



The way we support training 2016-17

At The Suffolk Brokerage, we want to work closely with employers to ensure that the services we offer are accessed fairly and transparently. It is also our duty, as holders of public funding, to ensure that it is fully distributed each year.

This leaflet explains the funding available to adult social care employers in Suffolk, the way in which you can claim funding for training (and the evidence that is required), information on our priority payment policy and the associated capping policies.

How much we fund at a glance

Suffolk Brokerage Funding Levels 2016 -2017

QCF qualifications are paid on a per credit basis at £15 per credit

Who we fund

The Suffolk Brokerage directly funds employers who have employees undertaking QCF qualifications. Employers must be based in, or have clients based in, Suffolk.

We can only fund employers who comply with Skills for Care's NMDS (National Minimum Data Set) requirements. This means you must have completed the paperwork to become a member of our partnership and have updated your organisational and workforce information before you can claim funding in any one financial year. Further details regarding the NMDS requirements can be found on our website www.suffolkbrokerage.co.uk.

How we ensure fairness and transparency

Funding is open to all employers who are registered with us. We have a finite amount of funding and as such ensure that all organisations, big or small, have the opportunity to claim funding.

Funding for QCF qualifications can be applied for in advance and the funding ring-fenced. To ensure ring-fenced funding is distributed effectively, we will only fund qualifications in this way that are delivered by one of our quality monitored providers. These can be found on our website www.suffolkbrokerage.co.uk. You will see the Q logo indicating that they work with us, and employers, to ensure maximum opportunity to claim funding.

Claims can be submitted throughout the year and will be dealt with in accordance with the policy below.

In the situation where more units are claimed for than we have allocation to pay, we will prioritise to ensure fairness. The following list is in order of priority:

- Employers who have registered with us at the start of the year advising us of their training requirements will be paid first
- Employers whose candidates have met their unit completion dates will be given priority over late units
- Employers who have already claimed up to the capping level in any financial year will not be paid for further units/ credits unless our total allocation for funding has not been spent.

We will always discuss any problems in hitting unit deadlines and, where there are special circumstances, we will make exceptions on an individual basis.



Capping levels 2016/17

The capping levels have been set as follows:

QCF credits have an organisation cap of 500 per organisation per year. This includes all establishments owned by groups that are within Suffolk and not per NMDS registered establishment.

Please note that, for each learner, only 60 QCF credits can be claimed in any one financial year. It is therefore important to work with your training provider to ensure credit claims are submitted throughout the qualifications and not all at the end.

QCF units and qualifications

To maximise the funding per qualification you can claim within each financial year, you are advised to apply for funding prior to learners commencing their courses. Once we have approved your application, your funding is ring-fenced and, provided your learner completes units of learning in accordance with the timescales we set at the beginning of the qualification, your funding will take precedence over those who claim on an ad hoc basis.

Step 1

Send the completed Training Planning Form (enclosed with this leaflet) to us in the freepost envelope. This helps us gauge how many people require funding and helps us with allocation of resources.

Step 2

We will send you a registration form for each of the employees undertaking training. This form asks you for information including details about the employee undertaking the training, your NMDS status and which training provider you will be using. Send this form back to us. This will give you priority in payment of funding.

Step 3

On receipt of the registration from we will write to you outlining the dates for units to be completed. We will enclose a pro forma to send in with your units as they are completed to ensure that your payments are processed smoothly.

Step 4

When your employee completes units you will be given a unit summary sheet by the training provider. You must send us a copy (not the original) of this summary along with the pro forma.

Step 5

We will check eligibility, including your NMDS status. We will then submit your claim to Skills for Care. If your claim is agreed by Skills for Care, we will pay your units on a first come first served basis. We cannot guarantee that all claims can be paid and claims will be paid in adherence to the priority list outlined above. If your claim is successful we will send you a cheque or pay you directly through BACS for the completed units.

You will continue to send units into us throughout the duration of the qualification as they are completed and not submit all the units once the qualification is complete. If you do this you may not receive the full funding amount as a maximum of 60 credits per learner can be claimed in any one financial year.

Apprenticeships

If you have learners undertaking apprenticeships funded directly by the Skills Funding Agency through your training providers, you may be able to claim additional funding to help towards associated costs such as wage replacement, coaching and mentoring and venue costs etc. This is claimed unit by unit in exactly the same way as standard QCF qualifications. You do not have to tell us you are undertaking these qualifications. This funding is paid on a first come first served basis. You will still need to ensure you are eligible to claim by ensuring your NMDS is up to date. Then simply follow steps 4 and 5 above.

Talk to us

We want to assist in the funding of as many qualifications across Suffolk as possible. If funding is available we will always try to help you with your claims. If you have an employee who is struggling with their qualification and needs extra time or assistance we will always consider this and look at each case on an individual basis. Please do contact us at the Brokerage, Monday to Friday, during office hours.

Please talk to us about your training needs and requirements and any difficulties you have. It is our job to assist you in any way we can.

Please be aware that none of our funding is guaranteed. *You as the employer are liable for the purchasing and cost of any qualification. Claiming for funding through the Brokerage **may** assist with these costs. In no circumstances is The Suffolk Brokerage liable for any claims for which payment, for whatever reason, has been unable to be made.*



Suffolk Brokerage
Unit 9, Norfolk House
Williamsport Way
Lion Barn Industrial Estate
Needham Market
IP6 8RW

Tel: 01449 720400, Fax 01449 720418

www.suffolkbrokerage.co.uk



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