

# Education Support Grant (ESG)



A university's guide to arrangements for  
ESG funding 2016/17

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## Funding policy and process – 2016/17 academic year

### Funding elements

Funding for practice learning is broken down into three elements:

- **The daily fee per student** which is paid to the placement provider/agency via the HEI.
- **The daily administrative fee** which is paid to the HEI as a contribution towards the costs involved in planning and distributing this funding.
- **Funding for the involvement of people who use service and carers.**

### Student daily fee

The daily fee per student is set at £20 per day.

Skills Development Days will be paid at the rate of £10 per day regardless of where (or in what type of organisation) the actual placement took place.

The daily fee is made up of three elements for each period of practice learning i.e. the **planning, delivery** and **assessment**. This amount can be apportioned between these elements as deemed appropriate between the placement provider and yourselves.

If a placement provider cannot provide one or more of these elements, they must 'buy it in' from outside (e.g. they can ask you to plan the placement or get what was previously called an off-site or long-arm practice educator to carry out the assessment). The placement provider will negotiate with whoever is providing the service to agree a rate.

You must not reduce the amount due for the placement to 'top-slice' and pay for other activities.

We recommend that the placement provider has a written contract with service providers to ensure that everyone knows upfront what has been agreed. It is also important that all parties maintain accurate records in case of audit.

The £10 and £20 daily rates are set and no VAT or other charges may be added to them. If the placement is happening overseas and payment is made in a currency other than pounds sterling the exchange rate must be taken into account and the final fee must not exceed the set rates.

## Daily administrative amount for HEIs

The current 'per day' administrative amount is £2.

This is paid to you for each placement day delivered within the contract period. It is paid as a contribution towards your administrative costs incurred in the planning and distribution of practice learning funding to placement providers/agencies. At the end of each contract period you are required to report on how you have spent this money. The £2 per day fee is no longer payable on Skills Development Days.

## Funding for the involvement of people who use services and carers

The current amount of service and carer funding is a single payment of £7,400 for the contract period, and will be paid as part of your first instalment.

This funding is a contribution towards the costs of involving people who use services and carers in the development, design and delivery of your social work degree courses.

Activities should include:

- consulting with service users and carers to make sure their needs and opinions are reflected in the design and development of courses
- making sure the views of service users and carers are taken into account in the assessment process
- involving service users and carers in important processes, including designing, delivering, developing and reviewing courses
- making sure that representatives of service users are involved in the selection process

For example, the grant could be used to pay for:

- meeting costs
- travel expenses
- direct payments to people who use services or carers
- the provision of interpreters, advocates or any other special arrangements which may need to be made to enable involvement
- production of handouts, questionnaires or other training aids/materials

## Responsibilities of all parties

Placement providers are:

- responsible for delivering practice learning and must submit invoices or claim forms within any deadlines you set
- entitled to receive payment in full at the correct daily rate unless they are buying-in services from outside
- responsible for arranging payment for elements they are not able to deliver

It is your responsibility to ensure that every placement meets the quality standards required.

## The funding process

### The funding cycle

We ask for information on placement day numbers in October each year for the next academic year. You will be given the opportunity to revise your current year's figures in the following April/May. At the end of November, you will need to report on the actual number of placements delivered.

The first instalment of your funding will be paid based on estimated figures. The second instalment is paid based on your revised figures. At the end of the agreement period where the actual figures show that any under or overspend has occurred, we will adjust the second instalment of your following year's funding accordingly.

### Arrangements for academic year 2016/17

The funding period runs from 1 October 2016 to 30 September 2017.

Your first instalment will be paid **after** 30 November 2016 based on the information you provide in your **ESG01**.

Your second instalment will be paid **after** 1 June 2017 based on the information you provide in your **ESG03** which we need by **31 May 2017**.

Your finance certificate (**ESG05**) will be issued **after** 1 November 2017 for return to us by **30 November 2017**.

### Returning reports

Please return your completed student reporting spreadsheet (**ESG10**) to us by **30 November 2017**.

We will then check these reports to make sure you have received the correct amount and resolve any under or over payments.

If you are unable to meet the 30 November deadline please tell us as soon as possible, as failure to submit this on time may result in payment of your second instalment being delayed.

## Finance certificate (ESG05)

We will send your finance certificate after 1 November 2017.

Your authorised signatory must sign the finance certificate to show how much has been spent. They should also provide a brief qualitative report on how the funding for involvement of people who use services and carers has been used and how it has benefited student learning.

Your Chief Finance Officer must countersign the finance certificate to confirm that they agree with all three statements below:

- The details provided in the report are accurate.
- The most recent audit of the HEI was satisfactory (it is a condition of funding that if the external audit has raised any concerns or made recommendations regarding ESG funding that a copy of the relevant information is sent to us with the end of year reports).
- They have checked the details of the student reporting spreadsheet and the amount declared as spent in the finance certificate and the placements and per day amounts correspond and are accurate.

We will check the finance certificate to make sure that:

- all sections have been completed in full
- placement funding and per day administrative funding have been properly accounted for
- the amounts in the finance certificate match the amounts recorded on the student reporting spreadsheet
- funding for the involvement of people who use services and carers has been properly accounted for and the figures add up
- your authorised signatory has signed off all expenditure
- your Chief Finance Officer has completed and signed the final section of the form

## Student reporting spreadsheet (ESG10)

We will send you a spreadsheet to enable you to track student placements for the 2016/17 academic year.

**Please note:** previously, spreadsheets may have had student names and registration numbers pre-filled. As there is no longer a need for students to register on the Social Care Register, this will no longer happen. However, we have included a column asking for the student's email address as we will be contacting a selection of students regarding their individual placements for audit purposes.

We will check your reporting spreadsheet to make sure:

- all sections have been completed in full
- all some or all placement days fall within the contract period
- all elements of the placement were paid for within the contract period
- the number of days completed by each student for this and all previous years does not exceed 200
- there are no duplicate entries
- you have paid the placement provider the correct amount for the number of days delivered
- the amounts paid for the elements of funding do not exceed the total eligible amount, particularly where this involves payment to offsite practice educators

In addition, a sample of placement providers and students will be contacted to verify that:

- the placement took place for the number of days stated
- the placement provider received payment at the correct rate
- the placement provider received the total amount that was due to them
- there is a written agreement in place between the HEI and the placement provider
- the placement provider is satisfied with the arrangements for practice learning

## Skills Development Days

When completing the ESG10 spreadsheet, please do not provide any amount paid to agencies or outside bodies in relation to funding spent on Skills Development Days. You only need to tell us how many Skills Development Days each student completed in the academic year (maximum 30 per student for the duration of the course). We only need you to complete amounts paid to agencies (including planning and assessment) for the placement days.

## Final calculation of funding

After all checks have been completed, we will recalculate your eligible funding based on the actual number of days delivered and the amounts reported as spent.

Funding could be amended for any one or more of the following reasons:

- The estimated total number of placement days needed was different to the actual number of days delivered (this will also affect the per day administrative funding).
- You have reported an under spend of funding, either for the funding paid for placements or for the per day administrative money (even if the total number of days funded is correct).

If it is shown that too much funding was paid, the overpaid amount will be taken from any following year's funding or an overpayment request will be raised when there is unlikely to be funding in the following year.

If it is shown that too little funding was paid, the underpaid amount will be added onto any following year funding, or an extra in-year payment will be made.

### Funding timeline for 2016/17

Form	Issued by Social Work Bursaries:	HEI returns by:
<b>ESG01 – Estimate of placement need and funding terms and conditions</b>	from 1 October 2016	30 November 2016
<b>ESG10 – Student reporting spreadsheet</b>	from 1 October 2016	30 November 2017
<b>ESG02 – First instalment + notification</b>	from 1 December 2016	N/A
<b>ESG06 – End of funding period letter</b>	When reconciliation has been completed	N/A
<b>ESG03 – Second estimate of placement needs</b>	from 1 April 2017	31 May 2017
<b>ESG04 – Second instalment + notification</b>	from 1 June 2017	N/A
<b>ESG05 – Finance certificate</b>	from 1 November 2017	30 November 2017
<b>ESG07 – Update contact or bank details</b>	On request	N/A

### Contact details

If you have any questions regarding ESG funding please contact the ESG team:

<b>David Taylor</b>	Management Information & Finance Coordinator	01253 208888
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For general enquiries relating to ESG funding, or to return any documentation to us, please email [nhsbsa.esgqueries@nhs.net](mailto:nhsbsa.esgqueries@nhs.net).

Please let us know if your authorised signatory or day to day contact for funding has changed since last year using form **ESG07** and return it to the email address above.