3.1.1 Resource Allocation

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Policy area:	3.1 Services and Resources
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Purpose

The purpose of this procedure is to detail how KWETB, as a registered QQI provider, has appropriate resources in place to support the delivery of validated programmes and their associated quality assurance procedures. The allocation of resources and the associated processes are an essential factor in making decisions about what programmes will be offered to learners. These decisions are underpinned by our organisational values of integrity, learner centred, respect and excellence.

Scope

This procedure applies to all FET Provision and FET Provision-Second Providers. There is an integrated single policy, with integrated procedures for FET Provision and FET Provision-Second Providers.

Preamble

Resources are allocated to FET services to ensure that KWETB can meet its obligations as a registered QQI provider. Resources may need to be allocated at ETB, programme and/or service level. Resources can include physical infrastructure, human resources, financial resources, and supports including services, programme equipment and programme materials. Resource allocation is governed by SOLAS Funding Requirements (which are issued annually) and programme operational guidelines which are specific to each funding stream.

Centre, college and programme resources are allocated to programme funding streams in accordance with SOLAS Funding Requirements (published and adjusted annually) and programme (funding stream) operational guidelines. These SOLAS Funding Requirements govern how budgets are allocated to programme funding streams and the programme operational guidelines set out how these resources should be used. Financial allocations are made on an annual basis following successful funding applications to SOLAS through an online database (Funding Allocation Request Reporting [FARR]). A narrative supporting the FAR is submitted, including a qualitative report on the previous year's activities. A budget worksheet in which each funding stream is further broken into pay, non-pay and allowances with an overarching section for support services, projects and capital spends also supports the application.

A formal allocation is made by SOLAS to the ETB and pay (human resources), non-pay and learner allowances (where applicable) are then allocated to each programme and to each centre under each programme. Pay (human resources) is dictated by an annual ceiling and non-pay is allocated to required expenditure such as rent, overheads and programme materials. Support services are funded in a similar way with a focus primarily on pay. At centre/service level, there is very minimal discretionary funding.

Capital spending (infrastructure) is allocated on an annual basis based on the size of the ETB, and applications for additional capital funding can be requested for specific projects. Specific projects may also be funded on the basis of business cases submitted to SOLAS.

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1	KWETB should complete the annual funding bid for submission to SOLAS which includes the FARR online database, Funding Request and Progress Report and FAR 4 (Budget) in line with the Funding Requirements for ETBs in line with the stated deadlines in the Funding Requirements.
2	The FAR 4 budget request should include Pay (human resources), Non-Pay and Learner allowances broken down by funding stream. Capital spending should be included based on the ETB size and on particular initiatives. Support services and special projects should also be included.
3	SOLAS makes an allocation to the ETB based on the submission.
4	The FET Management Team and Finance Section should make allocations to centres/services including Pay, Non-pay and Learner Allowances. Capital allocations may also be made to centres/services. Allocations should also be made to support services and special projects.
5	At centre/service level, Programme Co-ordinators should manage and/or monitor the allocated Pay, Non-pay and Capital allocations as appropriate. Programme Co-ordinators of support services and special projects should manage and/or monitor

	those allocations as appropriate, ensuring that sufficient resources are provided for the planned activities included in the FAR submission to SOLAS.
6	The Finance Section should prepare expenditure reports at ETB and centre/service level. Expenditure forecasts and reports should be prepared by the Finance Section in consultation with the FET Management Team and submitted to SOLAS as appropriate.
7	Proposals for the delivery of new programmes leading to QQI and other awarding body awards should be considered by the Programme Governance Sub-Group and evidence will be required to be provided to support the availability of appropriate resources to support the delivery of the programme. Programme validation also requires supporting evidence with regard to the availability of appropriate resources.