CPCA 2023/24 Skills Directorate Business Cycle
Version 1 – September 2023

CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY

	August	September	October	November
Deadlines	**Start of 2023/24 Academic Year** Provider Audits commence	CPCA Skills Bootcamps Grant proposals submitted to DfE for the 2024-25 FY (30th)		CEC Cornerstone (Date TBC)
Board & Governance Meetings		CPCA Combined Authority Board (20th) CPCA Skills & Employment Committee (4th)	CPCA Skills & Employment Board (10th) CEC Careers Leader CPD (10th) CEC Enterprise Advisor Meeting (16th South/31st North)	CPCA Combined Authority Board (29th) CPCA Skills & Employment Committee (6th) CEC Careers Leader Meeting (10th)
Provider Meetings	SPM All Skills Provider Meetings	Skills Partnership Managers All Skills Provider Meetings (incl. AEB 4th Qtr Performance Reviews 22/23) ESOL Local Planning Groups (29th) UKSPF Economic Development Officer Planning Grp (19th)	SPM All Skills Provider Meetings UKSPF Economic Development Officer Planning Grp (31st) **All Skills Provider Forum (17th)** CPCA ESOL Conference (20th) CPCA Principals & Skills Team Meeting (16th)	SPM All Skills Provider Meetings Business Intelligence Group Meeting (Date TBC)
Tasks		CPCA issue AEB Contracts to ITPs for 23/24 CPCA issue Y2 Provider Multiply Return Template		AEB/FCFJ End Year Performance Review AEB/FCFJ Reconciliation R14 AEB/FCFJ Funding Rules & Rates 23/24 – V2
Returns	Provider AEB EAS Submission – R12	Skills Bootcamp data return – 6th September	Provider Multiply Return to CPCA (1st Week) CPCA Multiply Return to DfE (2nd Week) Provider R14 EAS Return to CPCA (3rd Week) CPCA Bootcamps Quarterly Return to DfE (13th) - providers may be required to upload additional evidence Skills Bootcamp data return – 5th October	Provider Monthly Multiply Returns (1st Week) Skills Bootcamp data return – 6th November

	December	January	February	March
Deadlines	AEB Impact Evaluation Publication	Mobilisation of UKSPF Skills Projects	CEC Cornerstone (Date TBC)	**End of 22/23 Financial Year for Multiply & Skills Bootcamps**
Board & Governance Meetings	CPCA Skills & Employment Board (12th)	CPCA Combined Authority Board (31st) CPCA Skills & Employment Committee (15th)	CPCA Skills & Employment Board (20th) CEC Careers Leader Meeting/CPD (28th) CEC Enterprise Advisor Meeting (28th)	CPCA Combined Authority Board (20th) CPCA Skills & Employment Committee (4th)
Provider Meetings	SPM All Skills Provider Meetings (incl. AEB 1st Qtr Performance Reviews 23/24 & AEB End Year/R14 Perf. Reviews 22/23) ESOL Local Planning Groups (8th) UKSPF Economic Dev. Officer Planning Grp (12th)	SPM All Skills Provider Meetings **All Skills Provider Forum (29th)** CPCA Principals & Skills Team Meeting (15th)	SPM All Skills Provider Meetings ESOL Local Planning Groups (9th)	SPM All Skills Provider Meetings (incl. AEB 2nd Qtr Performance Reviews 23/24) Business Intelligence Group Meeting (Date TBC)
Tasks	CPCA 22/23 AEB Data Summary Report	Recovery of AEB/FCFJ underspend for 22/23 Providers Submission of SAR & QIP Providers submit Multiply Delivery Plans for 24/25	CPCA AEB Funding Rules and Rates 23/24 update CPCA Issue AEB Contract Variations	Issue Grant Provider AEB & FCFJ 24/25 Delivery Plan Template Skills Bootcamps W4 - All learners to complete the Skills Bootcamp within 16 weeks of the start date and no later than the 31st March 2024
Returns	Provider Monthly Multiply Returns (1st Week) Provider AEB EAS Submission – R04 (2nd Week) Skills Bootcamp data return – 6th December	CPCA Multiply Return to DfE (2nd Week) CPCA Bootcamps Quarterly Return to DfE (16th) Provider Monthly Multiply Returns (1st Week) Skills Bootcamp data return – 8th January	Provider AEB EAS Submission – R06 (2nd Week) Provider Monthly Multiply Returns (1st Week) Skills Bootcamp data return – 6th February	CPCA Bootcamps Quarterly Return to DfE (14th) - providers may be required to upload additional evidence Provider Monthly Multiply Returns (1st Week) Skills Bootcamp data return – 6th March

April	May	June	July

CPCA 2023/24 Skills Directorate Business Cycle
Version 1 – September 2023

Deadlines	Start of 2023/24 Financial Year for Multiply & Skills Bootcamps	CEC Cornerstone (Date TBC)		End of 23/24 Academic Year
Board & Governance Meetings	CEC Enterprise Advisor Meeting (Date TBC) CEC Careers Leader Meeting (Date TBC)	CPCA Skills & Employment Board (14th)	CPCA Combined Authority Board (5th) CPCA Skills & Employment Committee (10th)	CEC Enterprise Advisor Meeting (Date TBC) CEC Careers Leader Meeting (Date TBC)
Provider Meetings	SPM All Skills Provider Meetings **All Skills Provider Forum (Date TBC)**	SPM All Skills Provider Meetings CPCA Principals & Skills Team Meeting (Date TBC)	SPM All Skills Provider Meetings (incl. AEB 3rd Qtr Performance Reviews 23/24) ESOL Local Planning Groups (14th) CEC Careers Hub Conference (TBC) CEC Careers Leaders Meeting (4th) CEC Enterprise Advisers Meeting (4th) Business Intelligence Group Meeting (Date TBC)	SPM All Skills Provider Meetings CPCA Principals & Skills Team Meeting (Date TBC)
Tasks	Publication of AEB Evaluation 22/23	Providers submit 24/25 AEB/FCFJ Delivery Plan	CPCA Complete AEB Funding Rules & Rates for 24/25 CPCA Issue AEB Extension Letters for 24/25 CPCA Multiply 23/24 Reconciliation/Recovery	CPCA Arrangement of Provider Audits
Returns	CPCA Multiply Return to DfE (2nd Week) Provider Monthly Multiply Returns (1st Week) Skills Bootcamp data return – 4th April	Provider AEB EAS Submission – R09 (2nd Week) Provider Monthly Multiply Returns (1st Week) CPCA End of Year Expenditure Return to DfE (2nd Week) Skills Bootcamp data return – 6th May	Provider Monthly Multiply Returns (1st Week) Skills Bootcamp data return – 6th June	CPCA Bootcamps Quarterly Return to DfE (Date TBC)- providers may be required to upload additional evidence Provider Monthly Multiply Returns (1st Week) Skills Bootcamp data return – 4th July