

SCHEDULE 2: SPECIFICATION & MONITORING

16 TO 19 EDUCATION SPECIFICATION

Definitions

“16 to 19 Education Financial Support for Students Advice”	Means 16 to 19 education: financial support for students - GOV.UK
“16 to 19 Education ILR Funding Returns Guidance”	Means Funding guidance for young people: ILR funding returns - GOV.UK
“16 to 19 Education: Funding Allocations Supporting Documents”	Means 16 to 19 funding allocations - GOV.UK 16 to 19 funding: allocation statement guides - GOV.UK
“16 to 19 Education: Funding Guidance”	Means 16 to 19 education: funding guidance - GOV.UK
“16 to 19 Student Support Funding Guidance”	Means 16 to 19 Bursary Fund guidance - GOV.UK Free meals in further education funded institutions guide: academic year 2025 to 2026 - GOV.UK Residential Bursary Fund guide - GOV.UK Residential Support Scheme guide - GOV.UK
“Education, Health and Care Plan”	Means a support plan as defined in section 37(2) of the Children and Families Act 2014
“Funding Rates and Formula Guidance”	Means 16 to 19 funding: rates and formula - GOV.UK

“Funding Rules for 16 to 19 provision”	Means Funding Guidance for Young People 2025 to 2026 Advice: funding rules for 16 to 19 provision - GOV.UK
“High Needs Funding Guidance”	Means High needs funding arrangements: 2025 to 2026 - GOV.UK
“Local Skills Improvement Plan”	Means Local skills improvement plans and employer representative bodies - GOV.UK
“Maths and English Condition of Funding Guidance” and “Condition of Funding”	Means 16 to 19 funding: maths and English condition of funding - GOV.UK
“matrix Standard”	Means Main home - The matrix Standard
“Qualifications”	Means the Department List of Qualifications approved for funding 14 to 19 Overview - List of Qualifications approved for funding
“SEND Code of Practice”	Means SEND code of practice: 0 to 25 years - GOV.UK
“Study Programme”	Means a Learning Programme designed for an individual Learner aimed at supporting their development and progression in line with their aspirations for sustainable paid work, further or higher education or an Apprenticeship. For the purposes of this Contract, it also means a T Level. 16 to 19 study programmes: guide for providers - GOV.UK (This link will be replaced with the academic year 2025 to 2026 guide once it is published)
“Subcontracting Funding Rules”	Means Subcontracting funding rules for post-16 education and training - GOV.UK

“T Level”	Means a Level 3 programme of education, known as a T Level, which has been approved by the Secretary of State under section A2D3 of the Apprenticeships, Skills, Children and Learning Act 2009.
“T Level Funding”	Means T Level funding - GOV.UK
“T Level Industry Placements Delivery Guidance”	Means T Level industry placements delivery guidance - GOV.UK
“Teachers’ Pension Scheme Increased Employer Contributions”	Means Teachers' pension scheme employer contribution grant: further education providers - GOV.UK

Summary of Services

1. The Services are the delivery of Study Programmes and support for all 16 to 19-year-olds and High Needs Learners aged 16 to 25.
2. The Services are for any Learner aged 16 to 19 and High Needs Learners (other than apprentices) in a relevant Institution or Independent Learning Provider.
3. The Services include support to help Learners overcome specific barriers to participation so they can remain in education.
4. The High Needs element of the funding system supports provision for children and young people with special educational needs and disabilities (SEND) from their early years until they reach the age of 25, enabling both local authorities and institutions to meet their statutory duties under the [Children and Families Act 2014](#).
5. In providing 16 to 19 Education, the Contractor is required to meet the Maths and English Condition of Funding in 2025 to 2026.
6. The legal bases for these Services are Section 14 Education Act 2002 and section 100(1B) of the Apprenticeships, Skills Children and Learning Act 2009.
7. The documents listed in the Definitions of this Schedule are those documents produced by the Department which constitute the Funding Rules for these Services.

Services Commencement and Duration

8. 16 to 19 Education Services Start Date: 1st August 2025.
9. 16 to 19 Education Services Expiry Date: 31st October 2026 (final data submission).

Service Requirements

Recruitment

10. The Contractor shall recruit eligible Learners onto these Services from the Services Start Date. New Learners must not be recruited after 31st July 2026.
11. The recruitment must comply with the “Funding rules for 16 to 19 provision”.
12. All Learners must be enrolled on a Study Programme.
13. 16 to 19 Education covers the following groups of young people who are:
 - a. Aged 16 to 19;
 - b. Aged 19 to 24 and have an Education, Health and Care Plan; or
 - c. Aged 14 to 16 and meet the criteria set out in the “Funding rules for 16 to 19 provision”.

Outputs

16 to 19 Education Delivery

14. The Contractor will deliver an eligible Study Programme as set out in the “Funding rules for 16 to 19 provision” for the Funding Year.
15. The Contractor will take steps to ensure as many Learners as possible achieve their Study Programmes. The Department will monitor the achievement rate as part of an overall risk assessment.
16. The Contractor will take steps to ensure they spend the allocated Funding in the Funding Year.
17. The Contractor will maintain evidence of the delivery of the Services as set out in the “Funding rules for 16 to 19 provision”.
18. As set out in the Maths & English Condition of Funding Guidance, the Contractor must ensure Learners study maths and/or English as part of their Study Programme in each academic year where the Learners are:
 - a. aged 16 to 18 and 19 to 25 with an Education, Health and Care Plan who do not hold a GCSE grade 9 to 4, A* to C (a standard pass grade) or an equivalent qualification in these subjects; and

- b. doing a programme of 150 hours or more, which started on or after 1 August 2014.
- 19. The Contractor will support eligible Learners to take part in their Study Programme through the provision of bursary funding, including for free meals and accommodation as set out in the 16 to 19 Student Support Funding Guidance and 16 to 19 Education Financial Support for Students Advice.
 - a. 16 to 19 Bursary Fund – provision of financial support to help Learners overcome specific barriers to participation so they can remain in education. This can be either through the bursary for defined vulnerable groups or through the discretionary bursary;
 - b. Free meals in further education – the provision of free meals to eligible Learners;
 - c. Residential Bursary Fund – provision of support towards accommodation costs for eligible Learners participating in a designated specialist subject area, e.g. land-based Study Programmes, which it is too far to travel to each day; and
 - d. Residential Support Scheme – provision of support towards accommodation costs for eligible Learners who cannot access the same or similar substantial Level 2 or Level 3 Qualification within a reasonable daily travelling distance.
- 20. Where the financial support is for a bursary for an eligible Learner in a defined vulnerable group, the Contractor must access such support for the eligible Learner via the funding claim form that will be available and submitted through the Contractor's [DfE Sign-in](#) account, as set out in the 16 to 19 Student Support Guidance and 16 to 19 Education Financial Support for Students Advice.
- 21. The Contractor will support eligible High Needs Learners via High Needs Funding as set out in the High Needs Funding Guidance and SEND Code of Practice. This supports Services for Learners with special educational needs and disabilities (SEND) until they turn 25 (if they have an Education, Health and Care Plan in place).
- 22. 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 Subcontractor on behalf of the Contractor, the requirements set out in sub-paragraphs 22.a and 22.b must be applied to the Subcontractor. 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. Contractors must continue to demonstrate their continuous improvement via annual continuous improvement checks with the matrix Standard assessor.
23. Where the Contractor is engaged in the delivery of T Levels, the Contractor must:
- a. comply with the requirements set out in T Level Funding;
 - b. comply with the requirements set out in the T Level Industry Placements Delivery Guidance;
 - c. comply with visits from the Department, its agent or any other body with whom the Department makes arrangements, for the purposes of monitoring the compliance with the T Level Industry Placements Delivery Guidance;
 - d. 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;
24. Where eligible, the Contractor will receive a grant for Teachers' Pension Scheme Increased Employer Contributions, this is additional Funding to support increased employer pension contributions for this Funding Year.
25. In addition to the obligations set out in Clause 33 (Subcontracting), the Contractor will adhere to the requirements set out in the Subcontracting Funding Rules.
26. The Contractor will deliver the Services 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 to 19 Education Delivery Administration

27. Where the Services are delivered by the Contractor and continued from the 2024 to 2025 Funding Year, the Contractor must migrate data for continuing Learners from the 2024 to 2025 ILR to the 2025 to 2026 ILR in the first ILR

Data return for 2025 to 2026, as set out in Appendix B of the ILR specification.

28. The Contractor will submit Learner data to the Department to comply with Clause 22 (Submission of Learner Data). This will include a data submission for bursary funding, as set out in the 16 to 19 Student Support Funding Guidance.
29. The Contractor must complete the Learner's Study Programme 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.
30. The Contractor shall submit data returns (including ILR Data) in accordance with Schedule 2B, 16 to 19 Education Monitoring.
31. The Contractor must keep the Department informed of any changes to their bank details.

The Department

32. The Department will pay for the Services as set out in Schedule 3, 16 to 19 Education Payments.
33. The Department will monitor the Services as set out in Schedule 2B, 16 to 19 Education Monitoring.

SCHEDULE 2B: MONITORING

16 TO 19 EDUCATION MONITORING

Monitoring of ILR Submission for 16 to 19 Education Delivery

1. The Contractor must ensure ILR Data submissions are made in accordance with 16 to 19 Education ILR Funding Returns Guidance.
2. The Department will monitor and review the data (including ILR Data) submitted under Clause 22 (Submission of Learner Data) of this Contract for all in-year monitoring purposes.
3. This data is used to determine future funding allocations in accordance with 16 to 19 Education Allocations Supporting Documents.
4. The Department will publish monitoring reports via [View your education data](#). The Contractor must access and review the monitoring reports every month and amend any errors for the next submission by taking the actions specified in the report user guide.
5. If the Department notifies the Contractor that it has not complied with the reporting requirements set out in Paragraph 4 above, the Contractor must correct data (including the ILR Data) or supply the Department with any evidence as requested by the Department 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.
6. Failure to comply with the reporting requirements in Paragraphs 4 and 5 above will constitute a material breach of contract and the Department may, at its discretion, exercise its rights under Clause 38 (Withholding, Suspension and Repayment of Funding) and/or Clause 39 (Termination) of the Contract.
7. Where data (including ILR Data) is incorrect in the final data submission of the academic year the Department will amend or determine future funding allocations to recover the Funding associated with the incorrect data.

16 to 19 Education Performance Management

8. The Department may increase Funding for the Contractor. The Department will award additional Funding for exceptional in-year growth in line with the criteria set out in the Funding Rates and Formula Guidance.

16 to 19 Education Delivery Reconciliation

9. The Department will reconcile the actual volume of Services delivered by the Contractor against the Funding paid or due to be paid by the Department in accordance with Paragraph 10 below. In order for the Department to do so, the Contractor must submit a final ILR Data return in accordance with

the timescales in the 16 to 19 Education ILR Funding Returns Guidance. In most cases the Department expects the final ILR Data return to be R14 but there may be circumstances where the final ILR Data return is an earlier collection period. Failure to submit a final ILR Data return to the published timescales will be a material breach of contract and the Department may, at its discretion:

- a. exercise its rights under Clause 38 (Withholding, Suspension and Repayment of Funding) and/or Clause 39 (Termination) of the Contract; and/or
 - b. withhold any additional Funding payment that may be due to the Contractor as a result of the reconciliation process.
10. Funding payments from the Department will be reconciled by the Department in-year and at the end of the Contract Period to reflect the actual volume and value of Study Programmes delivered by the Contractor and compare this to the Funding paid by the Department as at the date of the reconciliation process.
11. Where the Contractor's actual delivery of Services will result or has already resulted in an overpayment to the Contractor by the Department, the Department reserves the right to either:
- a. deduct the amount owed from future Funding payments due to be made to the Contractor under this Contract or any other Contract between the Parties, for current or subsequent months or years as determined by the Department in its sole discretion; or
 - b. issue an invoice to the Contractor to recover the overpayment of Funding and such invoice shall be paid by the Contractor within 30 days of the date of the invoice.
12. Where the Contractor's actual delivery of Services will result or has already resulted in an underpayment to the Contractor by the Department, the Department is under no obligation to provide additional Funding or to adjust the future Funding payments due to be made to the Contractor to reflect the underpayment. If the Department will adjust the future Funding payments, any such adjustments will be made as determined by the Department in its sole discretion and shall not exceed the maximum contract value set out in the Funding Agreement at Schedule 3, 16 to 19 Education Payments.

SCHEDULE 3: PAYMENT

16 TO 19 EDUCATION PAYMENT

1. The Department will make the payments set out in the Funding Agreement to this Schedule.
2. All payments by the Department for these Services will be made via BACS on or before the 20th of the month.
3. 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.

Funding Agreement

4. The following Funding Agreement sets out the Funding available for these Services.