

Medr

Y Comisiwn Addysg Drydyddol ac Ymchwil
Commission for Tertiary Education and Research

Engagement Activities

Programme Specification

This version of the specification is valid
until the FE sector is informed otherwise.

Published March 2025

Mae'r ddogfen hon hefyd ar gael yn y Gymraeg |
This document is also available in Welsh
www.medr.cymru



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1. Introduction

All Further Education Institutions and Adult Community Learning providers have been allocated up to 5% of their overall part-time funding to be used as engagement activities.

Engagement funding will support the Welsh Government's commitment of reducing educational inequalities across Wales. This funding seeks to enable the Further Education Institutions and Adult Community Learning providers to support the citizens of Wales to reach their full potential.

2. Purpose of the Programme

The main purpose of the funding is to enable colleges to reach out to those individuals not currently in education and to create opportunities for people across Wales to participate in courses that will raise aspirations and encourage reflection on the benefits of career paths, alongside motivating those participating to continue their educational journey.

3. Delivery Overview

In delivering the programme, the FEIs and ACL providers should systematically apply the following methods, to ensure that the engagement learning provided meets the needs of each area and continuously improve the quality of education offered.

4. Learner Eligibility and Entry Requirements

To be eligible for the programme, individuals must:

- reside legally in Wales; and
- be aged 16 years old or over on 31st August in that particular academic year.

Individuals are deemed ineligible if, at point of course commencement, they are:

- attending any further or higher-education provision; or
- in Welsh Government funded apprenticeships; or
- an ineligible overseas national.

5. Programme Content

Engagement funding should be utilised to:

- engage prospective learners in short courses, including elements of literacy, numeracy and/or digital skills
- promote continuous learning opportunities
- encourage participation and continuous improvement for those learners participating in courses, with clear evidence of progression
- create an opportunity to move individuals towards a level 2 qualification or back into education

6. Data Submission Requirements

Medr will use data from the Lifelong Learning Wales Record (LLWR) to monitor programme delivery and learning outcomes for the Engagement Activities Programme.

In line with the conditions set out in the annual *Grant Award Letter*, institutions must ensure that data is submitted in the correct format and in a timely manner.

The LLWR User Support Manual¹ sets out the guidelines that institutions should follow when submitting LLWR data for the current academic year.

Programme Code

The following programme code (LP74) should be used for learners participating in Engagement courses:

9500AXXP Engagement Activities

7. Monitoring and Audit

Monitoring and audit will play a role in ensuring that the guidance is being applied consistently and to help assess whether policies, procedures and controls are adequate.

Monitoring Approach

The institution must retain an enrolment form signed on behalf of the institution and by the learner as compliance evidence to support its funding claim.

Electronic or digital signatures are acceptable as long as the document has also been appropriately signed by a member of staff of the institution.

Compliance with Programme Specification

Medr will use the data submitted via the LLWR to monitor compliance with the programme specification. This will include:

- regular monitoring of length of provision using fields *LP73*, *LP77* and *LP55*; and
- monitoring of the data from the programme and activity datasets to check that delivery requirements are being met.

Learning Outcomes

Learner progression is a key performance measure for the programme and crucial in evaluating programme delivery.

The expectation is that the majority of learners who complete an Engagement course will move into the next stage of education, training or employment.

¹ This can be accessed at [Lifelong learning Wales record](#).

Audit Testing

In addition to the approach to monitoring set out above, all data returned by the Further Education institutions will be subject to existing end of year audit requirements². Within this, a particular emphasis will be placed in the *Auditors' Notes for Guidance* to ensure that external auditors appropriately sample learners undertaking Engagement courses.

A final report and end of year Statement of Expenditure is also to be provided to Medr no longer than a month after the relevant September LLWR freeze date, outlining how the funding has been spent.

8. Contact Details

For any queries relating to the content of this Programme Specification, please contact Medr at the following mailbox: InvestmentandPerformance@medr.cymru.

² The audit requirements for the current year will be published at the end of the academic year.

9. Annexes

A. Statement of Expenditure – Engagement Funding



Return to:	InvestmentandPerformance@medr.cymru
Return by:	31 October 202X ³

Name of Institution:

Academic Year:

Actual Expenditure for Engagement Activities⁴:

£

Certificate of the Principal / Director of Education

I hereby certify that to the best of my knowledge and belief that the information given above is correct and that all expenditure was carried out against the agreed aims and objectives in accordance with the Grant Award Letter and associated Terms and Conditions of Funding.

I also certify that clear accounting records have been maintained at Institution level to identify receipt of the funding and its subsequent distribution to the respective area of service; and that funding is covered by the authority's normal financial controls, including periodic review by internal audit.

Name:

Position:

Signature:

Date:

³ This date represents the last day in October that immediately follows the end of the academic year the Statement refers to.

⁴ All approved expenditure incurred by end of July in that particular academic year.

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