

Chapter 8 – Financial procedures

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Introduction

1. This section details what we expect of you in terms of financial procedures for Skills for Work (Wales). It also outlines how you have a responsibility to minimise the risk of fraud within the provision delivered.

Fee – Achievement of a Qualification

2. As the provider, you are paid on the production of the following evidence:

- a copy of the initial assessment;
- a copy of certificate, from a certified body, in the same name as the claimant being claimed for;

NB: documents should not be e-mailed or scanned.

3. The validation check will ensure that:

- dates appear reasonable between referral and achievement of qualification date;
- date of qualification appears reasonable, in line with date of claim; and
- only one payment is made, and no previous payments have been made for this individual.

4. Qualifications that DWP will pay for include:

- Essential Skills - Entry Level 1, Entry Level 2, Entry Level 3 and Level 1; and
- ESOL – Entry Level 1, Entry Level 2, Entry Level 3 and Level 1

5. Payment will be made via Bankers' Automated Clearing Services (BACS). DWP will validate payments periodically throughout the life of the contract.

6. Only one qualification for each claimant will be paid. Please [see Chapter 9](#) for further information on the role of the Provider Assurance Team.

7. You are expected to maintain sound systems of internal control which must include appropriate checks, monitoring and evidence to ensure only claims for payments to which you are entitled are made. The Department for Work and Pensions will monitor the systems you implement.
8. As part of DWP's Provider Assurance Team (PAT) review process they will test your systems around payments and, if appropriate, select a sample of claims paid to ensure that the systems are operating as described and are effective. If the PAT review identifies problems PAT can ask you to provide evidence for a wider sample of attached claimants. If you are unable to provide sufficient information to satisfy us that payments are legitimate, DWP can ask you to repay.

Payments to Providers

9. All payments will be made via the Provider Referral and Payment system (PRaP). Please note that DWP can only make direct payments to UK and NI bank accounts.

PRaP Operational Support Team (POST)

10. The PRaP Operational Support Team (POST) will carry out administration and approval functions to support your referrals and payments on PRaP. (Further information and full details of the POST role can be found in: the PRaP UPK/Tutor guidance which is available within the PRaP application on-line help function).

Irregularities and Potential Fraud

11. You have a responsibility to minimise the risk of fraud within the provision delivered. Funding should be safeguarded against fraud and serious irregularity on the part of your directors, employees or sub-contractors. Such abuse would include false or misleading claims for fees, whether designed to gain immediate financial advantage, or overstate performance.
12. Deliberate and/or persistent non-compliance with prescribed standards of delivery would also be subject to investigation if a possible financial impact was identified.
13. In such instances DWP may contact you to pursue enquiries relating to potential abuses of funding. DWP's remit will be primarily to investigate fraud and financial irregularity, but it can in certain circumstances extend to non-compliance with contract and guidance.

14. You should therefore ensure that all staff involved in the delivery and management of contracts is fully aware of the risks and consequences of any falsification, manipulation, deception or misrepresentation. Occurrence of fraud within any individual programme could lead to the termination of all contracts held by you, as well as civil or criminal proceedings against those implicated.