Education & Skills Funding Agency

Industry placement funding

How to complete the Capacity and Delivery Fund (CDF) monitoring form for 2020 to 2021 academic year delivery.

October 2020

Introduction

In return for access to Industry Placement Capacity and Delivery Fund (CDF), you agreed to provide monitoring reports to the ESFA on 1 December 2020 and 11 June 2021. You also agreed to provide a further financial return monitoring form by 1 March 2021 if requested.

If you wish to opt out of delivering industry placements through CDF in the academic year 2020 to 2021, we ask you to notify us through the monitoring form. Within the monitoring form please provide a brief explanation for opting out to assist us with future planning. You should note that, although we are currently allowing applications for CDF funding for the 2021 to 2022 academic year, we will not run further application rounds beyond that.

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 in the academic year 2020 to 2021.

You will receive confirmation from us in early February 2021 advising you of the outcome of your December 2020 monitoring return and confirming when your next return is due.

March 2021 and June 2021 monitoring form returns

The monitoring questions that we will ask you in March 2021 and/or June 2021 are dependent on the outcome of your December 2020 monitoring form.

Where information provided in the December 2020 monitoring form is insufficient, you may need to submit a further shorter monitoring return asking for financial information only by 1 March 2021. We will advise you if you need to do this in early February 2021.

We will advise you of the outcome of any March 2021 monitoring in early May 2021 and the next steps you need to take.

All providers will need to submit a further monitoring return by 11 June 2021. This return will be an end of year monitoring return where you will be asked to report on the number of industry placements you have delivered in the academic year 2020 to 2021.

If you fail to submit any of these monitoring returns by the deadline or they are assessed as incomplete, then your 2020 to 2021 academic year CDF allocation may be at risk.

Allocations for the academic year 2021 to 2022

The monitoring return you complete in December 2020 will be used to understand the progress you have made between April 2020 and November 2020. We will use these monitoring returns to inform our assessment of whether you will receive a further CDF allocation for the academic year 2021 to 2022.

Your allocation for the academic year 2021 to 2022 is dependent on your completed monitoring return. If the December return is assessed as incomplete an additional March return may be requested. The final year end monitoring report in June may also impact your allocation.

After your December 2020 return, you will receive feedback from us stating where any further progress is required. We would expect to see you demonstrate this progress in further monitoring returns and the information you submit will be assessed to see if sufficient progress has been made in these areas.

The December 2020 monitoring return will demonstrate how you used CDF funding and the progress you made towards the 2019 to 2020 academic year 20% delivery target prior to the March lockdown. It will also show us how you are progressing with planning and delivery for the 2020 to 2021 academic year.

Recording industry placements

Recording all industry placements fully in the Individualised Learner Record (ILR) or school census at each data return point, is a requirement if you have a CDF allocation. Your data return will allow us to monitor your industry placement delivery against your minimum delivery target and, in time, will remove the need for you to complete a separate monitoring return. We will be reviewing this data to cross-refer the number of placements delivered against the data 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 in industry placement numbers between the monitoring return 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.

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 on GOV.UK.

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

DfE Sign-in account and access to the monitoring form

To access the December 2020 monitoring form, you must sign into your DfE sign in account. The sign in details you used to complete the previous monitoring form will give you the access you need to complete your December 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 on 1st December 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, go to 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 December 2020 monitoring form. Open the monitoring form and complete the relevant sections. There is a save and return functionality if you would like to revisit your responses before you submit. Your saved form can be accessed through the 'saved forms page' via the banner placed at the top of page on section 1 – Provider details. 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 December 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 8 sections contained in this monitoring form.

The table below indicates which sections of the December 2020 monitoring form you need to complete based on your CDF delivery status. Depending on your circumstances, some sections will be for partial completion. You will be directed to the appropriate sections and questions of the monitoring form automatically.

Sections in the December 2020 monitoring form for completion	Providers who delivered industry placements in the academic year 2019 to 2020 but are opting out of delivery in the academic year 2020 to 2021	Providers delivering industry placements for the first time in the academic year 2020 to 2021	Providers who have delivered industry placements in the academic year 2019 to 2020 and are continuing to deliver industry placements in the academic year 2020 to 2021
Section 1 - Provider details	✓	✓	✓
Section 2 - Contact details	✓	✓	✓
Section 3 - Opting in-out	✓	✓	✓
Section 4 - Ofsted Grade	✗	✓	✓

Section 5 - Provider delivery in the academic year 2019 to 2020	✓	✗	✓
Section 6 - Provider delivery in the academic year 2020 to 2021	✗	✓	✓
Section 7 - Allocation spend	✓	✓	✓
Section 8 - Future Policy	✗	✓	✓

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 **17:00 on 1 December 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.

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

To note – all free text boxes have a maximum of 2000 characters.

You may not answer all questions detailed in this guide, as question generation is dependent on answers you have given to specific questions. If you are not asked a question which is detailed in this guide, within the on-line tool, it is because you do not need to answer it.

Section 1 Provider details

1.1 UPIN

This will be automatically generated

1.2 UKPRN

This will be automatically generated

1.3 Provider name

This will be automatically generated

1.4 Provider address

This will be automatically generated

1.4.1 Local authority

This will be automatically generated

1.4.2 Postcode

This will be automatically generated

1.4.3 Telephone

This will be automatically generated

1.4.4 Email

This will be automatically generated

1.5 Provider type
Choose one of the following provider types in the drop-down menu
- Academy
- City Technology College
- Free School
- Agricultural and Horticultural College
- Art and Design College
- General FE and Tertiary
- Higher Education Provider
- Independent Learning Provider
- Independent Specialist Provider
- Local Authority
- Local Authority Maintained School Sixth Form
- Sixth Form College
- Special post-16 institution (SPI)
- Studio School
- University Technical College
- National College
- Other

1.5.1 Other
If you have selected other for question 1.5, please state your provider type here.

1.6 Level 2 industry placement target for 2019 to 2020 academic year
This will be automatically generated. If the number shown is 0, this is because you did not deliver industry placements in the 2019 to 2020 academic year.

1.7 Level 3 industry placement target for 2019 to 2020 academic year
This will be automatically generated. If the number shown is 0, this is because you did not deliver industry placements in the 2019 to 2020 academic year.

1.8 CDF allocation for 2019 to 2020 academic year
This will be automatically generated. If no amount is shown this is because you did not deliver industry placements in the 2019 to 2020 academic year.

1.9 Level 2 industry placement target for 2020 to 2021 academic year
This will be automatically generated. If the number shown is 0, this is because you are not funded to deliver industry placements in the 2020 to 2021 academic year.

1.10 Level 3 industry placement target for 2020 to 2021 academic year
This will be automatically generated. If the number shown is 0, this is because you are not funded to deliver industry placements in the 2020 to 2021 academic year.

1.11 CDF allocation for 2020 to 2021 academic year
This will be automatically generated. If no amount is shown, this is because you are not delivering industry placements in the 2020 to 2021 academic year.

1.12 Are you planning to merge in the 2020 to 2021 academic year with another provider?

Select no if you are not planning to merge with another provider or if this is not appropriate for your provider type. Select yes if you are planning to merge in the 2020 to 2021 academic year.

1.12.1 Who are you planning to merge with?

If you select yes to question 1.12, please confirm who you are planning to merge with in the text box here.

1.12.2 Will your name change in the merger?

If you select yes to question 1.12, please select yes if your name will change in the merger and no if it will not.

1.12.2.1 What will the new name be?

If you select yes to question 1.12.2, please confirm the new name of your institution.

1.12.2.2 Post - merger which college will be the legal entity?

If you select yes to question 1.12.2, please confirm which college will be the legal entity.

1.13 Are you planning to de-merge in the 2020 to 2021 academic year?

Please select yes if you are planning to de-merge and no if you are not.

1.13.1 What will each institution be called?

If you select yes to question 1.13, please give details of the names of the new institutions.

1.14 Are you planning to become an academy in the academic year 2020 to 2021?

Select no if you are not planning to become an academy or if this is not appropriate for your provider type. Select yes if you are planning to become an academy in the 2020 to 2021 academic year.

1.15 Are you planning to change the name of your institution in the academic year 2020 to 2021 for a reason other than a merger?

Select yes if you are planning to change your name in the academic year 2020 to 2021 and no if you are not.

1.15.1 What will be the new name of your institution?

If you have answered yes to question 1.15, please provide the new name of the institution.

Section 2 Contact details

This section is automatically generated with the current details we hold for your strategic lead and nominated placement coordinator. If any of these details are incorrect, please amend them.

Strategic lead contact details

2.1 Name

2.2 Job title

2.3 Telephone

2.4 Email

Nominated placement coordinator contact details

2.5 Name

2.6 Job title

2.7 Telephone

2.8 Email

Section 3 Opting in-out

3.1 Have you opted out of delivering industry placements through CDF in the 2020 to 2021 academic year?
If you have already opted out of delivering industry placements through CDF in the 2020 to 2021 academic year, please select yes. If you are continuing to deliver industry placements through CDF in the 2020 to 2021 academic year, please select no**.**

3.2 Do you intend to continue to deliver industry placements through CDF in the 2021 to 2022 academic year?
Please select yes if you wish to continue to deliver industry placements through CDF in the 2021 to 2022 academic year and no if you wish to opt out.

If you choose to opt out, you will not receive a CDF allocation for the academic year 2021 to 2022 to continue to build and deliver industry placements. Your academic year 2020 to 2021 CDF allocation will be unaffected.

If you decide to opt out of funding for academic year 2021 to 2022, you are still required to complete some of the questions contained in the monitoring form. This is

because the Department needs to know how your CDF has been used and how it has benefited your qualifying students in the 2020 to 2021 academic year.

You should note that there will be no further opportunity to opt back in to delivering industry placements through CDF.

3.2.1 State why you wish to opt out of an allocation for the 2021 to 2022 academic year.
If you have selected yes to question 3.2, please provide as much detail as you can about why you wish to opt out.

Section 4 Ofsted Grade

4.1 Your recent Ofsted grade: automatically generated
     Ofsted Inspection date: automatically generated

The information on your Ofsted grade is automatically generated from the information we hold. **If this is incorrect, or if no Ofsted grade is shown**, please select the tick box to generate the following set of questions to amend the details.

4.1.1 What is your latest Ofsted Grade (including provisional)?
Please select the correct option from the dropdown menu:

- Outstanding
- Good
- Requires improvement
- Inadequate
- No Ofsted grade

4.1.2 Date of the Ofsted inspection
Please provide the date of the latest Ofsted inspection.

4.1.3 Have you recently received or undergone a monitoring visit?
Please select yes if you have recently undergone a monitoring visit and no if you have not or if your Ofsted grade is good or outstanding.

4.1.3.1 State the confirmed outcome of the monitoring visit.
If you have answered yes to question 4.1.3, please select the correct option from the radio button selections
- Significant progress
- Reasonable progress
- Insufficient progress
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4.1.3.2 Date of the monitoring visit
If you have answered yes to question 4.1.3, please provide the date of your monitoring visit.

4.2 Summarise the action you have taken to address the areas identified by Ofsted, and set out how you will ensure that your industry placement delivery is not compromised

If you have selected requires improvement or inadequate for question 4,1 or 4.1.1 or your monitoring visit outcome is insufficient progress, then you are required to complete this question. Please summarise the action as detailed in the question.

Section 5 Provider delivery in the 2019 to 2020 academic year

The questions below are for those providers that delivered industry placements in the 2019 to 2020 academic year. In this section, we would like to know more about your industry placement delivery.

5.1 Insert the number of level 2 and level 3 industry placements you delivered in the 2019 to 2020 academic year against each T Level route.

The information in question 5.1 is shown as a series of questions in the online tool. Therefore, you will need to click on the 'Add students' button to add your level 2 student data and then click on the 'Add students' button again within the subform to add your level 3 student data against each route.

The target field is automatically generated and the percentage field will be automatically calculated.

State the number of industry placements you successfully completed (such as, started and completed - see definition below) in the 2019 to 2020 academic year.

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

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5.2 State the number of industry placements that started in the 2019 to 2020 academic year but were paused and will continue in the 2020 to 2021 academic year.

Please provide the number of placements that started in the 2019 to 2020 academic year but will not be completed until the 2020 to 2021 academic year. If you did not have any placements paused, please enter 0.

5.3 State the number of industry placements that started in the 2019 to 2020 academic year but were not completed, and will not continue in the 2020 to 2021 academic year.

Please provide the number of placements that started in the 2019 to 2020 academic year but will not continue. If all placements were completed during the 2019 to 2020 academic year, please enter 0.

5.3.1 How many were directly as a result of the impact of Covid-19?

If you have entered 1 or more in question 5.4, please give the number of placements that were not completed in the academic year 2019 to 2020 and will not continue as a direct result of the impact of Covid-19. If there were none, please enter 0.

Section 6 Provider delivery in the 2020 to 2021 academic year

The questions below are for those providers delivering industry placements in the 2020 to 2021 academic year. In this section, we would like to know more about your planned industry placement delivery.

6.1 Insert the number of level 2 and level 3 industry placements you plan to deliver in the 2020 to 2021 academic year against each T Level route.

The information in question 6.1 is shown as a series of questions in the online tool. Therefore, you will need to click on the 'Add students' button to add your level 2 student data and then click on the 'Add students' button again to add your level 3 student data against each T Level route.

The target field is automatically generated and the percentage field will be automatically calculated.

Provide the number of industry placements that you anticipate will be completed by the end of the 2020 to 2021 academic year.

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

6.2 What plans and strategies do you have in place to ensure successful delivery of quality industry placements in the 2020 to 2021 academic year?

Describe any measures or strategies you have in place to help you achieve successful industry placements. As a minimum, you **must** cover the following areas:

What activity have you undertaken to:
- continue to build relationships with employers and develop engagement strategies for different industries?
- ensure that students are prepared for placements?
- ensure alignment between curriculum planning and industry placement provision?
- develop matching processes for when students can go on placements again?
- continue to build capacity for T Levels
- address the challenges of placements in specific sectors

6.3 How confident are you that you will achieve your 25% placement target in the 2020 to 2021 academic year? (1 being low confidence and 10 being high confidence)
Input a number between 1 and 10 to reflect your confidence in achieving the target, with 1 being least confident and 10 being most confident.

6.4 What factors do you anticipate will be a barrier or a challenge to achieving your 25% target for industry placements in the academic year 2020 to 2021 and how do you plan to overcome them?

Please provide details of any anticipated barriers and challenges to achieving your target for the academic year 2020 to 2021.Please also include the plans you have to overcome them.

Section 7 Allocation spend

In this section, we would like to know more about how you spent your CDF allocation during the 2019 to 2020 academic year and your spending plans for the 2020 to 2021 academic year.

7.1 State the percentage of your 2019 to 2020 academic year CDF allocation you have spent to date.

Please input the percentage of the money spent as a whole number between 1 and 100.

7.1.1 If you have not spent 100% of your 2019 to 2020 academic year CDF allocation, please explain how and when you will use the balance of funds

If you have not answered 100% in question 7.1, please explain how you and when you will use the balance of funds.

7.2 How have you utilised your 2019 to 2020 academic year CDF allocation to ensure that you are able to re-start industry placements and meet the increased target for the 2020 to 2021 academic year?

Please explain how you utilised your allocation to be able to re-start industry placements and meet the increased target. As a minimum, you **mus**t cover the following areas:

- What activity have you undertaken to continue to build relationships with employers and develop engagement strategies for different industries?
- What activity have you undertaken to ensure that students are prepared for placements?
- What activity have you undertaken to ensure alignment between curriculum planning and industry placement provision?
- What activity have you undertaken to develop matching processes for when students can go on placements again?
- Did you undertake any other activity to continue to support the delivery of industry placements, or to prepare for placement delivery in the 2020/21 academic year? if so, please explain

7.3 State the percentage of your 2020 to 2021 academic year CDF allocation that you have committed to spend over the course of the year?

Please input the percentage of your CDF funding that is committed as a whole number between 1 and 100.

7.4 Describe below how your 2020 to 2021 academic year CDF committed allocation is to be spent, and how you intend to use the balance of funds if not yet fully committed?

Please provide details of how you will spend your committed allocation. If you have not answered 100% to question 7.3, please also cover how you will spend the balance of funds.

Section 8 – Future policy

The following questions **will no**t be assessed as part of your monitoring return, however the information you provide will help inform future policy developments on delivery of CDF

8.1 Have you used any of the models and approaches displayed in the help text to deliver industry placements in the 2019 to 2020 academic year?

If you used any of the following models and approaches below (as displayed in the online help text) in the 2019 to 2020 academic year, please select yes. If you have not, please select no.

- Multiple employers (up to 2)
- Work taster activities (up to 35 hours)
- Occupationally relevant part-time work
- On-site placements for students in specific circumstances (for example, SEND and Young Offender Institutions)
- Digital placements only: route level
- Construction and Engineering & Manufacturing placements only: use of skills hubs or employer training centres
- Construction placements only: commercial, charitable or community projects

8.1.1 Which of these models and approaches have you used?

If you have answered yes to question 8.1, please use the tick box to select which models you have used. A further dropdown menu will then appear for each selected model or approach, requiring a rating of how it worked to improve accessibility and employer engagement. The ratings to choose from are:

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

8.1.2 Why were the models and approaches that you used to deliver industry placements effective or not effective in improving accessibility and employer engagement?

If you have answered yes to question 8.1. please provide as much detail as possible as to why the models you used were effective or ineffective.

Use the free-text box to describe what worked well about the new models or approaches you 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.

8.2 Do you plan to use any of the model and approaches displayed in the help text to deliver industry placements in the 2020 to 2021 academic year?

If you plan to use any of the following models and approaches below (as displayed in the online help text) in the 2020 to 2021 academic year, please select yes. If you have not please select no.

- Multiple employers (up to 2)
- Work taster activities (up to 35 hours)
- Occupationally relevant part-time work
- On-site placements for students in specific circumstances (for example, SEND and Young Offender Institutions)
- Digital placements only: route level
- Engineering & Manufacturing placements only: route level
- Construction and Engineering & Manufacturing placements only: use of skills hubs or employer training centres
- Construction placements only: commercial, charitable or community projects
- Construction and Engineering & Manufacturing placements only: one lead employer facilitating a placement through its supply chain or network

8.2.1 Which of these models and approaches will you be using?

If you have answered yes to question 8.2, please use the tick box to select which models you will be using.

8.3 Have you used or will you use CDF funding to cover employer costs during the 2020 to 2021 academic year?

Please advise whether you are using, or are planning to use, your CDF funds for the 2020 to 2021 academic year to cover employer costs in delivering industry placements by selecting yes or no.

8.3.1 What percentage of your total CDF funding have you used for employer costs?

If you have answered yes to question 8.3, please provide a numerical value to indicate approximately what percentage of your CDF funding for the 2020 to 2021 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.

8.3.2 Of the CDF funding spent on employer costs, what is the percentage split between the following categories?

- Tangible
- Training
- Administrative
- Other

Of the CDF funding you have spent, or are expecting to spend, on employer costs, please provide numerical values to indicate approximately what the percentage split of these costs is between tangible, training, administrative and other 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%.

 Examples of the different cost categories are as follows:

Tangible costs	- Personal Protection Equipment (including coverall, boots, gloves, ear defence equipment - Hardware (including laptops) - Uniform - Software - Equipment rental - Desks/Workspace - Construction Skills Certification Scheme card (CSCS card)
Administrative	- IT equipment set-up costs - Employer liability insurance - Security passes - Medical clearance - Security vetting - Health checks - Health and safety checks - Reasonable adjustments - DBS checks
Training costs	- Health and safety training - Mentoring/Coaching training for line manager - Training costs for the learner
Other	Anything not covered by the categories above

8.4 Of your 16 to 19 bursary allocation for the 2020 to 2021 academic year, how much do you anticipate using for:

As you received a CDF allocation, you also received an **additional** allocation of Discretionary Bursary (DB) funding. The amount of additional DB funding is shown on your allocation statement (refer to table 6 on the statement: 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 on the following 3 categories at questions 8.4.1 to 8.4.3 by the year end:

8.4.1 Industry placement travel expenses

Please indicate the amount of DB funding to the nearest £, you anticipate spending on industry placement travel expenses by the year end.

8.4.2 Industry placements subsistence costs

Please indicate the amount of DB funding to the nearest £, you anticipate spending on industry placement subsistence costs by the year end.

8.4.3 Other industry placement costs

Please indicate the amount of DB funding to the nearest £, you anticipate spending on industry placement costs other than travel and subsistence costs, by the year end.

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

Summary

Once you have reached the end of the last section, you will be presented with a summary page detailing the information you have input and will submit. Please check all of the information is correct. If you need to make any amendments, you will be able to navigate back to the specific question to amend your response.

Next steps

The monitoring form must be completed by 17:00 on 1 December 2020.

After the deadline of 1 December 2020, we will assess your monitoring form. If we feel that insufficient progress has been made it may put your 2020 to 2021 academic year CDF allocation at risk.

Where insufficient progress has been made, you may need to submit a further monitoring form return asking for financial information by 1 March 2021. We will advise you if you need to do this in early February 2021.

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 the 2021 to 2022 academic year.

Where you have been asked to submit a monitoring form which is not received 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 2020 to 2021 academic year 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
Funding Agency