existing industry placement coordinator that works 40 hours per week on industry placements. You have also employed 2 more industry placement coordinators for the 2019/20 academic year who will work 40 hours each per week on industry placements, totaling 80 hours.

Assuming a full-time employer works 40 hours per week, the FTE for the 2 existing class tutors is 20 hours divided by 40 hours, or 0.50 FTE; the FTE for the existing quality manager is 5 hours divided by 40 hours, or 0.10 FTE and the FTE for the existing industry placement coordinator is 40 hours divided by 40 hours, or 1.00 FTE and the FTE for the 2 new industry placements coordinators is 80 divided by 40, or 2.00 FTE.

The information in the table below is not replicated on the on-line tool due to the functionality of adding a table. Therefore, you will need to click on add staff, a pop up will appear and then please enter number(s) relating to your FTE of existing staff and then your number(s) for FTE of new staff.

Staff role	FTE of existing staff	FTE of new staff
Industry placement coordinator	1.00	2.00
Careers leader		
Careers guidance coordinator		
Job mentor/coach		
Pastoral and/or TA support		
Quality manager	0.10	
Senior management		
Class tutor	0.50	
Other		

**57) Have you used CDF funding to cover employer costs?**

**a)** If yes, approximately what percentage of your total CDF funding have you used?

**b)** Of the funding spent on employer costs, what is the percentage split between the following categories?

- i. Tangible
- ii. Training
- iii. Administrative

Please advise whether you are using, or are planning to use, your CDF funds for the 2019/20 academic year to cover employer costs in delivering industry placements by selecting '**yes**' or '**no**.' If you answer '**yes**' to this question, please proceed to parts **a)** and **b)**. If no, please move on to the next question.

In **part a)** please provide a numerical value to indicate approximately what percentage of your CDF funding for the 2019/20 academic year you have spent, or are expecting to spend, to cover employer costs. Please round the percentage figure to the nearest whole number and do not include the percentage sign, for example input 10% as 10.

For example, if you had a CDF allocation of £50,000 and spent approximately £7,500 of that on employer costs, the percentage of your CDF funding on employer costs would be 15% and you would input this as the numerical value of '15.'

In **part b)** of the funding you have spent, or are expecting to spend, this figure should be a percentage of the percentage spent on employer costs, please provide numerical values to indicate approximately what the percentage split of these costs is between tangible, training and administrative costs. Please round the percentage figures to the nearest whole number and do not include the percentage sign, for example you would input 10% as 10. You must ensure that the funding breakdown adds up to 100%.

The information in the table below is shown as a series of questions in the on-line tool. Please enter a numerical value for tangible, training and administrative. For example, taking the example above, if you spent £7500 of your CDF allocation on employer costs, and of this, £3500 was spent on tangible costs, this would equate to 47%. £1500 spent on training costs would equate to 20% and £2500 on administrative costs would equate to 33%. These percentage breakdowns of employer costs would be inputted in the table as follows:

Type of cost	Percentage of funding spent on meeting employer costs
Tangible	47
Training	20
Administrative	33

Examples of the different cost categories are as follows:

<b>Tangible costs</b>	<ul style="list-style-type: none"> <li>• Personal Protection Equipment (including Coverall, Boots, Gloves, ear defence equipment)</li> <li>• Hardware (including laptops)</li> <li>• Uniform</li> <li>• Software</li> <li>• Equipment rental</li> <li>• Desks/Workspace</li> <li>• Construction Skills Certification Scheme card (CSCS card)</li> </ul>
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<b>Administrative</b>	<ul style="list-style-type: none"> <li>• IT equipment set-up costs</li> <li>• Employer Liability insurance</li> <li>• Security passes</li> <li>• Medical clearance</li> <li>• Security vetting</li> <li>• Health checks</li> <li>• Health and safety checks</li> <li>• Reasonable adjustments</li> <li>• DBS checks</li> </ul>
<b>Training costs</b>	<ul style="list-style-type: none"> <li>• Health and safety training</li> <li>• Mentoring/Coaching training for line manager</li> <li>• Training costs for the learner</li> </ul>

**58) Are you using CDF funds to support students with special educational needs and disabilities (SEND)?**

- a) If yes, how many students with SEND have you supported on placements?
- b) If yes, approximately what percentage do these students make up of your overall cohort that you have supported on placements?

Please advise whether you are using, or are planning to use, CDF funds for the 2019/20 academic year to support students with SEND to go on an industry placement by selecting ‘**yes**’ or ‘**no.**’

If you select yes, please also answer **parts a) and b)** of the question. For **part a)**, please input a numerical value to indicate how many students with SEND you have supported on placements, or are planning to support on placements, in the 2019/20 academic year. For **part b)**, please input a numerical value to indicate approximately what the percentage the students with SEND who have gone on placement, or will be going on placement, is of the overall number of students who have gone or will be going on placement in the 2019/20 academic year. Please round the percentage figure to the nearest whole number and do not include the percentage sign, for example you would input 10% as 10.

**59) How much of your additional bursary allocation are you expecting to use on the following categories in 2019/20 academic year?**

There are several numerical values required for this question, and an example of a completed table is provided. As you received a CDF allocation, you also received an additional allocation of Discretionary Bursary (DB) funding. The amount of additional DB is shown on your allocation statement (refer to table 6: student financial support funding) and is used to support your students with the additional costs they may face

due to their industry placement. We want to know how much of this additional bursary allocation you are expecting to spend, and on what costs.

In the table, please provide the following information:

- In the ‘*Additional DB allocation in 19/20*’ field, input a numerical value to show what your additional DB allocation is for the 2019/20 academic year (this information can be found on your funding allocation statement). Please state whole figures without the £ sign, for example input £10,000 as 10000.
- In the ‘*Amount likely to spend*’ field, input a numerical value to indicate the amount of your DB allocation that you are likely to spend by the year-end. Please state whole figures without the £ sign.
- In the ‘*Percentage likely to spend*’ field, please the input a numerical value to indicate the percentage of your DB allocation that you are likely to spend. To calculate this, divide the amount of DB allocation you are likely to spend by the additional DB allocation and multiply by 100. Please round the percentage figure to the nearest whole number and do not include the percentage sign, for example input 10% as 10.
- In the ‘*Of the amount likely to be spent how much will be on*’ section, please input a numerical value to show how much of the DB allocation you are likely to spend on travel costs, subsistence costs and ‘other’ costs by the year end. If you are likely to use the allocation on other costs, please explain what these will be. Please make sure that the numerical value you input for the total amount of these costs is the same as the numerical value that you inputted in the table for the ‘amount likely to spend.’ Please state whole figures without the £ sign.

The information in the table below is not replicated on the on-line tool due to the functionality of adding a table. Therefore, enter the value for each heading in the relevant text box field.

<b>Additional DB allocation in 19/20</b>	<b><u>Example</u> 10000</b>
<b>Amount likely to spend</b>	<b>1000</b>
<b>Percentage likely to spend</b>	<b>10</b>
<b>Of the amount likely to be spent how much will be on</b>	
<b>Travel</b>	<b>500</b>
<b>Subsistence</b>	<b>500</b>

<b>Other (please specify)</b>	<b>0</b>
<b>Total</b>	<b>1000</b>

**You have now come to the end of all the questions.**

## **Next steps**

After the deadline of 1 March 2020, we will assess your monitoring form. If we feel that insufficient progress has been made it may put your 2020/21 CDF allocation at risk. Where insufficient progress has been made, we will provide feedback.

All providers should use this monitoring form to demonstrate the further progress that has been made between December 2019 and the end of February 2020. For providers where we have referred to specific areas, we would expect to see more progress or additional information to demonstrate that progress within the questions we have asked. Providers should use this monitoring form to demonstrate the progress made against those areas we identified and feedback to you.

Should the Department not be satisfied with the progress demonstrated in your final monitoring form then we will provide feedback and the Department may decide not to make a CDF allocation for 2020/21.

Where you have been asked to submit a monitoring form which is not received by the Department by the deadline we have set, this will be regarded as a serious breach of the conditions of funding and may result in the withdrawal of the 2019/20 allocation.

## **Education and Skills Funding Agency privacy notice**

Information relating to how we will use and share the information you provide us via the termly monitoring forms can be found [at Education and Skills Funding Agency privacy notice](#).

## **Further guidance/assistance**

If you have questions please complete the [ESFA online enquiry form](#).



Education & Skills  
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