

Work placement – Capacity and Delivery Fund (CDF)

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Work placement – capacity and delivery fund

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Prioritising work placements

We know that:

- Employers rate work experience as being a significant factor when recruiting school/college leavers
- Experience of work enables young people to develop their employability and technical skills to allow them to enter the labour market
- Post 16 technical education must reflect the needs of the labour market
- Employers engagement with education needs to include providing work placement opportunities

Government commitment to work placements

The Government announced funding to support institutions to start building their capacity and infrastructure to deliver work placements from 2018 onwards

Skills reforms and the introduction of T levels

Two-year T level programmes will include:

- A technical qualification
- Appropriate English, maths and digital training
- A high quality structured work placement

Achievement of a T level will signal that a student has:

- Occupationally relevant competencies, and the knowledge, skills and behaviours needed to achieve them, to an employer-set standard

Students can be confident technical programmes will have clear progression routes to employment

The importance of work placements

- As part of their T level programme, students will undertake a structured, high quality work placement
- Work placements will enable young people to put into practice the knowledge, practical skills and behaviours learnt in the classroom
- Successful completion of this work placement will be a requirement for full certification of the T levels introduced from 2020

Without a work placement the T level will not be completed!

Principles of work placements

Mandatory elements:

- Timing and duration - between 45 - 60 working days (315 hours min)
- Occupation specific
- Student must be work-ready to undertake a placement
- Must be in an external workplace setting
- SEN students must have the same access to work placements

Refining policy

There will be an opportunity to comment through the T level consultation

Work placement principles (2)

Other factors to take into account in your planning

Work placements should be:

- Delivered to a structured work plan and objectives agreed with the employer
- Adequately supervised by a named member of the employers staff
- Monitored by actual site visits from the institutions regularly
- Delivered within the academic timetable as far as possible
 - in some occupations, peak times will either be seasonal or fall outside the institutions' normal working hours, such as catering, hospitality or events management
- Delivered to learning aims agreed and recorded at the start of work placement between the institution/employer/student
- Monitored throughout to ensure student progress

CDF- availability

- To spend from April 2018 to July 2019 (Payments from August/September)
- Facilitate the build up of capacity and capability to deliver substantive work placements
- Students on level 2 and level 3 vocational and technical programmes
- Ahead of the roll out of T levels from 2020
- Additional to mainstream allocation
- Work placement must be delivered on top of usual planned hours

Eligible institutions

- Institutions funded by ESFA with qualifying students – described below
- Allows almost all institutions currently offering vocational programmes that could evolve into one of the Technical education Routes to receive an allocation
- Allocations based on the number of qualifying students enrolled in 2015 to 2016 academic year
- Ofsted grade of Requires Improvement or above at 9 October 2017
- ESFA reserves the right not to make an allocation where a 'Notice to Improve' is in place
- Or where there are known issues that could affect quality delivery

Qualifying students

Students that meet all the following criteria are treated as qualifying students:

- Full time, that is those with total planned hours recorded as above 540 if aged 16 or 17 and 450 hours for an 18 year old
- That have met the qualifying start period for their study programme
- Aged 16, 17 and 18. Students who are 19 years old at the beginning of their 2 year programme are not included
- Enrolled on a level 2 or level 3 programme, with a vocational core aim, which might be included in the technical education routes planned for introduction from 2020 to 2021 academic year

Qualifying students (2)

Examples of general vocational qualifications at level 2 and level 3 included to identify qualifying students:

- Advanced Diploma
- Associate Diploma
- Award
- Certificate
- Certificate of Competence
- Diploma
- Diploma (14 to 19)
- Edexcel First Diploma (new syllabus)
- Edexcel First Extended Certificate (2012 onwards)
- Edexcel National Award
- Edexcel National Certificate (new syllabus)
- Edexcel National Diploma (new syllabus)
- First Certificate
- Introductory Certificate
- National Certificate
- National Diploma
- National Extended Diploma
- National Vocational Qualifications
- Principal Learning within Diploma (14 to 19)
- Professional Diploma

Opting in or out

You can opt in if you agree to the following:

- Use funding to build capability and capacity for delivery of high quality substantive work placements
- Deliver high quality substantive work placements from the 2018 to 2019 academic year following the [published principles](#)
- Deliver high quality work placements to no fewer than 10% of the number of your qualifying students in 2018 to 2019 academic year
- Complete the appropriate implementation plan, (based on number of students and Ofsted grade) by the 24 November 2017, that clearly outlines what short and medium term actions will be taken to prepare for delivery from 2018
- Conduct student and employer satisfaction surveys

Opting out: institutions to indicate to the ESFA if they do not wish to receive CDF funding in 2018/19 by completing the online survey with a brief explanation, to inform future planning

Funding

- Allocations are made at £250 per qualifying student
- To avoid making small allocations that are not purposeful, we will allocate:
 - a minimum of £2,500 for institutions with 1 to 10 qualifying students
 - a minimum of £5,000 for institutions with 11 to 20 qualifying students
- Institutions funded for 10 deliver a min of 1 work placement
- Institutions funded for 20 deliver a min of 2 work placements

In 2018/19, funding is to fund and support students on vocational programmes to undertake a substantive work placements. In future years, as T level development progresses the allocation of funding may be more closely aligned to programmes with a more direct link to T levels.

Implementation plans

- Notification to eligible institutions includes a link to the on line implementation plan template
- Plans to be submitted by 24 November 2017
- Reviewed for reasonable completeness in Nov/Dec
- Institutions with a 'Complete' plan will be notified by end of December
- 'Incomplete' plans – notification to providers of areas requiring revision
- Resubmission of revised areas only
- If still incomplete - no allocation in first tranche
- Any queries – complete on line enquiry form
- Support from local intervention teams

Reporting on progress

- Institutions are required to provide termly progress updates from autumn 2018 – first to be completed by 1 October 2018
- Autumn progress report to include a progress update for all areas described in the Implementation Plan
- From spring 2019 progress reports must include work placement MI based on actual starts and completions as well as softer intelligence on the effectiveness of your monitoring process and employer and student satisfaction ratings.
- The proposed content for the progress reports is included within the template for the [implementation plan](#) guidance.

Recording work placements

- From August 2018, the recording of substantial work placement data for all eligible students will change in both the ILR and School Census, to allow us to monitor work placement duration and externality more closely
- We are in the process of defining the system requirements and we will advise on these changes in due course
- Work placements must be delivered on top of usual planned hours and not recorded as planned hours

Next steps

24 November 2017	Proposed implementation plans submitted by institutions
24 November – mid December 2017	The implementation plans are reviewed
December 2017	Notify institutions with incomplete plans to resubmit by a new deadline
December 2017	Institutions with complete plans notified
End of January 2018	Final deadline for resubmitted implementation plans back to the ESFA
February 2018	Final allocation amounts for each provider calculated
End of February 2018	Re-submitted plans reviewed
End February 2018	Write to institutions confirming allocations
End Feb/early March 2018	Notify institution of outcome of resubmitted plans
Early March 2018	Institutions build the work placement funding offer into their funding strategies
April-July 2018	Capacity building activity in progress
August/September 2018	Payments start
Autumn 2018	First placements delivered

Useful documents

- [Work placements – capacity and delivery fund from April 2018 to July 2019](#)
- [Work Placement Capacity and Delivery Fund: principles for high quality work placements](#)
- [Guidance for completing the work placement capacity and delivery fund \(CDF\) implementation plan](#)
- [Draft Termly Progress report](#)
- [Post-16 skills plan](#)
- [T level action plan](#)
- All enquiries relating to work placement funds please submit via the on line [enquiry form](#)



Questions and Answers.

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