

# Adult Skills and Family Learning Service Newsletter

August 2020

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## Adult Skills and Family Learning Service News

### **End of 2019/20 academic year – deadline for outstanding enrolments (with an end date before 31/07/20)**

The deadline for entering **new** enrolments with an end date before 31/07/20 onto TERMS is Friday August 28<sup>th</sup> 2020. The service is unable to fund any enrolments entered onto TERMS after this date.

### **Self-Assessment Report (SAR) 2019/20**

Thank you to those Providers who have submitted their 2019/20 Self-Assessment Report. Please note the requested submission date of Monday 31<sup>st</sup> August 2020 for your SAR position statement and outstanding learner stories.

### **Covid-19 guidance**

The Department for Education has published guidance about Covid-19 in educational settings for staff, parents and carers, pupils and students:

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Please ensure that where classroom learning is planned that the guidance is followed and face coverings are worn by learners unless you can guarantee 2m social distancing in the classroom.

We have been asked whether teaching staff can wear visors rather than face masks, but the advice from colleagues in public health is that visors alone do not add enough protection to be considered a mitigation. So we are now saying 2m distancing in class with optional face coverings; face coverings face coverings advised elsewhere.

PPE grade masks and visors should be available to staff where 2m social distancing cannot be confidently maintained. This is because if the risk is high enough to require mitigation the protection needs to be of PPE grade and face coverings are not.

Please ensure a risk assessment is carried out in advance of any classroom learning that includes the wearing of masks / visors, social distancing, use and frequency of hand sanitizers and disinfecting of public areas. Please send a copy of your Covid-19 classroom learning risk assessment to your Project Officer in advance of commencing classroom delivery.

If you have any queries regarding the guidance please let us know.

## **Online Learning / Safeguarding**

It is essential that we continue to provide our learners with a safe learning environment through our online learning programme. We have updated our e-safety policy and created a standard for Distance Learning / Learner Agreement and Code of Conduct from the findings of our Covid-19 Distance Learning review.

Following the publication of our e-safety policy, a number of Providers have suggested that we include learner protocols specifically around not having any inappropriate or personal identifiers visible in the background of virtual sessions, and the need to get this message over prior to the course beginning. Thank you for these suggestions and the e-safety policy will be refreshed with immediate effect.

Please continue to let us know where we can make further improvements to the way we deliver the service.

## **Intelligence gathering**

Please note we are still collecting intelligence on both the impact of Brexit and Covid-19 on your business. Your Project Officer will keep you informed regarding this requirement.

## **2020/21 resources**

Please email Linda Hursey ([Linda.hursey@lincolnshire.gov.uk](mailto:Linda.hursey@lincolnshire.gov.uk)) if you need any resources for 20/21 including the 2020/21 enrolment form, registers, learner handbooks and pens

## **2020/21 editable enrolment form**

Unfortunately we have had to remove the editable enrolment form from the OneDrive because of formatting issues. If you would like a copy of the form please speak to your Project Officer or Linda Hursey.

## **2020/21 initial payment**

Providers who have submitted their completed contract paperwork are able to submit invoices for their 10% initial contract payment. Payment templates will be emailed to Providers with all the necessary invoicing information. Please let Thea know if you have any queries regarding this payment ([Thea.croxall@lincolnshire.gov.uk](mailto:Thea.croxall@lincolnshire.gov.uk))

## **2020/21 planning and performance management**

Thank you to those providers who have returned their profile spread sheets. If you haven't completed yours, please could you prioritise this and return it to Sue Bennett ([Sue.bennett@lincolnshire.gov.uk](mailto:Sue.bennett@lincolnshire.gov.uk)) by the end of August. Please note we are not able to authorise providers' initial contract payment without receipt of

completed profile spread sheets.

## **Guided Learning Hour (GLH) definition**

We have had a number of queries regarding the definition of what constitutes a guided learning hour, and whether this can include home study time. The Service is using the definition provided by Ofqual:

*“The activity of the learner in being taught or instructed by – otherwise participating in education or training under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training. For these purposes the activity of ‘participating in education and training’ shall be treated as including the activity of being assessed if the assessment takes place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training.”*

You can find more information in the Ofqual Handbook <https://www.gov.uk/guidance/ofqual-handbook>

Course guided learning hours have been agreed with Providers on an individual basis and are outlined on the Learning Plan included with the contract paperwork. If you need to adjust the GLH for any of your provision please speak to your Project Officer for approval.

## **Intended destination recording**

It is important that learner intended destination is accurately recorded so that we can evaluate the impact of our provision and identify which courses provide the biggest impact. This helps inform our planning for future years.

## **Actual Progression Data**

As you are aware we are on a mission to improve our Actual Progression Data to evidence learner related success measures into learning/volunteering and work. Please can you ensure you have a process in place to collect Actual Progression Data and that you keep your Project Officer informed. This information will be used to inform AS&FL impact.

## **Facebook and Twitter**

Our Facebook and Twitter campaign to promote our service has been well received, with the webinar posts achieving the best engagement and tags. We will continue to post under the LCC page mainly on Facebook, and welcome more of your posts to promote your courses etc. Please send your posts to [Anita.pritchard@lincolnshire.gov.uk](mailto:Anita.pritchard@lincolnshire.gov.uk) Any posts that are for August please lead with the subject Aug FB posts.'

## **2aspire website**

Our [2aspire website](#) has been developed even further to support our learners and all Lincolnshire residents who are looking for up-to-date local information on jobs, careers and online learning. It also includes pages for wellbeing, digital skills and adults with links and tips alongside Learning at Home activities and videos from our tutors. Please signpost your learners to the website as part of your end of course Information, Advice and Guidance.

## Partnership working / Course Finder

The Adult Skills & Family Learning team work with many agencies across Lincolnshire in order to raise awareness of our Adult Learning programme and to widen participation. As part of this work we signpost interested parties to the 2aspire website so they can see the breadth of our Provider base and provision offered. **It is therefore essential that you keep Course Finder up to date.**

Maintaining Course Finder is also a contractual requirement: Clause 11.2

*"The Provider will be required to input LCC funded course Information and promote provision on the Council's Course Finder at least 4 weeks in advance of each course start date. Payments will be suspended if the Provider does not maintain the Council's Course Finder, until such time as the Council is satisfied that it is up to date and being properly maintained."*

## Prevent / Hate Crime

Paul Drury continues to lead on Prevent for the council and is also leading on the new Hate Crime Strategy. The Prevent landscape has changed as a result of Covid-19 and future training will take account of this. Paul is able to provide Prevent training for your staff, either remotely, or face to face, if the necessary safeguards are in place. Paul can be contacted on:

Tel: 01522 555367  
Mobile: 07771 837829  
LCC email: [Paul.drury@lincolnshire.gov.uk](mailto:Paul.drury@lincolnshire.gov.uk)

Paul has agreed to provide a Prevent / Hate Crime update at the Provider Meeting scheduled for Wednesday 10th February via TEAMS. Please contact Jane Bond if you would like the link for the Provider meeting. ([Jane.bond@lincolnshire.gov.uk](mailto:Jane.bond@lincolnshire.gov.uk))

## Adult Skills & Family Learning – ESF match funding

The information contained in the following sections all relates to ESF match funding.

Any learning activity funded by us is part of the ESF programme and continues to be subject to ESF programme rules. For information, a summary of the ESF match funding requirements is provided below:

To comply with the Funding Rules, Providers are required under the terms of their funding agreement to:

1. Display an ESF poster prominently in their premises (a proforma is provided in the Provider Handbook Appendices). Please contact your Project Officer if you need further guidance.
2. Have in place Gender Equality and Equal Opportunities and Sustainable Development policies and action plans.
3. Inform all learners that they are on a programme part financed by ESF.
4. Retain documentation for audit including having in place a document retention policy that reflects the minimum date requirement of 31 December 2030.

5. Participate in evaluations, surveys and reporting as required.

## **Employment status of learners**

The employment status of learners is important for ESF programmes to confirm learner eligibility for the funded activity. It is very important that the correct initial employment status is used. The ILR specification information for this field states that when a learner first enrolls with a provider, this field must be completed with the learner's employment status prior to enrolment or the programme start date. To ensure that the Department can maximise match funding for unemployed programmes, where a learner has been unemployed prior to starting the learning programme their employment status must be shown as 'not in paid employment'. Evidence of this status must be retained.

## **ESF publicity and logo**

It is an ESF requirement that projects, ESF funded and match funded, acknowledge the support of ESF and the European Union. Providers must do this by displaying an ESF poster in their main premises, where it can be seen by visitors and learners (for example, in the reception area). It must be positioned in a prominent location clearly visible to staff, participants and others using the building, and have the following information:

1. Name of the project
2. Name of the Funding Stream (European Social Fund)
3. Brief description of the activity supported by the project
4. The full logo for the European Social Fund

The ESF logo and reference to the European Union must be located on learner enrolment forms, training materials and websites as a minimum requirement. When you use the ESF logo, you must use the logo for the 2014-20 ESF programme. The poster template is provided in the Provider Handbook appendices. You can also download poster templates, full publicity guidelines, and ESF logos from GOV.UK.

## **Learner Data**

The data for your match will contribute to the achievement of the programme targets and it is important that critical fields are completed as fully as possible and 'not knowns' are avoided. The critical fields are:

1. Employment status
2. Prior attainment
3. Household situation
4. Destination
5. Learner contact details for surveys, especially phone numbers

## **Adult Skills and Family Learning – document retention**

Providers are required to retain all documents for audit purposes that verify their provision and the eligibility

of the learners for 3 years from the final payment from the EU to the Government. This is expected to be 31 December 2030 at the earliest.

This documentation includes learner records (including Additional Learner/Learning Support where appropriate); payment information relating to the contract/funding stream; Publicity, Gender Equality and Equal Opportunities and Sustainability policies. The Adult Skills & Family Learning Service provides a reconciliation statement at the end of each academic year to verify the position delivered and payment made.

In addition:

1. Hard copies of the current year's enrolment forms and registers need to be retained
2. Electronic copies of previous year's enrolment forms, registers, initial and diagnostic assessment, copies of publicity material that demonstrate the correct use of the ESF logo and required text need to be retained

Should you need assistance to maintain electronic copies of paperwork please let your Project Officer know

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## TERMS/Data Information for Providers

### **End of 2019/20 academic year – deadline for entering results on TERMS (for enrolments with an end date before 31/07/20)**

The deadline for entering results onto TERMS for enrolments with an end date before 31/07/20 is as follows:

Funding model 10 – Monday August 31st 2020

Funding model 35 – Wednesday September 30th 2020

Please also remember to enter Destination, Hours attended and Outcome/Results.

If you require any help or further information with the above please contact Steve or James:

Steve Bannister [Steven.Bannister@lincolnshire.gov.uk](mailto:Steven.Bannister@lincolnshire.gov.uk) or

James Dale [James.Dale@lincolnshire.gov.uk](mailto:James.Dale@lincolnshire.gov.uk)

### **TERMS Provider Refresher Training – 2020/21**

If any Provider would like TERMS Refresher Training for 2020/21 please contact James. This can be on the system as a whole or on certain aspects:

James Dale [James.Dale@lincolnshire.gov.uk](mailto:James.Dale@lincolnshire.gov.uk)

## TERMS Training for existing Providers (New members of staff) – 2020/21

If any Provider would like TERMS Training for 2020/21 for a new member of staff please contact Nick.

Nick Brown [Nick.Brown@lincolnshire.gov.uk](mailto:Nick.Brown@lincolnshire.gov.uk)

## TERMS set up – 2020/21 academic year

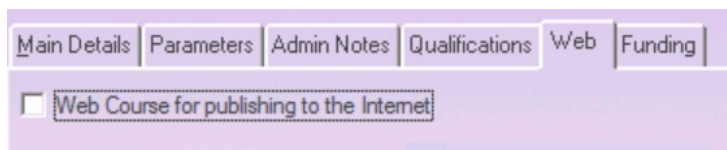
All contracts and venues for the 2020/21 academic year have been set up on TERMS ready for Providers to use. Unfortunately previous academic year's contracts cannot be switched off/removed from the system. Therefore please can we remind Providers to use contracts beginning with 20- for this academic year.

## Data Responsibility Agreement (DRA) Forms for 2020/21

DRA forms for 19-20 expired on 31/07/20. To ensure that correct processes and procedures are in place, new DRA forms for 20-21 will be sent to Providers by Steve. Please watch out for the email and complete and return as soon as possible. The DRA forms are also accessible on TERMS to download.

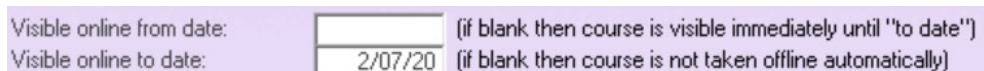
## Web Tab in Course set up

Please can we remind Providers to complete the Web Tab when setting up their courses. First select 'Web Course for publishing to the Internet'



The screenshot shows a navigation bar with tabs: Main Details, Parameters, Admin Notes, Qualifications, Web, and Funding. The 'Web' tab is selected. Below the navigation bar, there is a checkbox labeled 'Web Course for publishing to the Internet' which is checked.

Please always enter a data in the visible online to date. This should be the date you wish the course to be removed from 2Aspire. *Date shown below as example only.* The course will then be removed from 2Aspire on that date.



The screenshot shows two input fields. The first is 'Visible online from date:' with an empty text box and the instruction '(if blank then course is visible immediately until "to date")'. The second is 'Visible online to date:' with a text box containing '2/07/20' and the instruction '(if blank then course is not taken offline automatically)'.

## New Venues/Learning Aims for 2020/21

Please send all requests for new Venues and Learning Aims for 2020/21 through to James or Steve.

## ILR submission dates for 2020/21

For your information the first 4 ILR submission deadline dates for 2020/21 are:

R01 – 04/09/20

R02 – 06/10/20

R03 – 05/11/20

R04 – 04/12/20

Although these are the specified deadline dates we always look to submit our final file at least 4 working days before the deadline. Please could Providers bear this in mind when updating their data to TERMS.

## TERMS Hints and Tips for Providers

1. West March have advised not to use Internet Explorer to access TERMS. Chrome, Firefox, Edge are all acceptable alternatives to use.
2. Whenever saving anything in TERMS including reports always use Webfile as the area to save to. Please refer to the LCC TERMS User Guide v1.3, Reports Module section Pages 33 to 36, for details on how to do this.
3. For Providers with Funding Model 35 contracts your funding reports are produced at the beginning of the month. To ensure upto date provision is included in the reports please ensure that TERMS is upto date.

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## LEP Skills Capital Investment Programme

The Greater Lincolnshire LEP's Skills Capital Investment Programme is now open for applications with a closing date of 8th September 2020. This fund is for eligible institutions, i.e. Post 16 colleges and approved training organisations located in the Greater Lincolnshire area and who are on the register of learning providers in the current academic year to deliver education and training <https://www.ukrlp.co.uk/>

The programme has been developed by the LEP using an allocation from the very recently announced Getting Building Fund, hence the short timescales.

It is a £7.59million fund to support projects that will deliver additional or more relevant training that meets the needs of employers within Greater Lincolnshire's priority sectors. Through this capital fund the LEP seeks to work with partners to improve and modernise local skills and training infrastructure so that businesses have fewer barriers to growth. The outcome will be that employers are better able to upskill their existing workforce, or find the relevant skills they need within the local talent pool.

Whilst we did receive some project template submissions for the Getting Building Fund in July from a number of training organisations, now that a government allocation has been confirmed we require further detail to enable thorough assessment and to assist the GLLEP Board in determining individual programme allocations.

The business case form, criteria and any supporting information to facilitate your application can be downloaded from <https://www.greaterlincolnshirelep.co.uk/funding-and-projects/other-funding/skills-capital-programme-2020/>

If you require any further information or clarification about the programme or process please contact Halina Davies [halina.davies@lincolnshire.gov.uk](mailto:halina.davies@lincolnshire.gov.uk) or Clare Hughes [Clare.hughes@lincolnshire.gov.uk](mailto:Clare.hughes@lincolnshire.gov.uk)

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## Latest LEP News

Foreign investment in Greater Lincolnshire creates 300 new jobs

<https://www.greaterlincolnshirelep.co.uk/whats-new/foreign-investment-in-greater-lincolnshire-creates-300-new-jobs/>

Businesses supporting careers in schools

<https://www.greaterlincolnshirelep.co.uk/whats-new/businesses-supporting-careers-in-schools/>

Tourism Minister visits Lincoln to support recovery

<https://www.greaterlincolnshirelep.co.uk/whats-new/tourism-minister-visits-lincoln-to-support-recovery/>

Skegness Industrial Estate expansion to start next month

<https://www.greaterlincolnshirelep.co.uk/whats-new/skegness-industrial-estate-expansion-to-start-next-month/>

LEP allocated £25.8 million in funding

<https://www.greaterlincolnshirelep.co.uk/whats-new/lep-allocated-25.8-million-in-funding/>

Please let us know if you find this newsletter useful by emailing with any comments or suggestions. A £10 book token will be issued to the SMARTest suggestion. The email address is:

[BS\\_learningLH@lincolnshire.gov.uk](mailto:BS_learningLH@lincolnshire.gov.uk)