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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 03

Date: 15 November 2013

Subject: Innovation Fund - Achievement of First National Qualification Framework (NQF) Level 1 qualification

Action: For information and action

Timing: Immediate

1. Background

1.1 This Memo concerns the payment for the Achievement of First NQF Level 1 qualification.

2. Summary and action

2.1 Providers will be aware that the DWP Innovation Fund policy team has been considering what clarifications could be made to the current Provider Guidance in respect of a number of the outcomes expected.

2.2 We have now reached a conclusion in respect of the clarity DWP want to provide for the Achievement of the first NQF Level 1 qualification outcome payments.

2.3 Providers should adopt this approach from the date of this note and review any previously returned claims for Level 1 and resubmit where you have evidence to confirm they are in line with requirements detailed below.

3. Further information

3.1 Given the importance of the Innovation Fund to support young people to reach their potential we want providers to see Level 1 as a stepping stone to greater things. We believe that qualifications at Level 1 should still be challenging and of value to young people, and we expect that most qualifications offered to be at least 60 guided learning hours.

3.2 In recognition of the value of these qualifications we will clarify guidance that reflects that all NQF Level 1 qualifications will attract an

appropriate outcome payment, irrespective of whether an Award, Diploma or Certificate.

3.3 In terms of validation we will require evidence as follows:

- a signed and dated confirmation letter on headed paper from the school/teacher/home tutor covering all the information required (participants name, date of birth, the awarding body, date of achievement , the number of guided learning hours, and, where a GCSE include the grade. DWP also requires the qualification accreditation number that can be checked on the Ofqual Register of Regulated Qualifications

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a copy of the certificate showing the participants name, date of birth, the Awarding Body, the date of achievement/award and the qualification accreditation number.

4. Further Information and Contact Details

4.1 The Provider Guidance will be updated to incorporate this change in due course.

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

Regards

Non-Work Programmes Division Team