

## **GUIDANCE NOTE NUMBER 2 - 19 FEBRUARY 2010**

### **FUNDING ALLOCATIONS FOR THE 2010/11 ACADEMIC YEAR**

#### **INTRODUCTION**

1. This Guidance Note is the second in a series of Skills Funding Agency communications to the sector.
2. It builds on Guidance Note 1, issued in December 2009, and provides further information on the Skills Funding Agency's process for funding allocations for the 2010/11 academic year. This will inform ongoing discussions between colleges and training organisations and shadow Skills Funding Agency account management teams.
3. The Note covers:
  - Adult Learner Responsive provision
  - Employer Responsive provision - Train to Gain
  - Employer Responsive provision - Apprenticeships
  - Programmes for the Unemployed
  - Joint assessment of impact of allocations on colleges and training organisations
  - Summary of key dates
4. There are a number of areas which we are still developing. These include proposals for Earned Autonomy and the outcome of the Fees Review. We will publish details of these as soon as possible.
5. The Skills Strategy (Skills for Growth) and the Skills Investment Strategy set out the critical importance of skills for economic growth. We have reflected these priorities in our allocations process, for both Adult Learner Responsive and Employer Responsive provision. Within this, there are a number of areas which are worth clarifying or drawing to your attention, namely:
  - Greater focus on using funding for those without prior qualifications (known as 'firstness'). This will be across all programmes but with a particular focus on Adult Learner Responsive. Whilst we recognise the need to support re-training, we do need to ensure that a greater proportion of funding is invested in those without any prior qualifications. Please note that, for Apprenticeships, we will continue to support repeat qualifications because we recognise that the skill levels required for an Apprenticeship can be very different to that of other qualifications. However, we will not fund repeat qualifications for Apprenticeships 25 + and we do not expect, to fund repeat Apprenticeships.

- Importance of numeracy - this is an area where we need to do more to secure greater progress towards the target. We are encouraging all colleges and training organisations to increase their provision here.
- Emphasis on Apprenticeships - we know we need to see a continued increase in Apprenticeship starts and, alongside a continued focus on 16 - 18 Apprenticeships, we want to promote progression into Advanced Apprenticeships for the 19 - 30 age group.
- The need to work with employers to respond to demand emerging in the priority sectors and occupations highlighted in the Skills Investment Strategy, the UK Commission for Skills and Employment (UKCES) National Strategic Skills Audit, and the Regional Development Agency Regional Priority Statements. This would include the need to secure co-investment with employers, and to respond to demand for increased Level 3 qualifications, particularly for technician and associate professional level occupations.

## **Regional Priorities**

6. The Regional Development Agencies have produced the first iterations of their Regional Skills Priority Statements 2010/11, which will inform adult skills provision in 2010/11. These are living documents which will develop further, taking account of intelligence in the UK Commission for Skills and Employment Skills Audit and further consultations with partners, including businesses, local authorities and the Further Education (FE) sector.
7. The Statements set out the skills needs arising from major and spatially distinctive investments and sectoral development, as well as to fill skills gaps. Regional Development Agencies are engaging with networks of colleges and training organisations to ensure that the sector has the opportunity to both shape and respond to these skills priorities. The Priority Statements will continue to evolve to ensure that the Regional Development Agencies, Skills Funding Agency and other partners are well placed to respond to in-year opportunities and threats. In parallel, the Regional Development Agencies and Skills Funding Agency are, within each region, jointly discussing how to influence the system towards regional priorities.
8. As colleges and training organisations develop their offer for 2010/11, they will need to consider how best to respond to these skills priorities, taking into account both the funding allocation from the Skills Funding Agency and potentially, other revenue accessible to colleges and training organisations from individuals, employers and other funding organisations.

## **ADULT LEARNER RESPONSIVE**

9. This section provides further information on Adult Learner Responsive allocations.

### **Initial Funding Statements**

10. An Initial Adult Learner Responsive Funding Statement for each college and training organisation was issued in the week ending 22 January 2010. The Statements were produced centrally, using 2008/09 F05 data from the Data Service, and applying the methodology outlined in Guidance Note 1 (December 2009) to provide an initial funding calculation for 2010/11.

11. The Data Service has subsequently released final Provider Factors for 2010/11, and in some cases these are different from those shown on the Initial Funding Statements. Statements showing the final Provider Factors have been issued.

### **Agreeing Standard Learner Numbers**

12. Initial Funding Statements included a theoretical calculation of fully-funded and co-funded Standard Learner Numbers for 2010/11, based on historical data. This was for information only, and have been removed from the updated Statements to avoid confusion.

13. Actual planned Standard Learner Numbers for 2010/11 should be agreed between the college and training organisation and the Skills Funding Agency account management team and recorded on the Summary Statement of Activity, which will be issued shortly. In the first instance, the college and training organisation should propose the number of fully-funded Standard Learner Numbers planned for 2010/11, based on the expected mix of provision. Using the Provider Factor and the national rate, this will allow the associated funding to be calculated, and in turn the number of co-funded Standard Learner Numbers can be calculated from the remaining funding.

14. As in previous years, all planning information should be recorded on the Summary Statement of Activity. The date for returning the final Summary Statement of Activity is 30 April 2010. These statements will be collated nationally to give an initial picture of the provision planned for 2010/11. This will be shared with Department for Business, Innovation and Skills and published.

### **National Moderation Process**

15. Initial discussions with colleges and training organisations on Adult Learner Responsive allocations were completed by 12 February 2010. Feedback from these discussions, including issues and concerns raised, will inform a national moderation meeting this month. Following national moderation, Account Managers will work with colleges and training organisations to complete the Summary Statement of Activity.

A first draft of the Summary Statement of Activity recording learner numbers, Standard Learner Numbers and planning assumptions is to be completed by 19 March 2010 at the latest, so that final allocations may be confirmed by the end of March. The final summary statement will need to be completed by 30 April 2010.

## **Learners with Learning Difficulties and Disabilities 19-24 transfer**

16. From April 2010, Local Authorities will be legally responsible for funding all learners, up to the age of 25, who have a learning difficulty assessment. In order to minimise disruption, we have agreed that we will use the Skills Funding Agency's adult allocation process to calculate and identify the funding to be paid by the Local Authority in the 2010/11 academic year. This will be based on 2008/09 data and will include funding for:

- The costs of provision for **all** 19-24 Learners with Learning Difficulties and Disabilities with high level Additional Learning Support (amounts over £5,500)
- The high level Additional Learning Support costs

17. At this stage, the funding for 19-24 Learners with Learning Difficulties and Disabilities is included within the Initial Funding Statement, and is not yet separately identified. When the final Adult Learner Responsive allocation is communicated in March, the Learners with Learning Difficulties and Disabilities 19-24 transfer funding will be identified as a separate amount within the overall total.

18. This funding will form part of the funding agreement between the college and training organisation and the Local Authority from 2010/11 onwards. The amount identified for each college and training organisation will be shared with the Young People's Learning Agency so that they are clear how much funding needs to be routed through each Local Authority.

## **Adult Safeguarded Learning (including First Steps and PCDL in FE provision), and Additional Learning Support**

19. Guidance Note 1 set out our intended approach to allocating these other funding streams. During February, we will confirm Adult Safeguarded Learning allocations via a separate Funding Statement.

20. Additional Learning Support funding will be included in the Final Adult Learner Responsive Funding Statement to be issued by the end of March.

## **Priority provision - Personal Best and Access to Higher Education (HE)**

21. The Skills Funding Agency is supporting the Personal Best programme, which aims to help people develop skills to become Olympic Games volunteers. Personal Best is

offered as part of the Foundation Learning curriculum - the Active IQ Level 1 Award in Preparation for Event Volunteering (Personal Best) (QCF).

22. For colleges and training organisations continuing to deliver the Personal Best qualification, or intending to introduce it in 2010/11, we can confirm that the qualification is included in the definition of priority provision for Adult Learner Responsive funding in 2010/11. In addition, colleges and training organisations may also deliver the Personal Best qualification through Formal First Step Learning, as part of the Adult Safeguard.
23. Access to HE courses will continue to be considered as full Level 3 qualifications for the purpose of defining priority provision.

## **EMPLOYER RESPONSIVE FUNDING**

### **Funding for Train to Gain and Apprenticeships in 2009/10**

24. Following the outcomes of the Quarter 1 performance management process (December 2009), the Skills Funding Agency identified a further £20m of funding that could be brought from the 2010-11 financial year (April-July 2010 element), into the 2009-10 financial year, to support additional starts or accelerated achievements between January and March 2010. This does not increase the overall amount of funding available within the 2009/10 academic year. This is because any increase in the Maximum Contract Value (MCV) for the period August 2009-March 2010 will be offset by reductions in the April-July 2010 Maximum Contract Value.
25. Account Management teams are currently discussing potential changes to Maximum Contract Values, with all amendments to be agreed and uploaded to AMPs by 3 March 2010. In addition, Account Management teams will continue to review and monitor performance and will increase or decrease Maximum Contract Values to maximise performance over the remainder of the financial year.
26. The current changes to contracts for Apprenticeships are intended to ensure funding is directed to activity taking place, and also that all 16-18 demand is funded. Colleges and training organisations should therefore be aware that, at this point, we expect no 16-18 starts to be turned away due to insufficient funding.

## **2010/11 EMPLOYER RESPONSIVE ALLOCATIONS: TRAIN TO GAIN**

### **Priorities for Funding**

27. The 2010/11 Skills Investment Strategy set out the intention for funding to be prioritised to support market areas and sectors which will be crucial to future jobs and growth, including those sectors identified in New Industries New Jobs.
28. This will be supplemented by the publication of the UKCES National Strategic Skills Audit and the Regional Development Agency Regional Priority Statements, both in March 2010. We would encourage all colleges and training organisations to consider the extent to which they can refocus their activity to address these priorities and to engage at regional and local level to understand and respond to these. We will be working during the year to review progress towards delivery of provision which supports these industry and occupational priorities, and to move money, where appropriate, to support this.

## Initial Funding Statement

29. An element of the Train to Gain budget has been held back from the 2010/11 allocations. This includes £33m which has been held back in the financial year (£50m academic year) for the pilot Joint Investment Programme signalled in the Skills Investment Strategy. This will be allocated to colleges and training organisations partnering with Sector Skills Councils through a bidding process.
30. The Train to Gain budget has also seen some reductions through the realignment of priorities, signalled in the Skills Strategy, for example to support additional Apprenticeship starts for 18-30 year olds and the development of progression routes into HE from these.
31. The application of Minimum Levels of Performance may also bring some money back into the overall budget. Our intention is to negotiate with colleges and training organisations delivering high quality provision to redeploy to them funds which may result from removing poor quality provision so they may address any spatial and sectoral gaps.
32. In the week commencing 1 February 2010, every college and training organisation that has a current Apprenticeship or Train to Gain contract was issued with a Funding Statement for 2010/11, with the exception of a small number of cases, such as those on wind-down contracts in 2009/10. This was an initial funding calculation: it was NOT an allocation.
33. The Funding Statement calculates the initial baseline following a national formula, applied consistently. This sets the Maximum Contract Value for 2010/11, using 2009/10 as a baseline. The calculation applies to Train to Gain overall, and at budget line for Apprenticeships, i.e. 16-18, 19-24 and 25+.
34. The initial 2010/11 baseline was calculated on the basis of the college/training organisation's share of the 2009/10 budget (i.e. its 2009/10 Maximum Contract Value as a percentage of the 2009/10 budget). This will be used as a starting point for the dialogue with Account Managers, but will then need to consider the following factors:
  - The application of Minimum Levels of Performance
  - The need to smooth Train to Gain funding between April to July 2009/10

Each of these is discussed in more detail below:

## Minimum Levels of Performance

35. For the 2010/11 academic year, the shadow Skills Funding Agency is applying Minimum Levels of Performance to both Apprenticeships and Train to Gain. This is the first year that Minimum Levels of Performance have been formally applied in Train to Gain. This means that where college and training organisation Qualification Success Rates in 2008/09 were below agreed thresholds, we will not be re-contracting for this provision.
36. **The thresholds have been set at 50% for Apprenticeships and 65% for Train to Gain.**
37. The process is being managed across the whole of the Skills Funding Agency at national level, but includes regional moderation. Account Managers will communicate the outcomes with colleges and training organisations, including where provision will be withdrawn as a result of performance in 2008/09.
38. The moderation highlighted three particular areas of Train to Gain provision which required professional judgement of circumstances:
- Timeliness - where previous advice may have suppressed success rates
  - Exceptional college or training organisation data error - where technical error caused substantial variation to results
  - Economic downturn - where an employer's ability to participate fully was restricted because of economic circumstances.
39. We have therefore made exemptions to Minimum Levels of Performance where there is clear evidence that data was affected by one of the above areas. Where a college or training organisation feels that the results have not taken sufficient notice of these circumstances, they need to raise this with their Account Manager with supporting evidence to aid discussion, as soon as possible and no later than the **end of February**. Our intention is to ensure that good quality training continues to be funded and, although these three circumstances may have resulted in lower success rates in some instances, we do not want to close down good training.
40. Account Managers will discuss the implications of the impact of Minimum Levels of Performance with each affected college and training organisation to ensure that the interests of learners are protected. Where there is money released as a result of this, it will be re-allocated to high quality provision, in line with national and regional priorities.
41. Where the application of a Minimum Level of Performance results in the withdrawal of that provision, a college or training organisation will not be allowed to deliver starts in the areas of provision affected from April 2010 (i.e. within the 2009/10 contract year). This is in line with the 2009/10 contracts which allow for the Maximum Contract Values to be reduced, in year, where performance is deemed to be unsatisfactory.

## Smoothing

42. As a result of over-performance in 2008/9, 2009/10 allocations were heavily back loaded into the April to July 2010 period. This means that, if all colleges and training organisations translate their April-July Maximum Contract Values into starts, in this period, we would carry in an exceptionally high level of commitment into the next academic year (2010/11), potentially resulting in no funding for starts in August 2010 to March 2011. This is clearly an unsustainable profile of activity which will undermine the credibility and reputation of this programme with employers and learners.
43. Therefore, as part of the discussions for 2010/11 we are offering all colleges and training organisations the opportunity to smooth their funding profile over the April 2010 to July 2011 period. This means that colleges and training organisations could agree a new 16 month profile to even out their starts profile and as a result move some of their April 2010 to July 2010 Maximum Contract Value cash into the August 2010 to March 2011 part of their 2010/11 contract.
44. The national planning assumption is that 30% of the cash should be moved to beyond August, but before March 2011. It should be noted that given the amount of funding in each of the two financial year funding envelopes, for many colleges and training organisations, it would be impossible to fund carry in to August-March 10/11 if they were to utilise their April-July 2010 Maximum Contract Value in full.
45. Clearly, this option needs to be discussed and agreed with each college and training organisation. However, given the pressure on budgets, it is likely that for any college or training organisation not wanting to smooth starts, we will not be able to provide sufficient funding in their August 2010 - March 2010 Maximum Contract Value to pay for the cost of those learners already started by the end of July 2010. This will vary by organisation based on both the proportion of 2009/10 funding contained within the April 2010 - July 2010 Maximum Contract Value, and the proportion of that funding committed to delivering achievements.

## Minimum Contract Levels for Train to Gain

46. The Skills Investment Strategy makes it very clear that in order to operate effectively in the current fiscal environment, colleges and training organisations must deliver significant efficiencies. We know that it is increasingly difficult for smaller contractors to realise these efficiencies and are therefore considering the development of a new minimum contract level policy. This would apply to those organisations that only have Train to Gain contracts. However, please note this has **NOT** yet been agreed and will therefore not impact on the calculation of 2010/11 allocations.

## **2010/11 EMPLOYER RESPONSIVE ALLOCATIONS: APPRENTICESHIPS**

### **Priorities for Funding**

47. The 2010/11 Skills Investment Strategy set out the intention for funding to be prioritised to support market areas and sectors which will be crucial to future jobs and growth, including those sectors identified in New Industries New Jobs.
48. This will be supplemented by the publication of the UKCES National Strategic Skills Audit and the Regional Development Agency Regional Priority Statements, both in March 2010. We would encourage all colleges and training organisations to consider the extent to which they can refocus their activity to address these priorities and to engage at regional and local level to understand and respond to these. We will be working during the year to review progress towards delivery of provision which supports these industry and occupational priorities, and to move money, where appropriate, to support this.
49. The National Apprenticeship Service (NAS), working with a range of partners, has confirmed the priorities for the programme. For 16-18 Apprenticeships we expect an overall increase in new starts from the 202,000 estimated for 2009/10 to 223,000 in 2010/11. The national funding rate for this age group will be maintained at the 2009/10 level. Apprenticeships for 16-18 learners continue to be an absolute priority, and our current position is that we expect no learners to be turned away due to insufficient funding.
50. For adults the growth of Advanced Apprenticeships for learners aged 19-30 is a new priority, and funding for an additional 20,000 places has been provided to support this. Overall the funding for adults provides for an increase of 41,000 new places compared to 2009/10.
51. In order to be responsive to uneven demand for Apprenticeships for 16-18 year olds, the National Apprenticeship Service have held back a rapid response fund for apprenticeship providers to access where performance exceeds Maximum Contract Value. Working through the Skills Funding Agency, they will release this funding to providers who are able to meet that demand, prioritising those who focus on the national and regional sectoral priorities.
52. The National Apprenticeship Service, working with a range of partners, has confirmed the priorities for the programme and these are published on the Apprenticeship website ([www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)). These are supplemented by delivery plans for each region for all age groups, with a particular focus on 16-18 based on discussions with local authorities and shadow Regional Planning Groups. We will discuss the implications of these with each provider as part of the allocations process. Further details about how this will be monitored throughout the year will be confirmed in due course.

53. The dialogue about Apprenticeships will need to cover the ability of colleges and training organisations to support Apprenticeships for 16-18 year olds. Information will be available about the expected level of demand within each region, and we will want to agree how organisations can support this. Ultimately funding for this age group will be directed to support demand as it emerges and the quarterly review process will be critical to achieving this.

54. As with Adult Learner Responsive, Account Managers will be working with colleges and training organisations in order to record planning information on the Summary Statement of Activity. This will cover delivery for all Employer Responsive, including 16-18 Apprenticeships. We expect that for most colleges and training organisations that this will be completed by the end of April 2010.

## **2010/11 EMPLOYER RESPONSIVE ALLOCATIONS: FUNDING CHANGES**

### **Funding Changes from 1 August 2010**

55. A separate Guidance Note will set out the detail of new funding policies, announced in the Skills Investment Strategy, which will **apply to all learners** from 1 August 2010. This includes all learners currently on a programme and not just those starting from August 2010. This note will be published in March 2010.

56. In the context of Employer Responsive provision, the most significant changes are:

- Reduction of Train to Gain and Apprenticeship funding rates, including a further 10% reduction for 25+ Apprenticeships
- Re-introduction of co-funding for all repeat Level 2 qualifications in Train to Gain
- 25% reduction in rates paid to large employers (1,000+) for Train to Gain and 19+ Apprenticeships. This will apply to all large employers, not just those delivered with the National Employer Service, and will include direct and college and training organisation-led delivery. The exact details of what will be included / exempted are being finalised and will be published in a forthcoming Guidance Note.

57. In addition, there is a significant change to funding policy for Apprenticeships, arising out of the Apprenticeships, Skills, Children and Learning Act 2009. This provides a clear definition of what it means to complete an Apprenticeship. Under the terms of the Act, employment is an absolute cornerstone of an Apprenticeship. This means that when the Act comes into effect, we will no longer recognise or fund Programme-Led Apprenticeships.

58. However, the Act does allow the specification of alternative completion conditions for Apprenticeships through regulations. The Government is clear that Apprenticeships with an Apprenticeship Agreement must be the norm. The alternative completion regulations are to be used by exception. They are expected to allow for a period of pre-Apprenticeship training which can, in specific circumstances, be counted towards an Apprenticeship. The Government has confirmed that, in the exceptional cases where alternatives are allowed:

- Regulations will specify a maximum 6 month period of pre-Apprenticeship training.
- This pre-Apprenticeship contract period of work-based training is not in itself an apprenticeship.
- The Apprenticeship Offer under the Act will not be met until the apprentice is employed and an Apprenticeship Agreement is in place.
- Pre-Apprenticeship training will be funded from the Apprenticeship training budget.
- Young people on a pre-apprenticeship will be eligible to claim Education Maintenance Allowance as now.

59. We also expect to require that a formal training agreement and plan is in place for the whole of the Apprenticeship framework.

60. The details of the regulations have not yet been agreed. As noted, alternative completion conditions are intended to be for exceptional circumstances only, so we expect the regulations to be tightly defined. They will be subject to the affirmative resolution procedure which means that they must be agreed by both Houses of Parliament.

61. We expect regulations to come into force in 2011. The estimated timeline is that we will start with a public consultation in spring 2010, and then develop draft regulations for summer 2010. In anticipation of these changes, in 2010/11 the National Apprenticeship Service will only fund college and training organisation-led elements of apprenticeship provision for a period of six months or less. We would expect that the apprentice is in employment within six months of starting their Apprenticeship, regardless of which route they have started on.

## **PROGRAMMES FOR THE UNEMPLOYED**

62. Programmes for the Unemployed (PfU) continue to be a priority. There will be significant growth in the scale and range of these programmes during 2010-11. They continue to provide the means by which individuals can be helped to deal with the effects on the current economic situation, while at the same time providing an opportunity for the sector to demonstrate that it can respond swiftly and decisively to changing circumstances.
63. Given this growth across the range of programmes, we have agreed that we **will secure provision through negotiated commissioning wherever possible**. We will use open and competitive tendering where this is necessary.

## **Forthcoming Commissioning, Procurement and Contracting Activity**

### **Employability Skills Programme**

64. Contracts will be extended from current end date of 31 March 2010 to 31 July 2010. This will be done by negotiation, under the terms of the previous Open and Competitive Tender specification. This work is being undertaken now.
65. We will also need to procure additional provision to run until the end of the 2010-11 financial year. To note that discussions about contracting arrangements from August 2010 are ongoing while the impact of the Skills Investment Strategy announcement of a single purse for Programmes for the Unemployed is considered.

### **6 Month Offer**

66. We are currently varying contracts to reflect the reduced financial year budget (for 2009-10) set out in the Skills Investment Strategy. As part of college discussions, we are also looking at contract extensions and variations for provision in 2010-11. We will provide indicative allocations to colleges as soon as possible.

### **Young Person's Guarantee**

#### **Routes into Work**

67. The Skills Funding Agency is currently securing provision for four additional sectors (known as Phase 3), which are: Health, Contact Centre, Energy and Utilities, and Food and Drink Manufacturing. The budget for this provision is approximately £9m across England. Provision will start in April 2010

68. There will be a further £18m of funding to support delivery of an additional 15,000 places between April 2010 and March 2011. Provision will target all of the Phase 1, 2 and 3 sectors previously announced, as well as further sectors (Phase 4). A full list of sectors supported is included below:

Phase 1 (contracted from November 2009)	Retail Hospitality, Leisure, Travel and Tourism
Phase 2 (contracted from November 2009)	Security Facilities Management
Phase 3 (contracted from April 2010)	Health Contact Centre Food and Drink Manufacturing Energy and Utilities
Phase 4 (contracted from April 2010)	Logistics Construction Manufacturing Creative and Cultural Agriculture

### Care First Careers

69. The Department for Work and Pensions and the Department of Health have agreed to transfer approximately £18m to the Learning and Skills Council / Skills Funding Agency to provide 15,000 pre-employment training places in the social care sector. We have agreed that this will be available from April 2010.

70. All of the Routes into Work and Care First Careers provision will be commissioned through a negotiated process wherever possible, with any sector or geographical gaps in provision filled through a single national procurement process if required. Provision is expected to be available from April 2010.

### Work Focused Training

71. We are currently working on options to procure provision for delivery in Jobcentre Plus Flexible New Deal Phase 2 Districts. The provision will need to begin in July 2010.

72. We will also be commissioning 7,000 additional places, spread across Flexible New Deal Phase 1 and Phase 2 Districts. This will be negotiated with providers currently contracted to deliver in those districts, based on demand.

### Assessment of impact of Allocations on Colleges and Training Organisations

73. Dialogue with colleges and training organisations has already begun and we expect this to continue during February and into early March. In some cases, depending on

the number of funding streams and the impact of reductions, there will be a need for several conversations.

74. We know that the majority of colleges and training organisations will need to consider carefully the impact of their allocations. In many cases, this will include the extent to which they may need to reduce provision and associated costs, including staffing.
75. Colleagues in the adult and young people's shadows organisations are considering the overall impact of allocations on the financial health and viability of the sector. Our primary focus will be on colleges, because of the statutory nature of our relationship, however we also need to understand the impact on private and third sector organisations. Whilst we will expect the vast majority of colleges will be able to manage the impact of changes, in exceptional cases, there may be the potential for some limited support for restructuring, through an Invest to Save scheme. Further details of this will be announced shortly.

## KEY DATES

<b>TASK</b>	<b>DATE TO BE COMPLETED BY</b>
Guidance Note 1 released	December 2009
Initial Adult Learner Responsive Funding Statement issued to each college and training organisation	Week commencing 22 January 2010
Initial discussions with colleges and training organisations	January- March
Guidance Note 2 released	Week commencing 15 February 2010
National Moderation Panel for Minimum Levels of Performance and Adult Learner Responsive	19 February 2010
Publication of UKCES National Strategic Skills Audit	March 2010
Publication of the Regional Development Agency Regional Priority Statements	March 2010
2010/11 Employer Responsive Allocations – publication of Guidance Note	March 2010
Six-Month Offer guidance and contract documentation re-issued	2 March 2010
Six Month Offer contract negotiations take place	2-12 March 2010
Submission of Phase 3 & 4 Routes into Work proposals	15 March 2010
Evaluation of Routes into Work submissions and national moderation to be completed	29 March 2010
Final Employer Responsive and Adult Learner Responsive Allocations to be confirmed	30 March 2010
Six Month Offer contracts to be issued	by 31 March 2010
Notify organisations of outcomes of Routes into Work submissions	31 March 2010
Account Managers to work with colleges and training organisations to complete Summary Statement of Activity to record learner numbers, Standard Learner Numbers and planning assumptions	March- April 2010
Issuing of Routes into Work phase 3 & 4 contracts	14 April 2010
Return final Summary Statement of Activity	30 April 2010
Additional sectors for Routes into Work start	April 2010
Care First Careers delivery available	April 2010
Work Focused Training delivery for FND phase 2 districts starts	July 2010