Study Programme and Traineeship Documentation Guidance 2021-2022

All documents can be found by clicking the following link: Study Programme 2021-2022

Click the document name below for further information and guidance.

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21060	Safeguarding Incident/Concerns Form		

Doc Ref	Form	Why do we need it?	Hand in date	Skills South Tyneside use this form to:	Completion checklist – common errors
21003	Course Register	To track learner attendance, withdrawals and destinations	1st copy with enrolment forms and with progress trackers. Original to be handed in 14 days following course end date	Monitor and record attendance on programme. Monitor and record learner destinations. Calculate provider payments. Legally comply with SFA audit requirements.	Do front page details match course approval? Is GLH appropriate against Ofqual minimum GLH? Have all learner destination codes been recorded and match the PLP? Has learner actual GLH been recorded? Have all learners initialled to confirm attendance?
21011	Project Claim Form	To provide payment information prior to submission of invoice	When data is confirmed as complete	Identify payment method and amount to be invoiced for by schedule and course codes.	Are the course codes correct? Is the schedule number correct? Are the payment details up to date?
21014	Provider Staff Details Form	To ensure the appropriate details are held by all staff involved in Skills South Tyneside contract delivery	During contract clarification and where appropriate throughout the academic year	Ensure any staff member working on Skills South Tyneside contracts are appropriately qualified and experienced in their role. Provide an overview of duties and confirm GDPR opt in for communications.	Does the form hold all relevant qualifications and experience? Has this been counter signed by a line manager?
21015	Course Amendment Form	To inform Skills South Tyneside of any change to the course details	As soon as possible on identification of a change	Ensure all course information is accurate in accordance with SFA requirements.	Do changes affect the GLH of the provision?
21017	Non-Accredited Learner Certificate of Completion	To demonstrate achievement of the course or qualification	14 days following course end date	Confirm achievement of non-accredited learners where the qualification is not certificated through an awarding body. It is not mandatory for providers to use Skills South Tyneside template, but should be used where the provider does not use their own internal certificate.	Do the dates reflect the information included on the enrolment and PLP? Does the name reflect the information included on the enrolment and PLP?
21018	Tutor Evaluation	To find out if a tutor would change anything about a course or do anything differently	14 days following course end date	Inform improvements to service and provider delivery.	Please ensure that you complete and return to the Skills South Tyneside
21022	Learner Amendment Form	To inform Skills South Tyneside of any change to learner details	As soon as possible on identification of a change	Ensure all learner information is accurate in accordance with SFA requirements.	Is the learner withdrawing from learning, if so, why? Is the learner transferring to another course?

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21023	Learner Handbook	To inform learners	Not to be submitted- learners to retain a copy	Provide key information for learners including funding information and points of referral.	N/A
21024	Directory of Services	To inform learners and staff	N/A	Provide contact details and appropriate points of contact to support learners and staff	N/A
21029	Group Profile	To present an overview of learners in a group, detailing individual learning styles, ability and need.	14 days following course end date	Monitor personalisation on programme and identification of additional learner support needs during Ensure a quality learning programme for learners.	Are LLDD details consistent with enrolment forms? Are initial assessment results consistent? Are barriers to learning consistent with Personal Learning Plans? Does planning reflect individual needs of learners within the group?
21030	Learner Timesheet	To record attendance and hours for learners	Weekly whilst on programme	To record and monitor attendance for learner Study Programme, Traineeships and Functional Skills to ensure GLH is met, and bursary payment compliance	Are all course details entered? Have authorised absence activities been entered? Are attendance hours tallied correctly? Has this been submitted weekly for the learners?
21031	Learner Induction Presentation	To ensure learners are provided with the appropriate information in relation their course.	N/A	Ensure learners are aware of who is funding the programme, key points of contact, support available to them and progression opportunities	N/A
21032	Venue Risk assessment	To keep learners safe in and around the venue where learning is taking place	14 days prior to course start dates	Ensure that learner safety is prioritised. Legally comply with Health & Safety procedures.	Has a venue risk assessment been completed by the provider within the academic year? All sections completed and there is no risk to the learner or tutor during the course.
21033	Tutor Risk assessment	To keep learners safe by identifying and minimising risk in the learning environment	14 days following course end date	Assess that learner safety is prioritised. Ensure necessary risks are minimised. Legally comply with Health & Safety procedures.	The tutor risk assessment is a LIVE document - have any changes to the environment or activity been recorded and risks identified?

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21034	**Employer and Work Placement Health and Safety Declaration**	Ensure the safety and welfare of learners.	As required.	To ensure that employers: • Have Employer/Public Liability Insurance in place • Have appropriate Health and Safety regulations Understand their responsibilities	Not signed or dated. Incomplete information.
21035	**Accident Reporting Form AR3**	To report any accident occurring within the learning environment	As soon as possible once an accident has been reported	To comply with accident reporting legislation including RIDDOR.	Have you recorded names and addresses of 2 witnesses?
21036	**Near Miss Form**	To report a near miss within the learning environment	As soon as possible once the near miss has been reported	To comply with accident reporting legislation including RIDDOR.	Have you completed the rating? Have you completed date Employee advised of action taken?
21037	**Violence Report Form**	To report a threat of violence within the learning environment	As soon as possible once the threat of violence has been reported	To comply with accident reporting legislation including RIDDOR.	If the incident/injury/damage was reportable under RIDDOR has the name and date of the person who reported it been recorded? Have dates and times been recorded accurately?
21038	**GDPR Data Breach Form**	To record information if there has been a data breach	As required.	Record information and where necessary send the information to the Information Commissioner's Office	Have all sections been completed?
21039	**GDPR Subject Access Request**	Provide information to a subject who has requested it	As required.	Facilitate a subject receiving a copy of any data/information that is held about them or authorise somebody else to act on their behalf.	Have all sections been completed? Has proof of identity been included? Is the document signed?
21056	**Provider Self-Assessment Template**	To inform overall self-assessment grades for the service and the provider	Typically Oct-Nov, specific to each provider	Support providers to accurately grade themselves in relation to their performance throughout the academic year and inform overall self-assessment grades and business improvement planning.	Are statements factual and not opinion based? Is there backing evidence to support the grade awarded.
21057	**Quality Review Template**	To record provider performance and compliance against quality assurance measures	Completed by Skills South Tyneside Quality Team throughout the academic year	Offer feedback and grading in relation to information provided during commissioning, via self-assessment, through quality assurance activities throughout the academic year.	Has all documentation been reviewed? Have any actions been added to the provider action plan?

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21058	**Lesson Observation (OTLA) Template**	To record provider performance and compliance against quality assurance measures	Completed by Skills South Tyneside Quality Team throughout the academic year	Offer feedback and grading in relation to observation of planning and learning, and a review of paperwork and planning documentation	Has feedback been offered by both the observer and the tutor? Have the actions been added to the provider action plan?
21059	**Designated Safeguarding Lead Declaration**	To ensure that key communication and training is offered to the most appropriate person within an organisation	As required.	Ensure open communication channels are in place for partners across the supply chain	Details incomplete No training details entered
21060	**Safeguarding Incident/Concern Form**	To inform Skills South Tyneside of any safeguarding concerns following a disclosure of information or identification of a safeguarding issue	As soon as possible after a concern has been identified	Ensure learners are safeguarded appropriately and a record kept of actions taken when and by whom.	Have you recorded all elements of the concern? Have you notified the Safeguarding Lead? Have you had any follow ups about the incident and recorded it?
21062	**External Speakers Staff Checklist**	To ensure external speakers are appropriate when given access to sessions provided by Skills South Tyneside	N/A- This is a template only	To record the checks undertaken by a provider when inviting an external speaker ion behalf of Skills South Tyneside	N/A- This is a template only
21063	**External Speakers Approval**	To ensure external speakers are appropriate when given access to sessions provided by Skills South Tyneside	N/A- This is a template only	To record the checks undertaken by a provider when inviting an external speaker ion behalf of Skills South Tyneside	N/A- This is a template only
21064	**External Speakers Agreement**	To ensure external speakers are appropriate when given access to sessions provided by Skills South Tyneside	N/A- This is a template only	To record the checks undertaken by a provider when inviting an external speaker ion behalf of Skills South Tyneside	N/A- This is a template only
21069	**Provider Destination & Progression**	To evidence a learner's destination on completion progression to employment or further learning	When applicable	Completed by the **provider** to confirm that the progression for the learner is recorded.	Declaration form not signed or dated. Pics update required for learner destination.
21070	**Free Meals Self Employment Declaration**	To evidence a learner's eligibility for free meals	When applicable	Evidence a learner's eligibility for free meals	Has evidence been attached for eligibility? Has it been dated and signed?

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21071	**Bursary Fund Application Form**	To confirm bursary eligibility for learners	Completed forms should be returned by e-mail to: skills.bursaries@southtyneside.gov.uk	Assess and evidence that learners are eligible to receive the bursary and the value of the bursary.	Student details must match Pics and be accurate and fully complete All items must be completed and signed. Application Form and evidence must be handed in within 4 weeks of your start date. If the Application Form and evidence is presented later than that date payments may only be backdated up to 4 weeks.
21072	**Study Programme and Traineeship Learner File Checklist**	To detail what is included in the Study Programme and Traineeship File	14 days following course start, on submission of a learner start and then at each stage of staged achievement or completion.	Ensure Study Programme and Traineeship File contents are present and compliant and that what has been submitted is sufficient to trigger staged payments to the provider	Do details match the details held within Pics. Is the document timely relating to staged achievement or completion? Are initial assessment and diagnostic assessments included? Is there a PLR included, signed and dated by providers? Is an eligibility checklist included? Are all other items listed within the document included and compliant?
21086	**Study Programme and Traineeship Provider Submission Form**	To confirm to the Skills Service which paperwork has been submitted and for which learner (s)/course	With every batch of paperwork e.g. enrolments, PLPs	Confirm data submitted by provider matches data received by the Skills Service and that all documentation is compliance checked	Is the course code completed? Are all mandatory documents included? Has the provider confirmed that the documents have been compliance checked?
21073	**Study Programme and Traineeship Referral Form**	To ensure course is suitable and appropriate for the learners needs and interests.	14 days following course start	To know who has referred the learner and what their circumstances are. This document highlights any EHCP's and looks at prior attainment and suitability of Study Programme or Traineeship.	Are all sections completed? Do the learner's prior qualifications ensure that the learner is eligible for the programme? Is the IAG offered comprehensive and appropriate? Has the declaration been signed by the learner and the referrer?
21074	**Traineeship Eligibility Checklist**	To ensure learners are eligible for the programme	14 days following course start	Meet contractual obligations ensuring all funded learners are eligible for the programme	Must be signed/dated by learner and provider. All boxes must be ticked to ensure learner is eligible for the programme

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21075	**Study Programme Eligibility Checklist**	To ensure learners are eligible for the programme	14 days following course start	Meet contractual obligations ensuring all funded learners are eligible for the programme	Must be signed/dated by learner and provider. All boxes must be ticked to ensure learner is eligible for the programme
21082	**Work Placement Induction Checklist**	Ensure the safety and welfare of learners.	As required.	To confirm that the learner has completed an induction process and understand their workplace responsibilities.	Is the document signed by both the learner and the employer?
21083	**Work Placement Employer Agreement**	To confirm work placement details	As required.	Identify the skills, trade or occupation for which the learner is being trained and the details of the employer	Learner and programme details not entered correctly.
21084	**Traineeship Destination & Progression**	To evidence a learner's destination on completion progression to employment or further learning	When applicable	Completed by the **learner** to confirm that the progression for the learner is recorded.	Declaration form not signed or dated. Pics update required for learner destination.
21085	**Study Programme and Traineeship Course Approval**	To establish/set up a new course	14 days prior to course start dates	Safeguard learners Risk assess the learning environment Timetable Quality Assurance/ OTLA monitoring visits Check compliance against contracts	Are all tutor and course details completed and correct? Including LARS and Z codes. Have you supplied copies of tutor qualifications? Have you supplied a venue risk assessment? Have you included any dates when classes won't be running? Does the planned programme reflect Ofqual minimum GLH?
21112	**Specific Point of Contact (SPOC) Form**	To ensure communications from Skills South Tyneside are received by the relevant person within the provider organisation.	Contract Clarification	Establish the relevant person within the provider organisation to contact for Administration, Contract Management, Finance/Payments, Quality Assurance, Safeguarding and PREVENT.	GDPR Opt-In not ticked Emails incorrect Contact for each area necessary

Doc Ref	Form	Why do we need it?	Hand in date	Skills South Tyneside use this form to:	Completion checklist – common errors
21113 21114 21115	**Study Programme and Traineeship Personal Learning Plan (PLP)** Parts 1, 2 and 3	To record and monitor an individualised plan of learning, progress and achievement	A copy of the learner PLP must be submitted; with sections 1-11 completed to initiate a 'learner start'. For each component completion, a copy of the PLP must be submitted. The original is kept by the provider and submitted upon programme completion.	Monitor learner progress against targets during OTLAs. Quality assures assessment on programme via the use of reviews and feedback. Record achievement/completion of course in accordance with SFA requirements. Record destination/impact data and inform progression. Monitor IAG referral and signposting.	Do Initial Assessment results inform the PLP? Have learners been involved in and agreed their targets? Are targets reviewed regularly by both tutor and learner, with developmental feedback? Do learners understand their progression towards targets? Have learners recorded the impact of their programme on completion? Have destination and IAG been recorded? Have you (tutor) indicated that the learner has achieved their learning goals? Have you (tutor) signed the PLP? Has a maths or English need been identified? If so, has learner been signposted?

21078 - Study Programme and Traineeship ILR - Learner Details		
Why do we need it? To enrol Study Programme and Traineeship learners onto a course and ensure compliance	**Hand in Date:** Within 14 days of course start date	**Skills South Tyneside Use this form to:** Evidence learners' existence and eligibility - SFA funding compliance. Ensure target learners are being engaged in learning

Have you included the learners full name and date of Birth?

Have you checked the DOB to ensure the learner is eligible?

Have you included full address including postcode?

Have you filled in national insurance number?

Are there accurate contact details provided for the learner?

Is the learner sex identified?

Is the learner ethnicity completed?

Is prior attainment accurate and reflects information in the PLR, referral form and PLP? For prior attainment you should ensure the correct levels are identified in relation to full level 2/3 versus a level 2/3.

Have you included any LLDD information and does this reflect information in referral form and PLP?

If the learner has identified an LLLD need, have you listed the codes?

You must also include information relating to the primary LLDD need.

Do not complete the High needs student information.

Does the learner have an EHCP?

Do not complete special educational needs, learner support and learner support cost.

Do not complete LSR and free meals eligibility.

Complete EDF if learners have **not** achieved GCSEs.

Use in connection with the learners' GCSE grades. Record none, one or both of the following codes as necessary:

1-Learner has not achieved a maths GCSE (at grade A*-C/9-4) by the end of year 11.

2- Learner has not achieved an English GCSE (at grade A*-C/9-4) by the end of year 11.

Planned learning hours are the total hours of all accredited aims within the programme. This must be completed.

A Study Programme must include EEP hours and these must be recorded on the ILR front sheet.

EEP hours are the total hours of all non-accredited aims within the programme.

GCSE grade to be completed. Does this reflect information in the PLR, referral form and PLP? Only record GCSE grades in this field. Do not record Functional Skills grades.

If the result is unknown record "None". If the learner did not take an exam record "None". If the learner did not achieve a grade record "N".

MCF and ECF to be completed where appropriate.

MCF and ECF are used to record if the learner is exempt from English and/or Maths:

1-Learner is exempt from GCSE maths/English condition of funding due to a learning difficulty - evidence, such as an Education Health Care Plan clearly stating the exemption must be submitted to The Skills Service

2- Learner is exempt from GCSE maths/English condition of funding as they hold an equivalent overseas qualification - evidence of certification must be submitted to The Skill Service

3- Learner has met the GCSE maths/English condition of funding as they hold an approved equivalent UK qualification - evidence of certification must be submitted to The Skill Service

4- Learner has met the GCSE maths/English condition of funding by undertaking/completing a valid maths GCSE or equivalent qualification at another institution through collaboration with the home institution - evidence of certification must be submitted to The Skill Service

5- Learner holds a pass grade for functional skills level 2 in maths/English - this applies where the learner has a grade E or below and has achieved Functional Skills Level 2 - evidence of certification must be submitted to the Skills Service

Does this reflect information in the PLR, referral form and PLP?

Have you included your **current academic year** course code in provider specified learner monitoring box?

Have you included employment status information and the date it refers to? The date must reflect one date prior to enrolment.

If learner is not in employment, you must include LOU (length of unemployment)

If you have completed BSI information, have you checked learners' benefit evidence.

Has the learner read the privacy notice and identified preferred contact methods?

Has the learner signed and dated the form?

Must be original copy for each learner.

No tip ex to be used. Any amendments to be counter signed by learner and provider.

21079 - Study Programme and Traineeship ILR - Learning Aims		
Why do we need it?	**Hand in Date:**	**Skills South Tyneside Use this form to:**
To enrol Study Programme and Traineeship learners onto a course and ensure compliance	Within 14 days of course start date and then updated and submitted when applicable	Evidence learners' existence and eligibility - SFA funding compliance

LARS codes match commissioned codes.

Z Prog to be completed for traineeships only. Ensure correct aim type codes are used.

For the core aim, the aim type is code 5

For Study programmes all other aims are code 4

For traineeships, all other codes are code 3

Ensure that only commissioned learning aim references are used.

Ensure the learning start date and planned learning end date is accurate for each aim

Learning aim title must be consistent with learning aim reference number.

Funding model codes are given, please ensure correct one is used.

Ensure correct delivery location postcode and provider UKPRN

You must ensure that the total of all learning hours for accredited aims reflects the planned hours stated on learner details

You must ensure that the total of all learning hours for non-accredited aims reflects the EEP hours stated on learner details.

Leave line starting with 'is this a restart aim' blank. SOF - is coded as 105 or 107

For work placements, you must state placement details, state the employer ID (do not submit ILR without an employer ID)

For traineeships, placement mode must be coded 2, external. For study programme use document work placement form.

If the learner undertakes multiple work placements, additional forms must be submitted for each, with the previous closed.

Ensure start date and expected end date are accurate for first submission and ensure actual end date is recorded and submitted.

Have you included your **current academic year** course code in provider specified learner monitoring box?

Has the provider signed and dated the form?

Must be original copy for each learner.

We would recommend that this document is typed and saved in your electronic learner file with a wet signature added to the printout.

When aims end, you should revisit the saved document and update with learning end information to inform the Skills Service of;

- withdrawals, (Skills Service should be notified of this in a swift and timely manner)
- completions and achievements, (in line with the claims process)

No tip ex to be used. Any amendments to be counter signed by learner and provider

21080 - Traineeship ILR - Programme Aims

Why do we need it?	Hand in Date: Within 14 days of course start date and then updated and submitted when applicable	Skills South Tyneside Use this form to:
To enrol Traineeship learners onto a course and ensure compliance		Evidence learners' existence and eligibility - SFA funding compliance

Family name and given name must be completed.

Ensure the learning start date and planned learning end date is accurate for each aim

Funding model codes please use 25 for 16-19 learners and 35 for 19+ learner

Programme type is 24

Leave apprentice framework code, and apprentice pathway blank.

Complete training provider details

SOF - is coded as 105 or 107

FFI- leave blank

EEF is for apprenticeships only, do not complete.

We would recommend that this document is typed and saved in your electronic learner file with a wet signature added to the printout.

When aims end, you should revisit the saved document and update with learning end information to inform the Skills Service of;

- withdrawals, (Skills Service should be notified of this in a swift and timely manner)
- completions and achievements, (in line with the claims process)

No tip ex to be used. Any amendments to be counter signed by learner and provider