



ENABLE

The Voluntary and Community Sector
Learning and Skills Consortium

Data and Performance Monitoring Procedure

Change History

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Person Responsible for Policy:		Enable CEO		
Date of Review	Reviewed by	Policy changes	Approved by	Date of next review
19 Feb 2018	Standards Officer	Small changes to wording and referencing	Operations Manager	24 July 2018
13/09/2018	Standards Officer and MIS Officer	No Changes	CEO	17/09/2019
21/04/2020	SMT	No Changes	CEO	21/04/2021

Subject: The way by which data input by Enable is continually monitored for learner type participation, individual and sub-contractor profile progression, performance review in future contracting opportunities, comparison with ESFA contractual targets and is reviewed by management that the results meet Enable targets or result in quality improvement targets through annual self assessment.

Procedure - Enable Data and Performance Monitoring

Abbreviations:

CEO – Chief Executive Officer

ESFA – Education and Skills Funding Agency

PDSAT – Provider Data Self assessment Toolkit

PFR - Provider Funding report

PICS – Pellcomp Integrated Computer Systems

QAR – Quality Achievement Report

RAG - Red, Amber & Green

SAR - Self Assessment Report

1. Individual Participation Key Performance Indicators

Enable's remit is to engage with hard to reach individuals that normally would not engage with mainstream provision through community based providers in local venues. We also deliver apprenticeships and traineeships predominately with small and medium size employers.

It is therefore important that Enable continually monitors participation across individual funding programmes by the following groups that are proportionately under-represented in employment and skills achievement.

- (i) Gender
- (ii) Learners with Disabilities
- (iii) Learners from different Ethnicity groups
- (iv) Young people 16-25
- (v) Older people 45+
- (vi) The long term unemployed
- (vii) Learners with low levels of educational achievement

Every month reports of levels of participation are produced from data input from learner records onto the PICs system to track and monitor these levels.

2. In process monitoring

Individual extracts on 'long' programmes, such as Apprenticeships, from the PICs RAG (red, amber, green) report are produced monthly by the MIS officer by sub-contractor organisations and the freelance assessors employed by Enable. This shows the progress of each individual apprentice in their portfolio and against the percentage profile of each element, main aim/technical certificate/functional skills Maths and English, of their framework/standard.

This means Enable can assess the learner's progress to date (timeliness) and take remedial action where there is slippage against the progress expected at that point by element. A spreadsheet is kept by the Apprenticeship Contract Manager to monitor the progress of Maths and English elements of each individual learner.

The Apprenticeship Contract Manager will then issue the extracts to the sub-contractors and assessors to chase up learners slipping behind any element of their profile to ensure delivery takes place in a timely manner./

Progression of learners on 'short' programmes such as non-accredited Community Learning employability programmes and accredited Adult Education Budget is monitored by exception through the ESFA PDAST report that shows learners whose records are still live but have passed their planned end date. Completion of short programmes is currently around 95% and typically last between 1 and 6 weeks with total guided learning hours of 20 to 30 hours total with most learners completing by their planned end date. Drop-out on short programmes is tracked by sub-contractor on PICs and reviewed before the award of contracts for the following funding envelope. Qualitative feedback from learners on community learning is collected through an evaluation report at the end of each course.

Progressions from short programmes are measured by learners moving into employment or enrolling onto a higher level course. As this does not always happen by

the end of the course learners are chased by the provider at intervals of one and three months after course completion if within the funding envelope.

A spend calculator spreadsheet is produced monthly that monitors by individual programme spend against the two ESFA envelopes volume, spend profiles and delivery broken down by individual sub-contractors. This report is produced from the PICs claims history reports following month-end and issued to the CEO for review.

In addition a monthly report QAR is produced for all contracts that shows annual progress to date and achievement levels overall and by sector occupational areas that tracks performance against ESFA minimum performance levels and is also compared against the previous two contract year's actual performance figures. All Contract Managers and Standards Officer investigate this data to fully understand the fluctuations in the monthly results. This is displayed within the office, shared amongst staff and the board of trustees as a report.

3. In-process payment reconciliation

Reconciliation of payments is done by the contracts manager to ensure that remittance advices raised are correct when earnings to date on the PICs claims histories have prior remittance payments authorised netted off against them. Learners posted onto PICs and appear on the claims history by programme are reconciled monthly by the accountant against the monthly ESFA remittance from the PFR. Differences are scheduled and investigated, with any necessary adjustments being made to PICs in the next month's upload of data. Checks are made that previous adjustments have been actioned and paid.

Where funding is paid to Enable for community learning by grant a monthly reconciliation of learners processed on the MI spreadsheet to remittance payments paid to providers is done by the accountant. Schedules are kept of actual delivery against funds allocated at the beginning of the academic year's contract.

4. Year-end Performance

After the R14 upload final participation figures and performance figures by programme and provider will be produced in an evaluation report for review by the chief executive officer and board of directors. From this report decisions will be made on areas for improvement that will be fed into the annual self assessment report. This typically will include new provision that will give better geographical spread, support for providers that under-perform, working with providers that specialise in supporting learners that have issues such as disability, age or gender barriers and changes in ethnicity populations. Comparison will also be made against local and regional demographics to assess whether participation in individual programmes is representative of those populations.

5. Review of provider bids for tendered provision.

Following annual due diligence and invitations to tender, bids submitted will be reviewed and scored using feedback from the prior year from contract managers for suitability, quality for learning observation and compliance, Health and Safety and MI for paperwork submission. These factors will affect the decision to contract for that year and any improvements that the provider needs to make. An annual audit will be carried out by contract managers of policies, procedures and legislative requirements to evidence declarations made in the due diligence submission.

6. Annual Self Assessment

From the figures produced and discussed at management review any new targets will be included in the self assessment report. Figures on participation and performance will be compared to prior years and local research statistics to make a judgement on the strength of the activity to help determine any grading awarded for that aspect. Because of the differences in programme participation and accessible cohorts judgements will be made against individual programmes or sub-contractors not against overall Enable participation.

Qualitative learner feedback from exit interviews in the ILP showing 'distance travelled' will be reviewed by the contract manager to ascertain positive/negative feedback and summarised for inclusion in the annual evaluation report and again feed into the self assessment report.

7. Sharing data with Delivery Partners

Outside of in process monitoring on long programmes, following the production of R14 year end performance figures a report will be produced from PICs that shows sub-contractor performance by programme that will form the basis of future contracting negotiations. Where performance is below the acceptable or minimum performance level further funding will only be awarded following the agreement of an action plan with the sub-contractor.