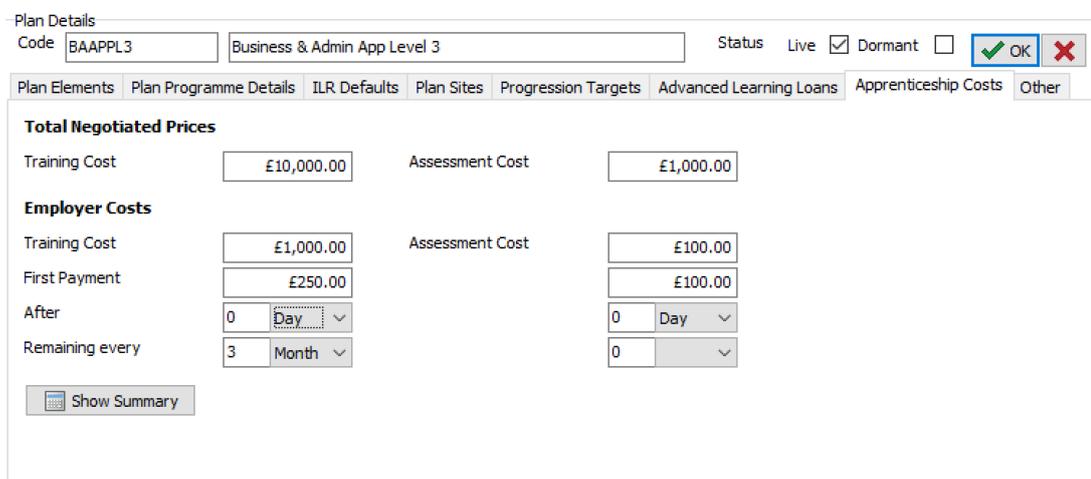


In January we released an [overview document](#) describing the changes we are making to PICS to help you operate effectively under the apprenticeship reforms and the introduction of SFA funding model 36. In the following document we would like to give you a current overview of the situation in PICS

SETTING LIST PRICES FOR PROGRAMMES IN PICS QUALIFICATION PLANS

Whilst we understand that you will be flexible in the pricing of your apprenticeship programmes, we presume that you will be setting a “list price” for each programme that will act as a starting point for any negotiations.

It is possible to enter these list prices (all learners) and associated payment plans (co-investment learners) for the various apprenticeships you offer by adding details to the “apprenticeship costs” tab of a PICS qualification plan.



Plan Details
Code: BAAPPL3 Business & Admin App Level 3 Status: Live Dormant

Plan Elements | Plan Programme Details | ILR Defaults | Plan Sites | Progression Targets | Advanced Learning Loans | Apprenticeship Costs | Other

Total Negotiated Prices

Training Cost	<input type="text" value="£10,000.00"/>	Assessment Cost	<input type="text" value="£1,000.00"/>
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Employer Costs

Training Cost	<input type="text" value="£1,000.00"/>	Assessment Cost	<input type="text" value="£100.00"/>
First Payment	<input type="text" value="£250.00"/>		<input type="text" value="£100.00"/>
After	<input type="text" value="0"/> <input type="text" value="Day"/>		<input type="text" value="0"/> <input type="text" value="Day"/>
Remaining every	<input type="text" value="3"/> <input type="text" value="Month"/>		<input type="text" value="0"/>

Other improvements that we have made to qualification plans include:

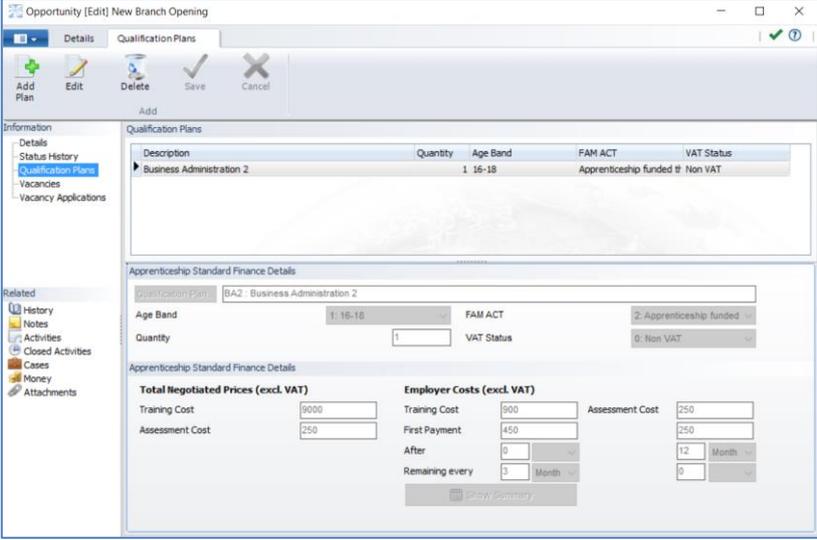
- The ACT FAM field has been added to the ILR defaults section of the qualification plan so that you can create separate qualification plans for levy funded and co-invested learners. We have also added a “clone feature” to make the duplication of qualification plans less onerous.
- Validation has been added to ensure that, for co-invested qualification plans the employer costs accurately reflect the total negotiated price considering the cap band.

RECORDING PRICES PER EMPLOYER AGREEMENT, APPLICANT OR LEARNER

When starting a learner on a funding model 36 programme, prices and payment plans will be defaulted from the qualification plan or can be adjusted to accommodate learner-by-learner variations.

We want to help you record these individual agreements at all stages of the employer and learner journey and make sure this data accurately populates your ILR return. It is now possible therefore now possible to:

- Record agreed prices for individual employers, utilising the Opportunities functions. These rates will then populate applicants or learners linked to this sales opportunity (requires PICS CRM licences)



Opportunity [Edit] New Branch Opening

Qualification Plans

Description	Quantity	Age Band	FAM ACT	VAT Status
Business Administration 2	1	16-18	Apprenticeship funded #	Non VAT

Apprenticeship Standard Finance Details

Qualification Plan: BA2 - Business Administration 2

Age Band: 1: 16-18 | FAM ACT: 2: Apprenticeship funded | VAT Status: 0: Non VAT

Quantity: 1

Total Negotiated Prices (excl. VAT)

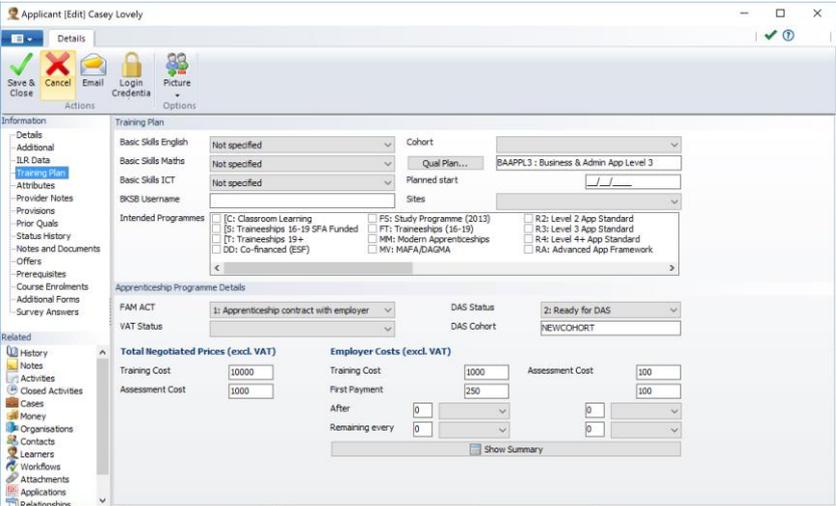
Training Cost	9000	Assessment Cost	250
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Employer Costs (excl. VAT)

Training Cost	900	Assessment Cost	250
First Payment	450	After	0
Remaining every	3	Month	0

Buttons: Add Plan, Edit, Delete, Save, Cancel

- Record agreed prices for individual applicants which will then pre-populate their learner record. (Requires Applicants or CRM licence)



Applicant [Edit] Casey Lovely

Training Plan

Basic Skills English: Not specified | Cohort: [dropdown]
 Basic Skills Maths: Not specified | Qual Plan: BAAPPL3 : Business & Admin App Level 3
 Basic Skills ICT: Not specified | Planned start: [date]
 BCSB Username: [text]
 Intended Programmes: [checkbox] C: Classroom Learning, [checkbox] S: Traineeships 16-19 SFA Funded, [checkbox] T: Traineeships 19+, [checkbox] DD: Co-financed (ESF), [checkbox] FS: Study Programme (2013), [checkbox] FT: Traineeships (16-19), [checkbox] MW: Modern Apprenticeships, [checkbox] MY: MAFA/DAGMA, [checkbox] R2: Level 2 App Standard, [checkbox] R3: Level 3 App Standard, [checkbox] R4: Level 4+ App Standard, [checkbox] RA: Advanced App Framework

Apprenticeship Programme Details

FAM ACT: 1: Apprenticeship contract with employer | DAS Status: 2: Ready for DAS
 VAT Status: [dropdown] | DAS Cohort: NEWCHORT

Total Negotiated Prices (excl. VAT)

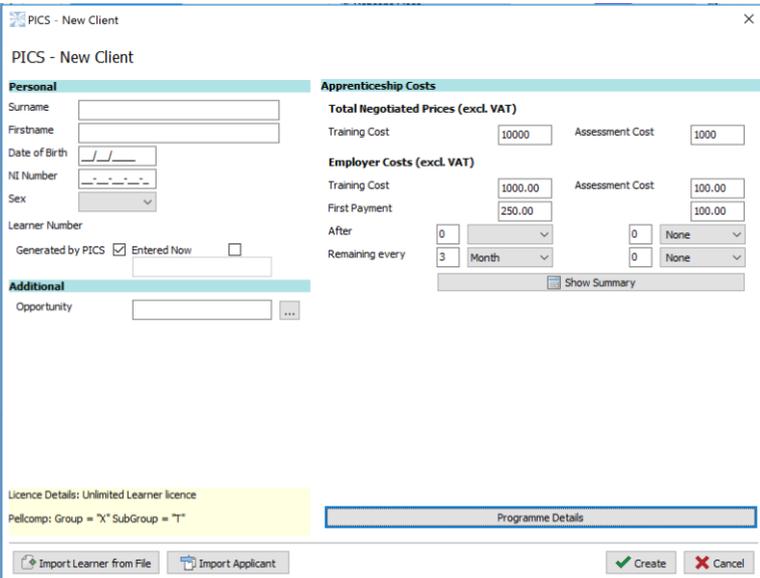
Training Cost	10000	Assessment Cost	1000
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Employer Costs (excl. VAT)

Training Cost	1000	Assessment Cost	100
First Payment	250	After	0
Remaining every	0	Month	0

Buttons: Save & Close, Cancel, Email, Login, Credentials, Options

- Record agreed price for individual learners on the PICS client pre-capture screen.



PICS - New Client

Personal

Surname: [text]
 Firstname: [text]
 Date of Birth: [date]
 NI Number: [text]
 Sex: [dropdown]
 Learner Number: [text]
 Generated by PICS: Entered Now:

Apprenticeship Costs

Total Negotiated Prices (excl. VAT)

Training Cost	10000	Assessment Cost	1000
---------------	-------	-----------------	------

Employer Costs (excl. VAT)

Training Cost	1000.00	Assessment Cost	100.00
First Payment	250.00	After	0
Remaining every	3	Month	0

Additional: Opportunity: [dropdown]

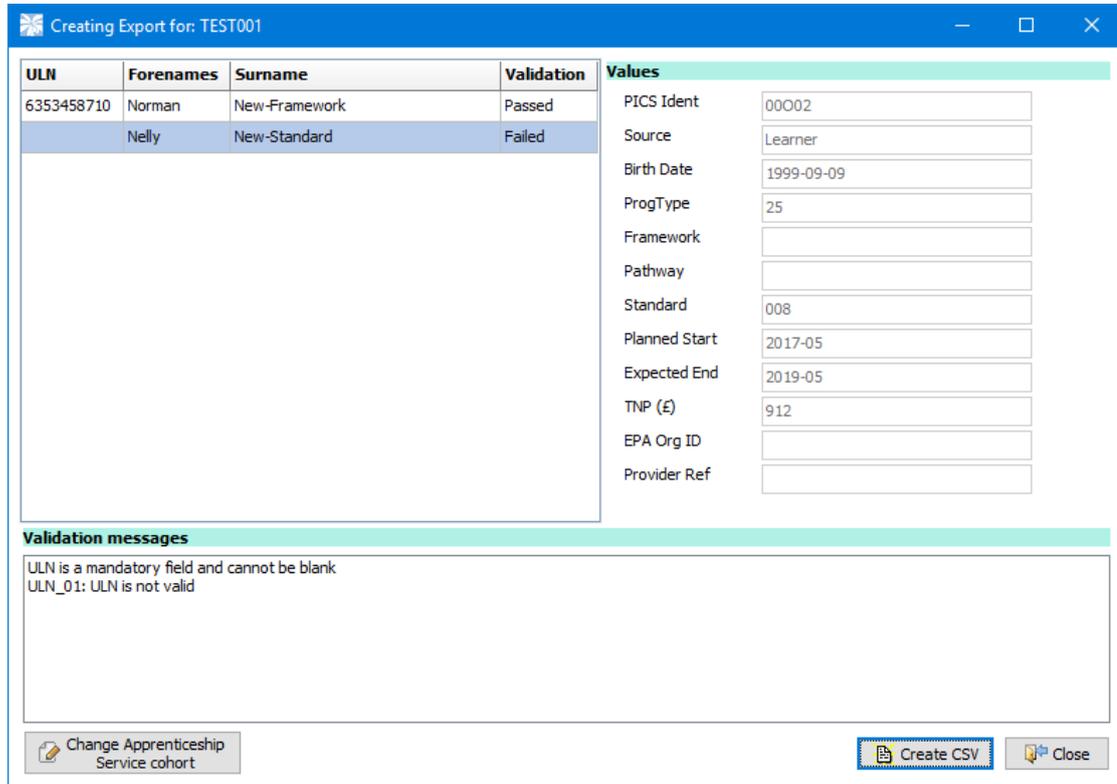
License Details: Unlimited Learner licence
 Pellcomp: Group = "X" SubGroup = "T"

Buttons: Import Learner from File, Import Applicant, Create, Cancel

UPLOADS TO THE APPRENTICESHIP SERVICE

We have added support for the bulk upload of Apprentice details to the Apprenticeship Service. The cohort reference that the employer will provide you with can be recorded against Learners and Applicants. An export file can then be produced and uploaded to the Apprenticeship Service.

The upload will be available from the Main → SFA Actions menu in PICS.



ULN	Forenames	Surname	Validation
6353458710	Norman	New-Framework	Passed
	Nelly	New-Standard	Failed

Values	
PICS Ident	00002
Source	Learner
Birth Date	1999-09-09
ProgType	25
Framework	
Pathway	
Standard	008
Planned Start	2017-05
Expected End	2019-05
TNP (£)	912
EPA Org ID	
Provider Ref	

Validation messages

ULN is a mandatory field and cannot be blank
 ULN_01: ULN is not valid

Buttons: Change Apprenticeship Service cohort, Create CSV, Close

The specification for the upload is available on gov.uk.

ILR DATA CAPTURE, PROCESSING & FUNDING REPORTS

We have been hard at work making ILR data capture and funding ready for funding model 36. This week's PICS release includes FM36 ILR data capture, which can be enabled from the Main menu in Basedata Maintenance. FM36 data capture includes the ACT FAM field and the fields for monitoring total negotiated prices (TNPs), expected and actual payments from the employer for co-investment (PMRs)

Apprenticeship Financial Details

Apprenticeship Financial Records for Goves Goves

Type	Code	Date	Amount	Status
Total negotiated price	Total assessment price	18/01/2017	1000	Expected
Total negotiated price	Total training price	18/01/2017	10000	Expected
Payment Record	Training payment - record of cash contrib	18/02/2017	250	Paid
Payment Record	Training payment - record of cash contrib	18/04/2017	187.5	Paid
Payment Record	Training payment - record of cash contrib	07/04/2017	187.5	Paid
Payment Record	Training payment - record of cash contrib	07/04/2017	187.5	Paid
Payment Record	Training payment - record of cash contrib	18/01/2018	187.5	Expected
Payment Record	Assessment payment - record of cash con	24/01/2018	100	Expected

Record details

ILR Data

Type: TNP: Total negotiated price Effective Date: 18/01/2017

Code: 2: Total assessment price Amount: 1000.00

Costs exclude VAT OK Cancel

There is however more work in progress that will be released in the following weeks. Including:

- PICS Claims for funding model 36
- Automatic generation of due incentive payments (both employer and training providers)
- Profiling of funding model 36 Learners in the Budget Manger
- Processing funding reports produced in “The Hub” which we will use to create PMR records in the situation the insufficient funds are available in an employer’s Levy account to pay the months claim and the claim items therefore defer to the co-investment model.

EMPLOYER PAYMENT MANAGEMENT

Whilst employer payments can be managed on a learner by learner basis using the “Apprenticeship Financial Records” shown above. We will also be releasing a new web-based module called eAdmin to help you give your finance team easy access to this critical data. Features include:

- Web-based “payment centric” view of data, allows finance team to work efficiently to process invoices and payments.
- Easy filtering and batch processing for invoicing and marking items as paid.
- Spreadsheet exports of payment batches to facilitate import into 3rd-party accounting software
- Full auditable log with file attachments throughout the process.

We are still putting the finishing touches to eAdmin, however we hope to be making this available from late April for a cost of £500+VAT per year, first annual renewal due Aug 2018 (additional hosting fees may apply).

OTHER INFORMATION

A recent webinar overviewing these changes is [available here](#). We will be running training webinars in late April and early May. Booking for these are available on our website (<http://www.pellcomp.co.uk/events/>).

If you have not already done so, then we strongly recommend you read the following three core documents from the SFA:

Apprenticeship funding technical guide:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/588806/Appfunding_technicalguide_Version2_20170201_.pdf

Guidance for returning apprenticeships on the ILR from 1 May 2017:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/587647/ILRProvider_Guidance_FundingModel36_2016_17_v2_Jan2017.pdf

Apprenticeship funding rules from May 1st 2017:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/588780/PROVIDER_RULES_-_FINAL_010217.pdf