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Department for Work and Pensions

Innovation Fund Live Running Memo

To: Innovation Fund Providers (Rounds 1 & 2)
From: Non-Work Programmes Division

Memo Serial No: IF LR 02 **Date:** 18 June 2013

Subject: I Innovation Fund – Management Information on forms IMIRF1 and IMIRF2 and Clarification of Outcome Payments for National Qualification Framework (NQF) Levels 1 & 2.

Action: For Information and action

Timing: Immediate

Background

1. This memo informs you of 2 issues and has been divided into 2 sections for clarity.
2. Section 1 covers issues with data fields on forms IMIRF1 and IMIRF2 which are impacting negatively on the collation and analysis of MI, and advises appropriate remedial action.
3. Section 2 clarifies the procedure for claiming outcome payments for NQF's Level 1 and 2.

Summary and action

Section 1

1. It is evident that the data fields on forms IMIRF1 and IMIRF2 are getting corrupted during transmission between providers and DWP.
2. If the selected format in the cell is *06/10/2012, when the spreadsheet is uploaded, the date transposes to 10/06/2012. As both of these are valid dates, the error is not identified when the spreadsheet is loaded onto the database (but the date recorded will still be incorrect.)
3. It is only when the transposed date is not valid – for example, where 14th June 2012 would convert to 06/14/2012, that this error is being highlighted.
4. Please check the format of all data fields containing dates to ensure that the information is accurate.

5. The format selected should be dd/mm/yyyy. Please do not use any other format.
6. For the IMIRF1 the relevant data fields are on Sheet 2, Section 3 under Participant Information – columns F – Date of Birth, M – Start Date and AL – Leave Date.
7. For the IMIRF2 the relevant data fields are on Sheet 2, Section 3 under Participant Information – columns H – Date of Birth, M – Start Date and AN – Leave Date.
8. To further clarify, on the IMIRF1 and IMIRF2, Section 1 and 2, line 13 – the Reporting Period End field refers to only the monthly period being reported on and not the whole of the reporting period.

Section 2

1. There has been uncertainty regarding outcome payments and the National Qualification Framework Levels 1 and 2.
2. If a Level 1 outcome is achieved with support from the Innovation Fund provider, it is acceptable to subsequently claim for a Level 2 outcome achieved with support from the provider.
3. However, if a Level 2 outcome is achieved first with support from the Innovation Fund provider, it is not possible to claim an outcome payment for a Level 1.
4. For example, it would not be possible to claim an outcome payment for both NQF level 1 and level 2 if a participant achieved 7 or more full GCSE/iGCSE passes at grade A* to C. The achievement of an NQF level 2 outcome directly would supersede and prevent a claim for an NQF level 1 outcome.

Further Information and Contact Details

1. The Provider Guidance will be updated to incorporate both of these issues in the near future.
2. All enquiries on the subject of this memo should be raised with your Performance Manager in the first instance; they will endeavour to provide you with an answer as soon as possible.

Regards

Non-Work Programmes Division Enquiries Team