



National Infrastructure
& Service Transformation
Authority

To: **Patrick Curry**, Senior Responsible Owner for the **Lifelong Learning Entitlement Programme**

From: **Susan Acland-Hood**, Permanent Secretary of Department for Education and
Nick Smallwood, Chief Executive Officer of the Infrastructure and Projects Authority

February 2025

Dear **Patrick Curry**

APPOINTMENT AS SENIOR RESPONSIBLE OWNER FOR THE LIFELONG LEARNING ENTITLEMENT PROGRAMME

We are writing to confirm your appointment as Senior Responsible Owner (SRO) of the **Lifelong Learning Entitlement Programme** with effect from **17/07/2023**. This letter sets out your responsibilities and the support you can expect from your department and the Infrastructure and Projects Authority.

As SRO, you are directly accountable to **your Director General, under the oversight of the Permanent Secretary as Accounting Officer for Department for Education, and the Minister of State for Education**.

Your programme forms part of the **DfE Major Projects Portfolio** under the oversight of the Chair of the **Performance & Risk Committee** and is included in the Government Major Projects Portfolio (GMPP).

You have personal responsibility for the delivery of **Lifelong Learning Entitlement Programme** and will be held accountable for the delivery of its objectives, with policy intent and outcomes expected. This encompasses securing and protecting its vision, ensuring that it is governed responsibly, reported on honestly, escalated appropriately and for influencing the context, culture, and operating environment of the programme. You are also responsible for ensuring the ongoing viability of the programme and recommending its pause or termination if appropriate. Where issues arise that you are unable to resolve, you are responsible for escalating these to the **DfE Performance & Risk Committee**.

You remain accountable to Ministers, as set out in the Civil Service Code, and should deliver the project in accordance with the objectives and policy intent as set by Ministers.

In addition to your internal accountabilities, SROs for GMPP projects and programmes are personally accountable to Parliamentary Select Committees. This means that, from the date of this letter, you will be held personally accountable to and could be called by Select Committees to account for and explain the decisions and actions you have taken to deliver the programme.

It is important to be clear that your accountability relates only to implementation, within the agreed terms in this letter; it will remain for the Minister to account for the relevant policy decisions and development.

More information on this is set out in [Giving Evidence to Select Committees - Guidance for Civil Servants](#), sometimes known as the Osmotherly Rules. Information on the roles and responsibilities of the SRO are detailed in the Infrastructure and Project Authority's guidance on [the role of the senior responsible owner](#). You should also make yourself familiar with the [Government Functional Standard for Project Delivery](#), the requirements of the Government Project Delivery Framework, and the guidance and requirements for project delivery as set by the Major Projects & Risk Portfolio office.

Time commitment and tenure

This role will require at least 50% of your time to enable effective delivery of the role and execute your responsibilities in full.

You are expected to undertake this role until **the first payments under the LLE have been made in January 2027, unless agreed otherwise by the Department**. Progress towards this will be reflected in your personal objectives. Any changes to the agreed time commitment or tenure of the role, as set out above, will require both departmental and Infrastructure & Projects Authority consent.

Objectives and performance criteria

The policy intent supported by this programme is **to facilitate learners studying flexibly**. The LLE will transform the student finance system in England by broadening access to high-quality, flexible education and training. The LLE will offer a loan entitlement for individuals to use over the course of their working lives to learn, upskill and retrain. Learners will be able to use this new entitlement more flexibly than ever before to fund **individual modules** as well as full courses at **levels 4 to 6**, regardless of whether they are provided in colleges, universities or independent providers. It will create opportunities for both young people and adults to develop the skills needed to succeed in life, contributing to growth across the entire country.

Any proposed changes to scope which impacts on this intent or the realisation of benefits must be authorised by **the DfE Permanent Secretary** and may be subject to further levels of approval.

The key primary objective of the LLE is to **remove barriers to accessing levels 4 to 6 learning through the reform of the student finance system**. The primary objective is underpinned by four key strategic objectives that support the department's aims and objectives and have informed the development of the LLE. These are:

1. Unify the student finance system for higher education (currently HESF and ALL) by making all designated level 4-6 courses eligible for the same set of HE tuition and maintenance loans;
2. Fund new modular provision that supports employment outcomes and progression to further learning;
3. Facilitate the growth and uptake of higher technical skills to better address changing skills needs; and
4. Afford learners greater flexibility to study throughout their working lives to train, retrain or upskill in support of career progression.

Your personal objectives and performance criteria which relate to the programme are:

- **to successfully roll out the LLE and incorporate it into the wider HE educational policy.**

You are expected to run your project in accordance with the [Government Functional Standard for Project Delivery](#), the other [Functional Standards](#) as applicable to this programme and the requirements of the Government Project Delivery Framework.

Extent and limit of accountability

Finance and Controls

HM Treasury spending controls will apply on the basis set out within the department's delegated authority letter. Where the programme exceeds the delegated authority set by HM Treasury, the Treasury Approval Point process will apply, and the details of each approval process must be agreed with your HM Treasury spending team. You should consult departmental finance colleagues on how to go about this.

You should note that where expenditure is considered novel, contentious, repercussive, or likely to result in costs to other parts of the public sector, HM Treasury approval will be required, regardless of whether the programme expenditure exceeds the delegated authority set by HM Treasury. If in doubt about whether approval is required you should, in the first instance, consult departmental finance colleagues before raising with the relevant HM Treasury spending team.

The overall estimated budget, resourcing requirements and tolerances for your project/programme will be agreed as part of the approval process. You will be expected to deliver within these tolerances and report quarterly on these as part of GMPP reporting.

You should always operate within the rules set out in [Managing Public Money](#). In addition, you must be mindful of, and act in accordance with, the specific HM Treasury delegated limits and Cabinet Office controls relevant to **Lifelong Learning Entitlement Programme**. Information on these controls can be found here: [Cabinet Office controls](#).

Delegated authority

You are authorised to:

- Approve expenditure each year in accordance with the profile agreed with HMT and the DfE Director of Strategic Finance.
- Oversee policy development and implementation of the LLE.
- Agree project rescheduling within scope of agreed milestones but rescheduling beyond that must be agreed with your Director General, the LLE Delivery Board and Investment Committee or Performance and Risk Committee subject to level of scope change.
- Recommend to the Permanent Secretary and the DfE Ministers the need to either pause or terminate the programme where necessary and in a timely manner.
- Where issues arise that you are unable to resolve, you are responsible for escalating these issues to the Permanent Secretary, as the Accounting Officer.

These authority limits are subject to change and other conditions or tolerances may be set as part of the business case approval and ongoing monitoring processes which you should then operate within.

Where issues arise which take you outside of these authority limits which you are unable to resolve, you are responsible for escalating these issues to the **Director General** and the **DfE Performance and Risk Committee**.

Appointments

You should appoint a full-time programme director to support you in the management of this programme and make other appointments as required for the control and delivery of your programme within your delegated authority.

Governance and assurance

You should pay attention to ensuring effective governance for your programme, including the establishment of a programme board with appropriate membership and clear terms of reference.

As primary owner, you must ensure that the programme secures business case approval from **Investment Committee, including CO and HMT**. You should also ensure that the programme remains aligned to the strategic outcomes, costs, timescales, and benefits in line with the approved business case as well as monitoring the context within which the programme is being delivered to ensure it remains valid.

Where a change impacts the scope, costs, benefits, or planned delivery milestones agreed as part of an agreed business case, you are responsible for following the agreed change request approval process and setting a new, approved, business case baseline.

You should ensure that an accounting officer assessment is completed alongside the approval of the Full Business Case, and a summary of key points from the assessment should be published on GOV.UK as part of the government's transparency requirements on major projects. Your Finance Business Partner will be able to assist with this. You are responsible for bringing to the attention of the accounting officer any

material changes in the programme which could require a new accounting officer assessment to be completed and published. [Guidance on completing accounting officer assessments](#) for major projects is available from HM Treasury.

Although you are directly accountable for this programme, you are also expected to support delivery of the department's overall strategic objectives. This means that you are expected to work collaboratively with other SROs and project directors in adjacent projects and programmes and with the **Major Projects & Risk** portfolio management office and portfolio director to manage dependencies, resources, schedules, and funding to support delivery of the overall change the department needs to achieve its strategic objectives.

You should ensure that appropriate and proportionate assurance is in place and agree on the level and frequency of assurance reviews through the maintenance of an integrated assurance and approvals plan. You should develop this plan and its maintenance in collaboration with the Departmental Assurance Coordinator and the Infrastructure and Projects Authority.

Programme status, reporting and transparency requirements.

The programme status at the date of your appointment is reflected in the most recent quarterly return on the programme to the Infrastructure and Projects Authority and is the agreed position as you assume formal ownership of the programme.

You are responsible for ensuring the honest and timely reporting on the position of the programme to the Infrastructure and Projects Authority while it remains on the GMPP and for providing reports and information to the **Major Projects & Risk** portfolio management office as required. Information on the programme will be published annually by the Infrastructure and Projects Authority.

As part of the government's commitment to transparency on major infrastructure projects, you are responsible for publishing on GOV.UK:

- A summary of the HM Treasury approved Full Business Case; and
- A close out report after the programme has completed.

Development and support

As SRO of a GMPP programme, you are required to complete the Major Projects Leadership Academy, and you have agreed to enrol on the next available cohort. It is understood that you intended to enrol on cohort 40, however these dates were unworkable. We understand that you intend to enrol on the next available cohort that fits in with your commitments and that your Programme Director Simone Bolshaw is enrolled on cohort 43. The Head of the Project Delivery Profession in DfE can provide further information on the application process.

To widen experience and understanding of the role, SROs are also expected to become accredited assurance reviewers and to lead or participate in such reviews for other government departments, the wider public sector, and other areas of the Department for Education as appropriate. Becoming an assurance reviewer and completing a review will form part of your time at the Major Projects Leadership Academy. To maintain your accreditation, you will be required to participate in a review at least once every 12 months.

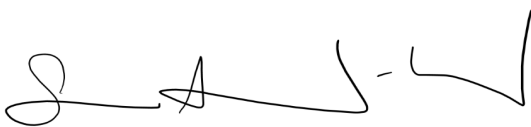
The department will assist you in securing the necessary resources to support the programme, and will set clear guidance, requirements and standards, which align to the [Government Functional Standard on Project Delivery](#), to enable good governance and effective delivery. You will be part of the department's cohort of major project leaders who will be expected to support each other, share good practice and lessons learned and to collectively develop solutions. You should liaise with the department's Head of Profession for project delivery to discuss the maintenance and development of your delivery and leadership skills.

The Infrastructure and Projects Authority will be available to you for support, advice, and assurance throughout the programme's time on the GMPP.

Following approval of the business case and entry onto the **DfE Major Projects portfolio**, the **DfE Performance and Risk Committee** will provide ongoing oversight and support and will take steps to help resolve and escalate risks, issues or constraints that are acting as a blocker to successful delivery.

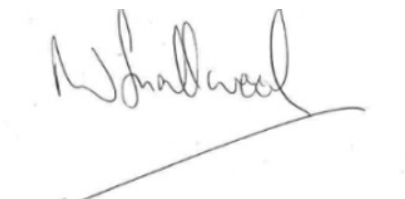
We would like to take this opportunity to wish you every success in your role as SRO.

Yours sincerely,



SUSAN ACLAND-HOOD

Permanent Secretary, Department for Education
Authority



NICK SMALLWOOD

Chief Executive Officer, Infrastructure and Projects

CONFIRMATION OF ACCEPTANCE OF APPOINTMENT

I confirm that I accept the appointment of Senior Responsible Owner for the **programme**, including my personal accountability for implementation, as set out in the letter above.

A handwritten signature in black ink, appearing to read 'Patrick Curry'.

Patrick Curry

14/05/24