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| **Lancashire Work Based Learning Executive Forum**  **Data Sub Group Meeting**  **10.00 – 12.00pm, Tuesday 24th November 2020**  **via Microsoft Teams**  **Present:** Tracey Hughes - Chair (JTL Training), Tim Cutler (LWBLEF), Cath Robinson (LWBLEF), Annette Snailham (UCLan), Clare Abram (Blackpool & The Fylde College), David Gregson (Lancaster University), Pat Haslem (Myerscough College), Jill Nelson (Lancaster Training Services), Lisa Jackson (Lancaster & Morecambe College) Louise Hodgson (Nelson & Colne College), Luke Swarbrick (T2000), Lynne Smith (NLTG), Andrew Richards (JTL Training) Sabrina Dewhurst (Blackburn College) | | |
| **1.** | **Apologies** |  |
|  | Heather De’ath (Blackpool & The Fylde College), Meg Bamber (Runshaw College), Tracy Landon (Myerscough College), Martyn Wright (NLTG), |  |
| **2.** | **Minutes of the last meeting/Matters Arising** |  |
| **2.1** | **Minutes of the last meeting**  The minutes of the previous meeting were agreed as a true and accurate record. |  |
| **2.2** | **Matters Arising**  5.5 CR forwarded the email from Clare Abram regarding FRM 27 |  |
| **3.** | **Forum Manager Update – Tim Cutler** |  |
| **3.1** | **Forum support**  Traineeship Framework V2 - completing and submitting a timely and accurate ILR, who we anticipate will be able to register their details and claim for the incentive payments through an online portal’. This was confirmed by the recent publication of Framework for delivery Version 2 which details ‘Employers will be able to register their details and claim for the incentive payments through an online portal which will be made available on GOV.uk. We will update the sector once this available. Employers will only be required to register once, which will then allow them to apply for the incentive payment for up to 10 trainees per employer in each of the 9 regions that they deliver in’  Tech funding guidance V2 - Version 2 of the Apprenticeship technical funding guide details updates in relation to apprenticeships made redundant can be funded through to completion when they have completed 75% or more of their planned duration in addition to the existing scenarios for funding offered for redundant apprentices and that The Learning Aims Reference Service (LARS) is being replaced by the Find a learning aim service. |  |
| **3.2** | **Compliance and funding audits**  The forum is currently in communication to set up a funding and compliance workshop to take place in the new year. More information to follow shortly.  LM reported Preston’s College have had an internal (mock) audit carried out. 2 points raised were:  On commitment statements ensuring that there needs to be clear detail for the 20% off the job by unit or SKB criteria not just overall and attributing hours to each action.  Discussion took place about commitment statements.TC stated that there is a sample from ESFA. TC will find a copy and forward with the minutes  Sabrina Dewhurst will forward the form that Blackburn College use and happy for TC to share with members for their use.  New template document - if a learner is going to complete their apprenticeship early, you should go back and complete a commitment statement along with a declaration that the delivery/ programme was to the standard as part of the evidence required.  ESFA template may be the best option, AELP have completed an early declaration template. | **TC to follow up on declaration template** |
| **3.3** | **ESFA updates**  **Monitoring post-16 funding**  TC shared that the ESFA have published the final reports for the 2019 to 2020 funding year in [Submit learner data](https://submitlearnerdatabeta.fasst.org.uk/).  They have also released a new post-16 monitoring reports dashboard containing this information in [View your education data](https://viewyourdata.education.gov.uk/). This is a preview of the new format we will use for 2020 to 2021 onwards for you to review and leave feedback on. This will help them develop the product further before we publish 2020 to 2021 data at R04.  They have also published a [user guide to support the dashboard](https://www.gov.uk/guidance/esfa-financial-assurance-monitoring-the-funding-rules). The user guide explains how to access and navigate the dashboard, with details of how you can export all of your data in a single file for importing into your own systems. It summarises the reports that support [financial assurance: monitoring the funding rules for post-16 funding for 2020 to 2021](https://www.gov.uk/guidance/esfa-financial-assurance-monitoring-the-funding-rules), including the actions you need to take and what we will do to assure funding.  If you need any further support, please [submit an enquiry](https://form.education.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-f9f4f5a1-936f-448b-bbeb-9dcdd595f468/AF-Stage-8aa41278-3cdd-45a3-ad87-80cbffb8b992/definition.json&redirectlink=%2Fen&cancelRedirectLink=%2Fen&consentMessage=yes). |  |
| **4.** | **Member updates/feedback** |  |
| **4.1** | **EPAO confirmation of achievement – Clare Abram**  Clare informed members that B&F College is experiencing issue with achievement dates. EPA achievement date funding rules imply that the date achieved the last component of EPA should be used but EPAO is sending paperwork with different dates, which is leading to some achievement dates being in the wrong year. Pat Haslem offered to continue discussion with CA outside of this meeting. |  |
| **4.2** | **Amending non-levy reservations – Pat Haslem**  Pat Haslem raised the issue of not being able to retrospectively amend reservations for non-levy. Luke Swarbrick shared that T2000 have experienced issue with Reserve My Funding and have been advised to submit a future date.  Discussions took place about similar issues within all organisations and the administrative burden this is putting on providers. TC asked all members to email details of their issues to him for collectively communicating to the ESFA. | **All members to email details of challenges to TC for collective communication with ESFA** |
| **4.3** | **TAS difficulties and restarting learners – Tracey Hughes**  Changing start date impact on the employer payment and accurate lengths of stay in line with the relevant starts’ paperwork. | **TC to push for ESFA data rep to attend future meeting** |
| **5.** | **Any Other Business** |  |
| **5.1** | Lynne Smith recommended all members access the reports available on Submit Learner Data portal and offered to forwarded slides from the LSECT Data Conference to TC for circulating. | **LS to forward slides to TC for circulating** |
| **6.** | **Date of the Next Meeting** |  |
|  | 10.00 – 12.00pm Wednesday 3rd March 2021 |  |