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Comhairle Maoineachaidh na h-Alba

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# Young Person's Guarantee in Colleges for AY 2022-23



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## Young Person's Guarantee in Colleges for AY 2022-23

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Issue Date:	25 January 2023 (May 2023: revised version includes extended delivery date and amended Newbattle College allocation)
Reference:	SFC/GD/03/2023
Summary:	Guidance on Young Person's Guarantee (YPG) for colleges in Academic Year (AY) 2022-23, including funding allocations, eligibility criteria and reporting requirements.
FAO:	Principals, Chairs, Finance Directors and Board Secretaries of Scotland's colleges and the general public.
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## Young Person's Guarantee in Colleges for AY 2022-23

### Summary

1. I am writing to provide guidance on Young Person's Guarantee (YPG) for colleges in Academic Year (AY) 2022-23, including funding allocations, eligibility criteria and reporting requirements.

### Background

2. The Scottish Government's Young Person's Guarantee (YPG) has provided ring-fenced, targeted funding to the college sector for the last two AYs, to provide support for young people facing the challenging economic impact of COVID-19, our exit from the European Union (EU) and supporting the 'Just Transition to Net Zero'.
3. In the context of the current economic challenges, the aim of YPG funding in AY 2022-23 in colleges is to continue to provide support for young people aged 16-24 who are facing the greatest barriers to progression in tertiary education or progression into a positive post-school destination.
4. Building on the last two years of YPG funding in the college sector, where thousands of students have benefitted, SFC will adapt this activity in AY 2022-23 to include: support for strategic skills priority areas, targeted interventions to groups facing the greatest barriers to engagement and greater support to tackle child poverty.

### YPG priorities in AY 2022-23

5. As in previous years, the key objective for YPG funding in AY 2022-23 will be to support the delivery of the [Young Person's Guarantee](#) and the ambition to ensure *"every person aged between 16 and 24 in Scotland has the opportunity, depending on their circumstances, to study; take up an apprenticeship, job or work experience; or participate in formal volunteering"*. The activity will contribute to wider Scottish Government priorities including the [National Strategy for Economic Transformation \(NSET\)](#) and [Tackling Child Poverty](#).
6. For AY 2022-23 the college sector will deliver learning opportunities for:
  - Eligible young people aged 16 –24 with priority on those from the most deprived or challenging backgrounds.
  - Added flexibility to support individuals up to age 29 who are experiencing specific barriers such as disability.

- Early interventions for young people aged 13-15 with protected characteristics, from the most deprived areas or who are experiencing specific barriers to learning.
7. A key priority for this AY is to ensure that all YPG funded activity is targeted at those young people most disadvantaged in the labour market, including by SIMD residence/rural deprivation, gender, disability, young parents, ethnic minorities, those with care experience and young carers.

## Changes to funding

8. YPG funding is allocated as ring-fenced additional funding to the college sector. In [previous years](#) funding has been allocated via a combination of additional credits, student support and development funding, with the majority allocated via credit funding.
9. Feedback from the sector has indicated that delivering the additional YPG credits, in addition to core provision, has presented challenges in AY 2021-22. Specifically, feedback has included that greater flexibility in the funding methodology would enable colleges to develop needs-based, innovative, ways to deliver to and support the key priority groups in AY 2022-23.
10. Responding to this feedback, SFC has agreed to provide greater flexibility in our allocation model for AY 2022-23. For AY 2022-23 we will fund on a grant award basis rather than as additional credits.
11. This methodology will enable colleges to develop forward-looking approaches to delivering to the hardest to reach learners, in addition to continuing to deliver Skillsboost and accelerated Higher National Certificate (HNC) activity where appropriate. The expectation is that this will lead to a greater impact for learners with the greatest support needs.
12. Some examples of ways that YPG funding could be utilised in AY 2022-23 might include:
  - Employing a learner focussed outreach worker to strengthen engagement with regional partner organisations.
  - Undertaking research and subsequent action into reducing barriers to Further Education (FE) for a specific group of under-represented young people in the region.
  - Running a series of targeted 'open day' events to encourage recruitment to a new group of learners, with services such as a crèche or BSL/ESOL support worker.
13. SFC acknowledges that with greater flexibility in funding there is also a requirement to change the reporting process to provide assurance and enable us to evaluate this

revised approach. Further information on reporting can be found in [Annex B](#).

## Allocation of funding

14. We recognise that this target group will require additional support in order to successfully enrol and complete courses, therefore we expect that YPG funding will be utilised to support additional 'wraparound' activity for these students and should not be utilised to duplicate student support funding provided for core funded activity.
15. As in previous years, the expectation is that activity under YPG should be targeted at improving outcomes for 16-24 year olds from target groups, however the aim of the programme does make it possible to provide a Skillsboost to current students or those who have completed a qualification/course and have limited opportunity for employment, where there is evidence that this would improve their employability prospects and they meet the qualifying criteria in terms of 'greatest need'.
16. Colleges should claim core credits for FE or HE provision, utilising YPG funding to provide any additional support for target students. We have allocated £3.5 million (m) in the following way:
  - Initial allocations have been made based on each college/region's core credit allocation for AY 2022-23.
  - An additional uplift has then been made to colleges where activity developed in AYs 2020-21 and 2021-22 would be at risk without sufficient minimum investment in AY 2022-23.
17. A further targeted fund of £770k, designed to expand upon the existing 'Tackling Child Poverty' funded projects will be allocated based on proposals which were submitted to SFC earlier in 2022. This will be prioritised funding for regions where there is the highest proportion or number of children living in relative poverty, according to Department for Work and Pensions [Children in low income families: local area statistics](#) for the last two full Financial Years.
18. A breakdown of total YPG funding allocations for colleges in AY 2022-23 is set out in [Annex A](#).
19. Subject to the transfer of funding from the Scottish Government in Financial Year (FY) 2023-24, we will issue a further announcement in-year to meet any residual demand, which will ensure the funding addresses areas of need and provides the greatest impact.
20. In addition to funding outlined above, further YPG investments will be made through targeted skills projects to address child poverty and NSET priorities through the college sector.

## Funding parameters and timelines

21. All YPG activity should commence and complete in AY 2022-23 (by end of September 2023).
22. Incorporated colleges/regions should drawdown funds as required, via their monthly cash flows, from February 2023 up to the end of September 2023. Funding allocations for non-incorporated colleges will be paid in February 2023.

## Student support

23. Colleges should apply a fee waiver for all FE students undertaking YPG activity. For FE student support funding, colleges should follow existing SFC student support guidance and fund students through their core FE student support budgets. Further details can be found in [Annex D](#).
24. Student Awards Agency Scotland (SAAS) will provide student support funding for HE courses including the accelerated HNC, however core credits should be utilised for delivery of any HN activity and the standard undergraduate funding package will apply. Students will be assessed using the standard SAAS eligibility criteria and previous study rules. HE students should make their application through the SAAS website.
25. If YPG students have wider support requirements, beyond those provided under SFC's FE or SAAS's HE student support policies, colleges may use their YPG allocation to fund this additional support. This may include non-monetary support provided to students, such as additional staff support, etc. Details of this spend should be included in reporting throughout the year and at the year-end.

## Conditions of funding

26. The following conditions of grant apply:
  - This funding must only be used for the purpose(s) for which it is being allocated. SFC retains the right to audit relevant institutional data/records /documentation in order to satisfy itself that this is the case (and the institution undertakes that it will provide such assistance as SFC reasonably requires).
  - Use of funding must meet the eligibility criteria set out in this guidance.
  - Colleges must provide updates on how they have utilised their funding on a monthly basis and may be required to provide ad hoc updates as required and requested by SFC.
  - Any underspend will result in the full recovery of this funding.



27. All media releases must mention projects have been funded by the Scottish Government Young Person's Guarantee and SFC; this must be included in the body of the release (not in the notes to editors). Final releases should be shared with SFC for wider ongoing circulation. In addition, in acknowledgement of their funding contribution, SFC and Scottish Government's Young Person's Guarantee logos must be displayed on any publicity material relating to this activity (signage, posters, website, etc.). If you have any queries in this regard, please contact SFC's Communications team to discuss (email: [communications@sfc.ac.uk](mailto:communications@sfc.ac.uk)).
28. SFC is committed to processing any personal data fairly, transparently and in accordance with the law. SFC's privacy notice is available on our website. SFC will use the information submitted by colleges to provide regular updates to the Scottish Government on the current uptake and use of the funding. (The Scottish Government's privacy notice is available on their website.)

## Reporting and monitoring

29. Please refer to Annexes [B](#) and [C](#).

## Further information

30. Should you have any queries or require any additional information, please contact Sharon Drysdale, Deputy Director, Work-based Learning and Skills Programmes, email: [sdrysdale@sfc.ac.uk](mailto:sdrysdale@sfc.ac.uk).

## Annex A

## Breakdown of YPG funding allocations for AY 2022-23

College/Region	YPG funding (£)	Targeted child poverty funding (£)	Total YPG allocation 2022-23 (£)
Ayrshire College	215,492	94,900	310,392
Borders College	96,182		96,182
Dumfries & Galloway College	103,738		103,738
Dundee & Angus College	190,028	125,000	315,028
Edinburgh College	318,668		318,668
Fife College	229,261	109,444	338,705
Forth Valley College	152,915		152,915
Glasgow Region	663,912	125,000	788,912
Highlands & Islands Region	196,455		196,455
Lanarkshire Region*	313,350	85,500*	398,850
Newbattle Abbey College	107,383		107,383
North East Scotland College	224,095	29,760	253,855
SRUC	139,248		139,248
West College Scotland	273,542	80,104	353,646
West Lothian College	281,526	125,000	406,526
<b>Total</b>	<b>3,505,795</b>	<b>774,708</b>	<b>4,280,503</b>

\* New College Lanarkshire Tackling Child Poverty proposal

## Annex B

### Reporting and Monitoring

#### Reporting to SFC

0. SFC will engage with individual institutions to establish how the funding will be utilised to provide the greatest impact to meet the aspirations of the YPG on a monthly basis.
1. Colleges must provide SFC with a costed overview of planned activity utilising YPG funding by 15 February 2023. This should include details of:
  - All planned additional student support costs.
  - Planned course or project titles.
  - Expected levels of enrolments.
  - Engagement and retention activity.
  - And any wraparound or new initiatives.
  - Any partnership working and alignment with stakeholders in the public, private or third sectors as well as
  - Employer engagement.
2. Colleges must provide financial and data returns with updates on progress against all activities to the following deadlines and standards specified, including Further Education Statistics (FES) reporting requirements for colleges (as set out in [Annex B](#)). Reporting templates will be issued as early as possible, ahead of deadlines.
  - 1 March 2023.
  - 1 May 2023.
  - 1 July 2023.
  - 13 October 2023 (Final report)

#### College monitoring through FES

3. SFC will continue to monitor the uptake of activity (including student support spend) through FES returns, and for AY 2022-23. The specific FES reporting requirements for YPG are shown in [Annex C](#).

## Annex C

## FES reporting requirements for Young Person's Guarantee 2022-23

## Introduction

0. We require each sub-group; Skills Boost (non-advanced level) and Accelerated HNC (advanced level), from the YPG, to be clearly identifiable within FES reporting.
  - Courses should be set up as they normally are using the SLC's Course Management System (CMS) using the three termly dates, for example:
    - Term 1: 24/1/2023 - 4/3/2023.
    - Term 2: 7/3/2023 - 6/5/2023.
    - Term 3: 9/5/2023 - 10/6/2023.
1. The following naming convention should be used for each course being set up, using the month the course starts as shown:

**HNC NAME OF SUBJECT YPG (Jan start) (6 month)**

## Specific FES reporting requirements

2. Colleges should ensure that the following guidance is followed:

**FES 1**

3. Although all FES 1 fields must be completed for YPG activity, please ensure for the following fields that the noted code and/or description below is entered.

Please refer to SFC's [FES Guidance 2022-23](#)

Field name	Use code and/or description
Source of finance for programme	09 - Scottish Funding Council (SFC)
Type of programme	08 – Vocational programme supported by Government training scheme
Title of programme	Include (YPG) in the programme title.
Title of programme	If an Accelerated HNC, the additional words 'YPGHNC 6m' must also be included in the programme title.

**FES 2**

4. An enrolment with full personal details is required for all YPG students. In addition, please ensure for the below field that the noted code is entered.

Please refer to SFC's [FES Guidance 2022-23](#)

Field name	Use code
Target group	05 - Young Person's Guarantee (YPG)

**Student support**

5. Student support spend should be recorded in FES is the usual way against flagged YPG students.

## Annex D

## Frequently Asked Questions

## Q1: What fee waiver applies to students enrolled on a YPG course?

All students on a FE YPG or course should receive an automatic fee waiver regardless of the length of course or pattern of attendance.

Q2: The YPG guidance states that colleges should follow existing SFC FE student support guidance. This is problematic as students don't benefit from accessing this due to issues faced with Universal Credit (UC) and the time it takes to come on and off UC and then claim funding from the college.

In many cases students are financially better off remaining on UC whilst they study, as the rate of support (particularly where students have families and homes of their own) is higher on UC than it would be on the maximum bursary of £113 per week.

Some full-time students who are on UC may be eligible to remain on UC whilst studying and, at the same time, receive a UC Bursary of £28 per week which does not affect their UC. Students should take this option if possible. College bursary officers are aware of the availability of the UC Bursary of £28 per week and we would expect them to advise students on short courses to do this, if possible.

Where full-time students are not eligible to remain on UC and want to apply for bursary, Department for Work and Pensions (DWP) processing times can lead to delays in accessing funding. Students can ask their college for support from the Discretionary Fund for periods where they are without support because of DWP processing delays.

If students are part-time, they are not eligible for bursary maintenance (living costs) support. Therefore, there should be no issue with transitioning from UC – if the student is eligible for UC they can remain on UC whilst they study.

Only student bursary support allocated for maintenance (living costs) should impact UC. Other elements of student support (Discretionary, Childcare, Travel, or help with Study Materials) are allocated for a specific purpose and should not impact on UC payments. If DWP is adjusting students' UC awards for any of these reasons the student should challenge this and seek the help of college bursary staff in doing so if required.