



ESFA funded adult education budget (AEB): addendum - traineeships

From 20 April 2020 to 31 July 2020 (funding year 1 August 2019 to 31 July 2020).

This document sets out specific flexibilities to the 2019 to 2020 ESFA AEB Funding Rules from 20 April to 31 July 2020. The changes will flex the traineeship core offer and will apply to all providers of education and training who receive adult education budget funding from the Education and Skills Funding Agency.

Coronavirus (COVID-19) - ESFA AEB Funding Rules 2019 to 2020 traineeship flexibilities

Introduction

We have confirmed in the [operational guidance](#) for further education providers that government wants to enable FE providers to continue to deliver traineeships and support as many learners as possible, aged 16 to 18 and 19 to 24 year olds to complete their traineeship programme. Therefore, we are introducing 2 new traineeship flexibilities to the ESFA AEB 2019 to 2020 Funding Rules for the summer term - from 20 April to 31 July 2020. These will be reviewed again at the end of June for possible inclusion in 2020 to 2021.

The 2 flexibilities introduced:

- reduction of the work placement duration
- extension of programme duration

Rule flexibilities (1 August 2019 to 1 July 2020)

1. The 2 flexibilities will enable ESFA funded AEB providers to support 16 to 18 and 19 to 24 year old learners to complete their traineeship programme during the 2019 to 2020 academic year:
 - 1.1 where flexibilities are used, providers must record this and retain it as evidence in the learner file
 - 1.2 new trainees can start programmes during this period with programme aims adjusted in line with these flexibilities

Reduced work placement duration

2. The work placement duration is reduced from 100 hours to 70 hours. Where the learner has completed 70 work placement hours and you are satisfied:
 - 2.1 the learner has gained sufficient workplace knowledge, skills and behaviours and demonstrate how you have continued to support trainees in the absence of the work placement. Some activities we would expect to continue to go ahead:
 - 2.1.1 preparing students for work and/or work placements through alternative distance and online training that develops their skills for work
 - 2.1.2 continuing to build relationships with employers and developing engagement strategies for different industries for apprenticeships and other employment
 - 2.1.3 developing traineeship content that aligns with apprenticeship provision to facilitate smooth transitions from traineeship to apprenticeship
 - 2.1.4 developing matching processes for when students can go on placement again
 - 2.2 the learner's learning aim must be recorded as complete
 - 2.3 the learner must continue with other traineeship learning aims via alternative methods such as online learning in order to complete these elements of their traineeship
 - 2.4 this must be evidenced in the learner file and we will ask for evidence through this monitoring process

Traineeship programme duration

3. The maximum programme duration is extended from 6 months up to 12 months where one or more of the following applies:
 - 3.1 the learner has not completed their qualification and basic skills learning aims including employability, English and maths or ESOL
 - 3.2 the learner has completed less than 70 planned work experience hours; or
 - 3.3 the provider has assessed the learner as needing further work placement hours to complete this element of their traineeship

Recording learners in the individualised learner record (ILR)

4. There are no changes to how a provider should record learners in the ILR for traineeships. The ILR validation rule that restricts the duration of the traineeship has been amended to allow learners who meet the criteria set out in para 3 to have an extended duration of 12 months. See also the [ILR specification](#) guidance on GOV.UK.
5. The planned end date must not, under any circumstances, be changed or extended on the ILR. Providers should continue to record the end date of the programme using 'Learning Actual End Date'.

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