

Work placement funding

Guide for 16 to 19 institutions completing the work placement capacity and delivery fund (CDF) implementation plan and progress reports

September 2017

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# Introduction

To receive an allocation for the Capacity and Delivery Fund (CDF) all eligible providers must opt in by completing and submitting a 3 year implementation plan. In this plan providers will be asked to describe how the funding will be used to build capacity and deliver work placements. The implementation plan must be completed and returned by 24 November 2017 via an on-line survey.

# How to complete the implementation plan templates:

Information on how we [have identified the providers eligible for CDF funding](https://www.gov.uk/guidance/work-placements-capacity-and-delivery-fund-from-april-2018-to-july-2019), the [high level principles that you should adopt for the work placements](https://www.gov.uk/guidance/work-placement-capacity-and-delivery-fund-principles-for-high-quality-work-placements) you will be delivering with the funding, and the timing options for delivery are available on GOV.UK. We strongly advise that you read this guidance before completing the implementation plan template and have a copy with you when you complete your plan.

Completed implementation plans should demonstrate how you will make the best use of the funds you are allocated, by building capacity to enhance delivery and engage with employers. You will need to identify your short and medium term plans for building capacity as well as the number of work placements you will arrange for your students, and how many additional substantive work placements this funding would help you to arrange. You will also need to explain how this additional funding will lead to high quality work placements for students, how you will ensure that these work placements [adhere to the principles](https://www.gov.uk/guidance/work-placement-capacity-and-delivery-fund-principles-for-high-quality-work-placements) set out in the attached link, and how you will collaborate locally with other providers to support overall delivery of work placements.

## Light touch implementation plan (fewer than 100 qualifying students and have an Ofsted grade of Good or Outstanding)

If you have fewer than 100 qualifying students in scope for work placement funding and have an Ofsted grade of good or outstanding, you will need to complete a light touch implementation plan. Guidance for completing the light touch implementation plan should be read in conjunction with the [principles for high quality work placements policy guide](https://www.gov.uk/guidance/work-placement-capacity-and-delivery-fund-principles-for-high-quality-work-placements).

## Full implementation plan template (100 or more qualifying students and/or have an Ofsted grade of “Requires Improvement”)

Providers that have 100 or more qualifying students will need to answer all the questions contained within the full implementation plan. If you have fewer than 100 qualifying students and a current Ofsted rating of “Requires Improvement”, you must also complete the additional questions contained within the full implementation plan.

## “Requires Improvement” implementation plan guidance notes

Providers that are currently in “Requires Improvement”, as per their latest Ofsted grade, must answer additional questions set out within the full plan. Guidance on completing these questions is below and must be read in conjunction with the principles of work placement policy guidance.

# Implementation plan template

The implementation plan templates must be answered fully, a 300-word count has been set per question (where relevant). You will be prompted if you exceed this word count.

If your implementation plan is not complete, we will ask you to re-submit a revised plan. We will inform you of which questions you need to revise and will set you a revised submission date (giving approximately 3 to 4 weeks). If you miss this deadline or fail to provide the detail requested then you will be excluded from this first round of funding.

You can save your implementation plan to complete at a later date, it does not have to be completed in one visit. You can use this document to start drafting your responses in readiness for when the survey goes live if you wish, alternatively you may wish to wait for the survey.

If you are opting out we ask you to notify use via the survey and provide a brief explanation to assist us with future planning.

# Guidance notes – completing provider details and implementation plan template

## Provider Details

The Information contained within these questions is mandatory, as it will enable us to identify you and contact the key person or deputy if needed.

**Provider name:**

Please include the full name. If you are planning to merge with another provider or you have recently merged, include who you have/or are planning to merge with and if your current name will be changing.

**Provider address:**

Please list your full address including your postcode and a link to your website (if applicable).

**Provider UPIN:**

Please confirm your UPIN in this text box.

**Provider type:**

Please use the dropdown box to choose one of the provider types.

**Key contact details (person 1 and 2)**

Please provide details of two key contacts we could contact if needed. Please include name, job title, telephone number and email address.

**Opting in/out:**

Please use the drop down menu to confirm that you are opting in for this funding.

**If opting out:**

If you choose to opt out, please state why you wish to opt out and then click submit.

# Light touch implementation plan (fewer than 100 qualifying students and have an Ofsted grade of Good or Outstanding)

If you have fewer than 100 qualifying students in scope for work placement funding and have an Ofsted grade of good or outstanding then you will need to complete a light touch implementation plan. Guidance for completing the light touch implementation plan should be read in conjunction with the [principles for high quality work placements policy guide](https://www.gov.uk/guidance/work-placement-capacity-and-delivery-fund-principles-for-high-quality-work-placements).

1. **Include which of the timing models of work placement delivery you are planning to adopt for your students and employers in 2018 to 2019 academic year?**

Please describe the type of work placements you will deliver **for the 2018 to 2019 academic year,** which must follow the [key principles described in the guidance](https://www.gov.uk/guidance/work-placement-capacity-and-delivery-fund-principles-for-high-quality-work-placements). The principles are being tested in the Work Placement Pilot, commencing in September 2017, and they have been developed in consultation with over 150 employers and providers as part of the Pilot Design.

Using the information in the guidance at the above link, please confirm which of the different models of delivery you plan to adopt. You can choose more than one and adapt them to fit with your students and employers needs if required.

If adapting the models below please describe how the method of delivery will deliver a substantive work placement in line with the principles set out.

* 1. Spring block (all learners in a course going out in spring term)
	2. Long summer block (all learners in a course going out in summer term)
	3. Spring or Summer (some learners on a course going out in spring, and some in summer)
	4. Short autumn block + Long summer block
	5. Short spring block + 2 days a week
	6. Autumn start 1 day release
	7. Short Autumn block + 1 day a week
	8. 2 days a week from Autumn
	9. Multiple 2-week blocks
	10. 1 day a week then short  Summer or Spring Block
	11. 1 day a week plus short blocks throughout the year (all with same employer)
	12. If other, please explain

You should note that these criteria will be evolving over time as the pilots report their findings and we review the models.

1. **How do you plan to use the additional funds you have been allocated - give planned investments against each category. Please specify how this will be additional to the resource you currently have in place?**

We will be reporting on and monitoring the use of these additional funds. Using the suggested options within the survey, please choose as many from the list that applies to your provider’s circumstances and indicate how much you expect to spend (indicative amounts). For example your indicative amount maybe £10,000 and you may choose to spend £1,000 on buying Personal Protective Equipment (PPE) and £9,000 to recruit a part time work placement coordinator. If you choose “other”, please provide full details of what this will be and how much you think it will cost.

There is no intention to hold providers to this profile of expenditure. This information is for planning purposes only.

1. **Describe what policies and processes you have in place to manage, monitor and record progress of work placements?**

Describe what current processes you have in place and how you will build on these to ensure that a student’s learning aims are recorded, managed and met and how such processes will help lead to a successful work placement.

1. **What resources (in FTEs) do you already have in place to ensure that you can deliver successful work placements for your students?**

Please state what resources you currently have in place that can help you deliver successful work placements. For example, do you already employ a work placement co-ordinator? Do you currently have the infrastructure in place to be able to deliver work placements?

1. **It is strongly advised that providers with fewer than 100 qualifying students enter into collaborative agreements to achieve economies of scale - Describe how you will collaborate with other local providers to ensure high quality work placements are delivered?**

Collaborating with local providers could be key to successful work placement delivery by sharing resources, information and being supportive. You should set out in your Implementation Plan, how you plan to engage with other local providers or other organisations.

1. **What links do you have/or plan to build with local employers to ensure students are occupying work placements in their chosen field/occupation and how do you plan to build on these relationships?**

In the context of the question above about collaboration, how do you plan to engage with local employers? How will you ensure that students are conducting a work placement in their chosen area of work?

1. **Over the next three to five years, how will you build up coverage of work placements for vocational students – including those on T-levels when those are introduced?**

We accept that this is stretching. That is why we have introduced this development fund now.

1. **What barriers do you anticipate in implementing work placements and how will you overcome these?**

Please state what barriers you may face as a provider, for example, engaging students on to work placements or engaging employers. How do you plan on overcoming these barriers?

1. **Please describe the procedures you have in place for recording and managing any issues that may arise with either the employer or student during the work placement including complying with your responsibilities for student health and safety and safeguarding?**

Record here the support mechanisms you have in place or will put in place to combat any issues that may arise during the work placement between the student, employer and the provider.

# Full implementation plan template – (100 or more qualifying students and/or have an Ofsted grade of “Requires Improvement”)

Providers that have 100 or more qualifying students will need to answer all the questions contained within the full implementation plan. If you have a current Ofsted rating of “Requires Improvement” then you must also complete the additional questions contained within the full implementation plan regardless of the number of qualifying students. Further guidance on completing the additional questions is set out below.

1. **Include which of the timing models of work placement delivery you are planning to adopt for your students and employers in 2018 to 2019 academic year?**

Please describe the type of work placements you will deliver **for the 2018 to 2019 academic year,** which must follow the [key principles described in the guidance](https://www.gov.uk/guidance/work-placement-capacity-and-delivery-fund-principles-for-high-quality-work-placements). The principles are being tested in the Work Placement Pilot, commencing in September 2017, and they been developed in consultation with over 150 employers and providers as part of the Pilot Design.

Using the information in the guidance at the above link, please confirm which of the different models of delivery you plan to adopt. You can choose more than one and adapt them to fit with your students and employers needs if required.

If adapting the models below please describe how the method of delivery will deliver a substantive work placement in line with the principles set out.

1. Spring block (all learners in a course going out in spring term)
2. Long summer block (all learners in a course going out in summer term)
3. Spring or Summer (some learners on a course going out in spring, and some in summer)
4. Short autumn block + Long summer block
5. Short spring block + 2 days a week
6. Autumn start 1 day release
7. Short Autumn block + 1 day a week
8. 2 days a week from Autumn
9. Multiple 2-week blocks
10. 1 day a week then short  Summer or Spring Block
11. 1 day a week plus short blocks throughout the year (all with same employer)
12. If other, please explain

You should note that these criteria will be evolving over time as the pilots report their findings and we review the models.

1. **How do you plan to use the additional funds you have been allocated. Give planned investments against each category. Please specify how this will be additional to the resource you currently have in place?**

We will be reporting on and monitoring the use of these additional funds. Using the suggested options in the survey, please choose as many from the list that applies to your provider’s circumstances and indicate how much you expect to spend (indicative amounts). For example, your indicative allocation might be £10,000 and you may choose to spend £1,000 on buying Personal Protective Equipment (PPE) and £9,000 to recruit a part time work placement coordinator. If you choose “other”, please provide full details for what this will be and how much you think it will cost.

There is no intention to hold providers to this profile of expenditure. This information is for planning purposes only.

1. **Please bullet point how you will demonstrate that your work placements meet the work placement principles set out in the guidance and how you will customise these to your unique circumstances and to meet the needs of your students?**

You will need to tell us how you will ensure the work placements (using this funding) are of a [high quality and meet the principles](https://www.gov.uk/guidance/work-placement-capacity-and-delivery-fund-principles-for-high-quality-work-placements) set out in the guidance.We will expect to see within your response how work placements will be sourced and secured, what your role as a provider will be, as well as setting out what the role of the student will be and your expectations of those student(s).

1. **What assurance can you provide that employers are already signed up or will sign up to deliver the work placements you require in 2018 to 2019?**

We would like to know what relationships you currently have with local employers and how that could benefit students on work placements. Based on the number of qualifying students that form the basis of the CDF allocation, there will be a requirement to deliver a minimum level of substantive work placements, please describe if you have strategies/processes currently in place? If so, how would additional funding enhance these plans? If not please describe the strategies for engaging with employers you will put in place, and please include when these will be implemented. Do you offer external work experience with employers to students currently on a vocational programme? How can you encourage your local contacts to help deliver work placements for an extended period of up to 45 to 60 days?

1. **How will you collaborate locally with other providers to help deliver high quality work placements?**

Working with other local providers could benefit delivery in several ways for example spreading the cost of resource between two or more providers. Do you currently collaborate with other providers? If so, how will this help you deliver high quality work placements? If you do not currently collaborate, are you considering collaboration in the future and if so how?

1. **Referring to the principles of work placements set out in the guidance, how many work placements will you have arranged to this standard in 2017 to 2018 academic year?**

Here, you should record how many substantive work placements you have already arranged for this academic year?

1. **Of the work placements you have organised that meet the principles in 2017 to 2018, what was the average duration in days? If you deliver in different sectors, please indicate the average per sector.**

In working days, what was the average length of those work placements?

1. **What is your target number of filled placements for the 2018 to 2019 academic year?**

Please state the number of estimated work placements you think you will be able to fill for the 2018 to 2019 academic year.

1. **In addition, how will you encourage students to be motivated about the opportunity for a substantive work placement?**

Describe here how you plan to “sell” work placements to students to help engage and retain their interests?

1. **In line with the principles set out in the factsheet, how will the additional funding help lead to a better quality of work placements and how will you quality assure the work placements to ensure you will generate better outcomes for students?**

You should record here how the additional funding could lead to a better quality work placement generating better outcomes for students. Work placements should be sector specific for the industry the student wishes to progress in. How will you include the objective of the work placement and the required outcome into the student’s individual learning plan for the study programme for both new students and continuing students?

1. **Referring to the policy guidance regarding the key responsibilities and the delivery of high quality placements, how will you identify if work placement students have achieved their project aims and objectives?**

It is vital that student/employers are aware of what is expected of them during the work placement and we expect that all work placement students will have clear objectives set at the beginning and that the employer will report on. We will expect the provider to keep a record based on the reporting they get from the student and employer, to show that the student has been monitored during their work placement this could be based on a conversations or visits.

1. **How will you ensure that your students are carrying out a work placement in their chosen occupation/field?**

You should record how the additional funding could lead to a better quality work placement generating better outcome for students. Work placements should be sector specific for the industry the student wishes to progress in. How will you include the objective of the work placement and the required outcome into the student’s individual learning plan for the study programme; for both new students and continuing students?

1. **Please set out in bullet points the short-term actions (over the next 12 months) that you will take to ensure the best use of the funds allocated to you?**

For example, in this case, you may wish to use the funds to help you employ a work placement coordinator.

1. **What are your initial medium term plans over the coming 2 to 3 years to ensure that you are able to deliver work placements to all technical students by 2023?**

For example, in this case, you may use some of the funds to help you employ a work placement coordinator or invest in employer networks or on line application processes.

1. **What barriers do you anticipate in implementing work placements and how will you overcome these?**

Please state what barriers you may face as a provider, for example, engaging students on to work placements or engaging employers. How do you plan on overcoming these barriers?

1. **A student’s work placement aims should be SMART (specific, measurable, attainable, realistic and time bound) and should be linked to the subject the student is studying. Please describe how you will ensure that the student’s aims have been clearly identified and SMART?**

Both the student and employer alongside the provider should draft and agree the aims relating to the work placement. The aims should incorporate the employer’s needs as well as the student’s aims. This objective should be SMART. Both the employer and the student should have a copy each and the aims need to be revisited throughout the duration of the work placement to ensure that the student is meeting their aims and the employer’s expectations are being met.

1. **Please describe the procedures you have in place for recording and managing any issues that may arise with either the employer or student during the work placement including complying with your responsibilities for student health and safety and safeguarding?**

Record here the support mechanisms you have in place or will put in place to combat any issues that may arise during the work placement between the student, employer and the provider.

1. **Please describe the procedures you have in place for monitoring the student’s progress during the work placement, including contact with the student and the employer?**

Students on a work placement need to be having regular contact with the provider to ensure that aims are being met and any issues arising from the work placement are being addressed. What policies or procedures do you have in place or will you put in place to ensure that contact is maintained during the work placement? How often do you plan to make contact with your student(s) whilst they are on a work placement.

# “Requires Improvement” Implementation plan additional guidance notes

Providers that are currently in “Requires Improvement”, as per their latest Ofsted grade, must answer the following additional questions. Guidance on completing these questions is set out below and must be read in conjunction with the principles of work placement policy guidance.

1. **Have you had a support and challenge visit from Ofsted and what was the outcome?**

What was the outcome of your last challenge visit from Ofsted? If you have not had a visit is there a planned visit scheduled. If so, please state when.

1. **Do you have an improvement strategy?**

Enter either yes or no.

1. **What progress have you made in the following four areas to help move your grade from “requires improvement” to “good”?**
	1. Effectiveness of leadership
	2. Quality of teaching, learning and assessment
	3. Personal development, behaviour and welfare
	4. Outcome of learners

You should record any changes you have made in terms of introducing new policies, systems and processes to help move you from “requires improvement” to “good”. You will need to comment against all four criteria unless you have already achieved a “good” or “outstanding” grade for these elements.

1. **If you are in scope for a structural change area review recommendation - please set out current progress on implementation?**

If you have currently been through an area based review, you may be working through recommendations for restructuring. Here you should explain the progress you have made against implementing these recommendations.

# Progress reports

## Progress reports to be completed by 1 October 2018

We will contact you to ask you what progress you have made on implementing your plan. The questions contained within the progress report will be a follow on from the questions contained within the implementation plan template. The deadline for submitting a completed progress report is 1 October 2018.

## Completing the summer 2018 progress report

During the summer of 2018, we will contact you to ask for a report on your work placement activity. The deadline for submitting a completed progress report is 1 October 2018.

Please refer to the guidance below and the principles for high quality work placements policy guide when submitting your response**.**

1. **Overall, what progress have you made on implementing your plan?**

Pick one of the radio buttons that best describes the progress you have made against your implementation plan and explain what progress you have made.

1. **What additional capacity has this funding enabled you to put in place over and above existing resource (in FTEs)?**

What additional resource were you able to invest in as a result of the Capacity and Delivery Fund (CDF) for example recruiting a work placement co-ordinator, IT equipment etc.?

1. **How many work placements did you initiate with this extra funding over and above existing provision?**

How many work placements were secured as a result of the CDF?

1. **What evidence can you provide to show what progress has been made in arranging the required number of work placements?**

What type of evidence do you have that shows the progress of your student whilst on work placements; this could include emails, telephone call log and face-to-face meetings.

1. **How many new employers have you engaged with and arranged work placements with?**

How many new employers have you started to collaborate with in the last 12 months as a result of your engagement activities and delivering work placements. If you did not engage with any new employers, please state why.

1. **Are you collaborating with any other providers? Is yes please provide details of the provider and the number of students that were part of this collaboration. If you did not collaborate, please record why.**

Did you collaborate with any other providers within your immediate vicinity? If yes, please provide details of the provider and the number of students that were part of this collaboration. If you did not collaborate with any other providers, please explain why.

1. **How many work placements do you anticipate delivering in 2018 to 2019 academic year?**

How many work placements do you think you will be able to successfully deliver in 2018 to 2019?

1. **How have you used the additional funds you have been allocated-give estimated investments against each category?**

(Choose from the below and list all those applicable indicating in brackets how much of your indicative funds you think you will spend)

a. Employ a part-time work placement co-ordinator

b. Employ a full time work placement co-ordinator

c. Additional costs for existing staff

d. Pay for students cost of work placement i.e. travel and subsistence

e. Purchase work related clothing/PPE/equipment

f. Purchase new software

g. Purchase new hardware

h. Contracting work placements out to private providers

i. Collaboration with other providers

j. Additional costs to support students with SEND

k. Resource costs to prepare learners for placements

l. Other, please state

We will be reporting on and monitoring the use of these additional funds. By now, you will know the funding rate per student and the number of qualifying students you have from the 2015 to 2016 data. Using the suggested options, please choose as many from the list that applies to your provider’s circumstances and indicate how much you expect to spend (indicative amounts). If you choose “other”, please provide full details for what this will be and how much you think it will cost.

1. **What barriers have you experienced in implementing work placements, how have you overcome these and what lessons have been learned?**

Please state what barriers you experienced in implementing work placements and how you overcame these barriers. For example, some providers may find that engaging students was a barrier and they overcame this barrier by engaging students early on about the benefits of work placements. The lessons learnt for a provider could be improving policies around student engagement.

## Termly Progress report - to be completed in February and June 2019

We will contact you during 2019 to ask you what progress you have made on implementing your plan. The questions contained within the progress report will be a follow on from the questions contained within the implementation plan template that you completed in October 2017 and the progress report you completed in October 2018. The deadlines for submitting completed progress reports is 1 February 2019 and 1 June 2019.

### Completing the termly 2019 progress reports

Please refer to the guidance below and the principles for high quality work placements policy guide when submitting your response.

1. **Overall, what progress have you made on implementing your plan?**

Pick one of the radio buttons that best describes the progress you have made against your implementation plan and explain what progress you have made.

1. **How many work placements do you expect to deliver in 2018 to 2019 academic year over and above existing provision?**

During 2018 to 2019, state the number of work placements you have delivered. Please note that the number of work placements delivered in 2018 to 2019 should be at least 10% of your qualifying students.

1. **How many work placements did you initiate with this extra funding over and above existing provision this year?**

How many work placements were secured as a result of the Capacity Delivery Fund (CDF)?

1. **What was the average length of those work placements? If you deliver in different sectors, please indicate the average per sector.**

In working days, what was the average length of your work placements?

1. **What additional costs did you encounter because of those new work placements?**

(Choose from the below and list all those applicable indicating in brackets how much of your indicative funds you think you will spend)

a. Employ a part-time work placement co-ordinator

b. Employ a full time work placement co-ordinator

c. Additional costs for existing staff

d. Pay for students cost of work placement i.e. travel and subsistence

e. Purchase work related clothing/PPE/equipment

f. Purchase new software

g. Purchase new hardware

h. Contracting work placements out to private providers

i. Collaboration with other providers

j. Additional costs to support students with SEND

k. Resource costs to prepare learners for placements

l.Other, please state

We will be reporting on and monitoring the use of these additional funds. By now, you will know the funding rate per student the number of qualifying students you have from the 2015 to 2016 data. Using the suggested options, please choose as many from the list that applies to your provider’s circumstances and indicate how much you expect to spend (indicative amounts). If you choose “other”, please provide full details for what this will be and how much you think it will cost.

1. **Did the student(s) achieve the aims of the work placement? If not, why not?**

Did the students achieve their project aims? If yes, please state and if no, explain why.

1. **What evidence can you provide to show what progress has been made and the outcome of the work placement?**

What type of evidence do you have that shows the progress of your student whilst on work placements; this could include a visit log, emails, telephone call log and face-to-face meetings.

1. **Have you engaged with any new employers in the last 12 months and if so how many work placements have you arranged as a result? If you did not engage with any new employers then why not?**

How many new employers have you started to collaborate with in the last 12 months as a result of your collaboration and delivering work placements. If you did not engage with any new employers, please state why.

1. **Did you collaborate with any other providers? Is yes please provide details of the provider and the number of students that were part of this collaboration. Were there any employers from any particular sectors that were harder to engage with and why?**

Did you collaborate with any other providers within your immediate vicinity? If yes, please provide details of the provider and the number of students that were part of this collaboration. If you did not collaborate with any other providers, please explain why. Please outline any particular sector difficulties you have experienced.

1. **Please bullet point your medium-term, sustainable actions over the coming 2 to 3 years to ensure that you are able to deliver work placements to all technical students by 2023?**

Please describe how you will continue to grow your capacity to grow your provision of work placements.

1. **What barriers have you experienced in implementing work placements, and how have you overcome these and what lessons have been learned?**

Please state what barriers you experienced in implementing work placements and how you overcame these barriers. For example, some providers may find that engaging students was a barrier and they overcame this barrier by engaging students early on about the benefits of work placements. The lessons learnt for a provider could be improving policies around student engagement.

# Next steps

Once you have completed your implementation plan and returned it back to us, the department will review the plan. If your plan is incomplete, we will contact you with further guidance and a date by which you need to re-submit the plan.

We will contact you if there is additional information you need to provide. Those providers that do not need to re-submit further information will be contacted after the Departments moderation process during the early part of 2018.

## Returning your implementation plan

Completed plans should be returned to us by **24 November 2017** by completing the on-line survey.

## Further guidance/assistance

We will be running a live webinar on Wednesday 1 November 2017 which will be an opportunity to raise specific questions. If you have questions please complete the [ESFA on line enquiry form](https://form.education.gov.uk/fillform.php?self=1&form_id=HR41uA2F8Dh&type=form&ShowMsg=1&form_name=Knowledge+centre+enquiry+form&noRegister=false&ret=%2Fmodule%2Fservices&noLoginPrompt=1)

# Timescales

| **Date** | **Action** |
| --- | --- |
| September 2017 | Guidance published  |
| October 2017 | Eligible providers informed of qualifying student numbers |
| 24 November 2017 | Proposed implementation plans submitted from institutions |
| Mid November – mid December 2017 | The implementation plans are reviewed |
| December 2017  | Notify institutions with incomplete plans to resubmit by deadline  |
| End of January 2018 | Final deadline for resubmitted implementation plans back to the ESFA |
| February 2018 | Notify successful institutions of outcome  |
| End of February 2018 | Re-submitted plans reviewed |
| End February 2018 | Finalise allocation amounts for each provider |
| End February 2018 | Write to institutions confirming allocations |
| Early March 2018 | Institutions build the work placement funding offer into their funding strategies |
| Between August/September 2018 | Payment Commences |
| April-July 2018  | Capacity building activity commences |
| Autumn 2018 | First placements delivered |

To ensure funding is allocated accurately and on time, the DfE have set out below the key dates for allocating work placement funding:



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