

## SCHEDULE 1: SPECIFICATION & MONITORING

### 16-18-YEAR-OLD TRAINEESHIPS SPECIFICATION

#### Definitions

<b>“16-19 Bursary Funding Guidance”</b>	Means <a href="https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2023-to-2024-academic-year">16 to 19 Bursary Fund guide 2023 to 2024 academic year - GOV.UK (www.gov.uk)</a>
<b>“Contract Allocation”</b>	Means the value of Funding allocated to the Contractor under this Contract and as set out in the Funding Agreement contained in Schedule 2 (Payments).
<b>“English and Maths Condition of Funding”</b>	Means <a href="https://www.gov.uk/guidance/16-to-19-funding-maths-and-english-condition-of-funding">16 to 19 funding: maths and English condition of funding - GOV.UK (www.gov.uk)</a>
<b>“ESFA AEB Funding Rules”</b>	Means <a href="https://www.gov.uk/guidance/adult-education-budget-aeb-funding-rules-2023-to-2024">Adult education budget (AEB) funding rules 2023 to 2024 - GOV.UK (www.gov.uk)</a>
<b>“Funding Rates and Formula Rules”</b>	Means <a href="https://www.gov.uk/guidance/esfa-funding-rules-rates-and-formula">ESFA: funding rules, rates and formula - GOV.UK (www.gov.uk)</a>
<b>“Find a learning aim”</b>	Means <a href="https://www.fasst.org.uk/find-a-learning-aim">Find a learning aim (fasst.org.uk)</a>
<b>“Local Skills Improvement Plan”</b>	Means <a href="https://www.gov.uk/guidance/designated-employer-representative-bodies">Designated employer representative bodies - GOV.UK (www.gov.uk)</a> (further information will be provided via this link in due course)
<b>“matrix Standard”</b>	Means <a href="https://www.bas.ac.uk/the-matrix-standard">The matrix Standard   Business Accreditation Standard</a>
<b>“Provision”</b>	Means general, technical, and non-regulated learning as defined in the ESFA AEB Funding Rules and associated documents.
<b>“Qualifications”</b>	Means either those from the Regulated Qualifications Framework (“RQF”) or an Access to Higher Education Diploma recognised and regulated by the Quality Assurance Agency (“QAA”).

## **Summary of Service**

1. 16-18 Traineeships are a national programme which form an important part of supporting young people who have not previously obtained a Level 3 Qualification into apprenticeships, employment and further learning.
2. 16-18 Traineeships can include non-regulated learning but this must be a learning aim categorised as “Work Preparation-SFA traineeships” on Find a learning aim.
3. 16-18 Traineeships supports delivery of:
  - a. three mandatory elements to full funding for eligible Learners:
    - i. work preparation training;
    - ii. work-placement (for 16-18-year olds, the work placement must form the most substantial element of the programme); and
    - iii. English, maths or ESOL, where necessary (including having regard to the English and Maths Condition of Funding).
  - b. The Contractor can also offer a flexible element as set out in the ESFA AEB Funding Rules.
4. Funding is for the 2023 to 2024 academic year.
5. The legal basis for this Service is Section 14 Education Act 2002.

## **Service Commencement and Duration**

6. 16-18 Traineeships Services Start Date: 1<sup>st</sup> August 2023.
7. 16-18 Traineeships Expiry Date: 31<sup>st</sup> October 2024 (for final data submission).

## **Service Requirements**

### Recruitment

8. The Contractor must not recruit any new Learners onto these Services after 31<sup>st</sup> July 2023.
9. The Department is not responsible and will not assume responsibility for any Learner recruited onto these services after 31<sup>st</sup> July 2023.
10. For the avoidance of doubt, the Funding in Schedule 2 16-18-Year-Old-Traineeships Payments must not be used to fund Learners recruited onto these services after 31<sup>st</sup> July 2023.

## Outputs

11. The Contractor will deliver the eligible Provision from Find a learning aim as set out in the ESFA AEB Funding Rules and, where appropriate, to the requirements set by the Awarding Organisations between 1<sup>st</sup> August 2023 and 31<sup>st</sup> July 2024.
12. All qualifications must be approved on Find a learning aim for 16-18 funding in the 2023 to 2024 Funding Year.
13. Ensure that the work placement, work preparation and flexible elements of the Programme take place over a period of no less than six (6) weeks and no more than twelve (12) months. The Contractor shall assess each Learner's needs and decide what duration of Traineeship is necessary to meet them. The Contractor shall note that the maximum of twelve (12) months is for Learners furthest away from the labour market.
14. The Contractor will take steps to ensure as many Learners as possible obtain a recognised outcome as defined in the ESFA AEB Funding Rules. The Department will monitor the outcome rate.
15. The Contractor will take steps to ensure they use the allocated funding in the Funding Year.
16. The Contractor will maintain evidence of the delivery of the Service as set out in the ESFA AEB Funding Rules.
17. The Contractor must provide high quality and easily accessible information and advice in helping individuals to understand the opportunities and support available to them about education, training or connected matters (including employment);
  - a. Where one of the main objectives of the Provision to be provided under this Contract is to deliver information and advice, the Contractor will have to have or attain the matrix Standard accreditation within the Funding Year; and
  - b. If the information and advice is embedded as part of the delivery of the Provision the Contractor must work towards achieving the matrix Standard accreditation within the Funding Year.
  - c. Where the Provision is delivered by a Sub-Contractor on behalf of the Contractor, the requirements set out in sub-paragraphs 17.a and 17.b must be applied to the Sub-Contractor. This does not apply where the Contractor retains responsibility for the delivery of information and advice to the Learners.
  - d. Once achieved, matrix Standard accreditation is valid for three years. The Contractor must continue to demonstrate their continuous improvement via annual continuous improvement checks with the matrix Standard assessor.

18. The Contractor will support eligible Learners as set out in the 16-19 Bursary Funding Guidance.
19. Where there is an approved Local Skills Improvement Plan for the specified area, the Contractor must have regard to that plan when making decisions about English-funded post-16 technical education or training.
20. In delivering the Provision, the Contractor will comply with the ESFA AEB Funding Rules.
21. The Contractor must deliver the Provision in England only.
22. The Contractor will deliver the Service in a way that ensures:
  - a. Value for money;
  - b. The protection of public funds;
  - c. The effective delivery of a high-quality service for Learners appropriate to their needs; and
  - d. Meets the public benefit test.

#### 16-18-year old Traineeships Provision Administration

23. Where the Service is continued from the 2022 to 2023 Funding Year, the Contractor must migrate data for continuing Learners from the 2022 to 2023 ILR to the 2023 to 2024 ILR. The Contractor must submit this data in the first ILR data return for 2023 to 2024, as set out in Appendix B – Migration Specification of the ILR specification 2023 to 2024.
24. The Contractor will submit Learner data to the Department to comply with Clause 23, Submission of Learner Data.
25. The Contractor must complete the Learner's qualification on or before the planned end date in the data submitted in the ILR. Where the Contractor misses this date, the Department may consider this a breach of contract.
26. The Contractor must keep the Department informed of any changes to their bank details.

#### The Department

27. The Department will pay for the Provision as set out in Schedule 2, 16-18-year old Traineeships Payments.
28. The Department will monitor the 16-18-year old Traineeships Provision as set out in Schedule 1B, 16-18-year old Traineeships Monitoring.

29. The Department reserves the right in its absolute discretion to reduce the Funding for the Learning Programme:
- a. where the Department identifies that the Contractor is failing to deliver the value of learning of this Contract; and/or
  - b. If found to be not delivering the prior year's Service adequately when it is reported.

## **SCHEDULE 1B: MONITORING**

### **16-18-YEAR-OLD TRAINEESHIPS**

#### **Monitoring of ILR Submission**

1. The Department will monitor and review the data submitted under Clause 23 Submission of Learner Data of this Contract to ensure that payments are made in accordance with the requirements set out in “Financial Assurance: Monitoring the funding rules for apprenticeships and adult skills”.
2. The Department will publish monitoring reports via [View your education data](#). The Contractor must access the monitoring reports every month and amend any errors for the next submission by taking the actions specified in the report user guide. Failure to amend the data as required will constitute a breach of contract in accordance with Clause 39 (Withholding, Suspension and Repayment of Funding) of the Contract.
3. If served with notice of a breach, the Contractor must correct data or supply the Department with evidence within the period specified in the notice. This evidence can include digital copies of documents such as Learner Files, commitment statements or employer declarations. Annotated spreadsheets or notes are not acceptable as evidence.
4. Where data is incorrect in the final data submission of the academic year the Department will recover the payments associated with the incorrect data.

#### **16-18 Traineeships Programme Funding Performance Management**

5. The Department will review the performance of the Services as set out in the ESFA AEB Funding Rules. Where the performance of the Service is below the published tolerances and thresholds, the Department will reduce the Contract Allocation in line with the ESFA AEB Funding Rules.
6. At the performance management points set out in the ESFA AEB Funding Rules, the Department may invite Contractors to submit requests for increases to its Funding. The Department will award growth in-line with the criteria set out in the ESFA AEB Funding Rules.

#### **16-18 Traineeships Programme Funding Reconciliation**

7. The Department will restrict payment under this Contract against the Financial and Funding Years set out in Schedule 2, 16-18 Traineeship Payments.
8. Where the delivery within a Financial Year fails to meet the delivery profile or where the delivery within a Financial Year would result in the overall

Contract Allocation being exceeded, the Department reserves the right at its absolute discretion to vary the Contract accordingly to balance funding and delivery in the respective years by means of a variation (i.e. “paying for capping”).

9. Reconciliation payments or recoveries may extend beyond the Contract.

## **SCHEDULE 2: PAYMENT**

### **16-18-YEAR-OLD TRAINEESHIPS**

1. The Contractor will submit ILR Learner Data and the Earning Adjustment Statements monthly, as set out in Clause 23 Submission of Learner Data, of the Contract.
2. Using validated ILR Data, the Department will calculate the value of the Contractor's earnings for the Funding Year to-date by the method set out in the Funding Rates and Formula Rules. The Department will pay any unpaid earnings where the cumulative earnings do not exceed the Funding Year or Financial Year allocations, as set out in the Funding Agreement.
3. The Department may pay for delivery above the value of the Funding in accordance with the ESFA AEB Funding Rules.
4. Under Item 5A to Group 6 of Schedule 9 of the VAT Act 1994, the supply of education or vocational training funded by the Department and the supply by the person providing that education or vocational training, of any goods or services essential to that provision, is considered to be an exempt supply for VAT purposes. The Department is generally unable to recover any Value Added Tax charged. The maximum Funding payable under this Contract, as set out in the Funding Agreement of this Schedule is inclusive of all of the costs of the Service including, but not limited to, and any other VAT or taxes to be charged, where they apply.
5. The Department will pay the Contractor on the 16<sup>th</sup> Working Day of each month.

### **Funding Agreement**

6. The following Funding Agreement sets out the Funding available for this Service.