

Charity registration number 1093609

Company registration number 04286151 (England and Wales)

**ADULT TRAINING NETWORK LIMITED**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2021**

# ADULT TRAINING NETWORK LIMITED

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Adam Fawzy Beulah Lyn Felstead Keeranpal Kaur Reema Begum Sonia Khokhar
<b>Secretary</b>	Mr S Singh Gill
<b>Charity number</b>	1093609
<b>Company number</b>	04286151
<b>Principal address</b>	Unit 3 Triangle Centre 399 Uxbridge Road Southall Middlesex UB1 3EJ
<b>Registered office</b>	Unit 3 Triangle Centre 399 Uxbridge Road Southall Middlesex UB1 3EJ
<b>Auditor</b>	RehncyShaheen Chartered Accountants 1276/1278 Greenford Road Greenford Middlesex UB6 0HH

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# ADULT TRAINING NETWORK LIMITED

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# **ADULT TRAINING NETWORK LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

### ***FOR THE YEAR ENDED 30 SEPTEMBER 2021***

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The trustees present their annual report and financial statements for the year ended 30 September 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association incorporated on 12th September 2001 and as amended on 15th April 2002, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### **Objectives and activities**

The Adult Training Network (known as ATN) strives to provide the best quality education and training to socially excluded members of the community who have little or no access to mainstream education.

One of its main purposes is to build the skills and confidence of traditionally disadvantaged members of the community, including refugees and members of ethnic minority communities to support their entry into meaningful employment. In addition, the Adult Training Network strives to integrate learners into the social and cultural fabric of society at large.

The organisation was formed to help address the educational disadvantage suffered by certain marginalised sections of the community. The main objectives of the educational programmes are to:

- Develop clients' employability skills
- Help to improve students' linguistic competence in English.
- Provide students with basic survival English for everyday life in UK.
- Provide students with basic English for access to other College courses.
- Equip students to progress to the next level of ESOL provision.
- Support students in their chosen progression path.
- Build the self-confidence of students.
- Develop the ICT skills of people in the local community who have little or no access to mainstream education provision and ICT resources.
- Support learners to acquire career management skills such as job search techniques, interview skills, CV writing, confidence building, improving self-esteem and to enable them to successfully compete for and acquire sustainable jobs.
- Support learners with their well-being and mental health by conducting programmes in pain management, yoga, gardening and music.

#### **Public benefits statement**

The trustees have complied with section 17 of Charities Act 2011 with regard to public benefit guidance issued by the Charity Commission.

#### **Staffing**

In the period August 2020 – July 2021, ATN Southall employed a total of 16 staff members, who served various programmes funded by RUTC, Wandsworth Council and MI Computer Solutions. It included the Director, Centre Manager, a consultant, one full time administrator, one lead Quality Assurer, an Outreach Officer, 6 ESOL/Functional Skills tutors, one part time ICT tutor, one part time cleaner, one part-time finance coordinator and a full time Network Engineer.

In Stevenage centre there were a total of 5 members of staff employed to serve learning programmes funded by HAFLSS. Staffing included: 3 part time tutors to deliver ESOL and Digital Skills programmes and 2 administrators. In Merton and Slough 2 parttime Digital Skills Tutors were employed.

#### **Staff Development and training**

There is strong evidence that teachers who continue to develop their skills during their careers contribute more to improved learner attainment. During 2020–21 we continued to provide support to our tutors and other members of staff to extend and enrich their skills and to further enhance their professional development. Some of the key CPD activities attended by the staff in this period were as follows:



# ADULT TRAINING NETWORK LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

*FOR THE YEAR ENDED 30 SEPTEMBER 2021*

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### **CPD Activities**

Staff training & review of Policies (E&D, Safeguarding, H&S, Information security, Code of Conduct, Prevent & British values, OTLA, whistle blowing, fraud prevention, Business Ethics, Quality Charter, etc.)

Safeguarding vulnerable adults

Equality and Diversity

Prevent

British Values

Matrix readiness

Understanding ESFA Funding rules

Understanding Ofsted Framework

Standardisation of Marking

Gaining Gateway Accreditation for Digital Skills Qualifications

Target Setting

Written Corrective Feedback - Cambridge University Press ELT

Conducting online sessions on Zoom

Recruitment and enrolment

Level4 Award in IQA

Understanding Language Acquisition and comprehensible input

Task based Teaching and Task supported teaching

PPP VS Task based teaching of English

Setting SMART targets

Engaging language learners from home

Delivering online sessions effectively

Strategies for teaching grammar online

## **ADULT TRAINING NETWORK LIMITED**

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

***FOR THE YEAR ENDED 30 SEPTEMBER 2021***

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#### **QUALIFICATION ACCREDITATION**

The Adult Training Network is accredited by the C&G (City and Guilds), Edexcel and Gateway Qualifications for various qualifications including Functional Skills in English and Maths and ESOL at all levels including Entry Level 1, Entry Level 2, Entry Level 3, Level 1 and Level 2, Business Administration, ICT, etc. These include options for both paper-based and on-line testing. ATN is accredited to offer the following portfolio of qualifications:-

- Functional Skills English Entry
- Functional Skills English level
- Functional Skills Maths Entry
- Functional Skills Mathematics
- Business Administration Advanced Apprenticeship (Level 3) - England
- Business Administration Intermediate Apprenticeship (Level 2) - England
- Intermediate Apprenticeship in Customer Service (Level 2) (England)
- Advanced Apprenticeship in Customer Service (Level 3) (England)
- Level 2 Diploma in Business Administration
- Level 3 Diploma in Business Administration
- Diploma in Business Administration (Unit Route)
- ITQ Certificate for IT users (Level 2) - UNIT ROUTE
- ESOL Skills for Life full-mode qualifications
- ESOL Skills for Life full-mode qualifications (top up)
- ESOL Skills for Life single-mode qualifications
- Entry Level 3 Award and Certificate for IT Users (Start IT - iTQ)
- ITQ Certificate for IT users (Level 1) - UNIT ROUTE
- ITQ Level 3 for IT users
- ITQ Level 2 for IT users
- ITQ Level 1 for IT users
- Functional Skills English
- Functional Skills Mathematics
- Education and Training (Level 4)
- Digital Skills Qualifications

# ADULT TRAINING NETWORK LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 30 SEPTEMBER 2021

#### ACTIVITIES AUGUST 2020 – JULY 2021

In the year 2020/21 ATN offered a variety of projects and courses from various locations across England, for a range of funders and prime contractors.

#### Richmond upon Thames College (RUTC)

	2018/19	2019/20	2020/21
<b>Starts</b>	578	521	160
<b>Retention rate</b>	96%	90%	94%(150)
<b>Pass rate</b>	96%	94%	92% (138)
<b>Achievement rate</b>	92%	85	86%

Retention rate has improved by 4% from previous year's 90%. Achievement rates for overall are 86%, which demonstrate an increase of 1% from the previous year, following a notable decline of 7% from the year before. This is a substantial achievement, given the challenges that have been faced in this academic year affected by the pandemic COVID 19. The improved retention, pass, achievement and attendance rates are mainly due to the high quality teaching, learning and assessments carried out throughout the programmes and robust QA systems in place.

Staff evaluate learners' prior knowledge well, using robust systems of assessment to inform and set appropriately challenging targets from learner to learner. This enables students to progress at their own pace in areas that are important for their needs, and provides effective measures to extend lesson plans if needed. ATN continues to deliver education to a high standard relevant to all levels of ability and has maintained the good quality of provision. Learners are assessed on entry to ATN to gain a baseline from which their journey will commence, and we consider their prior learning and qualifications to ensure they progress at ATN. Target setting is appropriately challenging to enable learners' success and learning is then tailored to facilitate the meeting of these targets.

There are clear learning journeys for students to ensure that the curriculum is devised in a manner that suits their learning abilities / needs and future goals. "The learners were very interested in the topic and all made positive contributions throughout, their individual comment highlighted their interest, and were keen to display their own household objects by way of examples." (OTLA report, 16/2/21).

Tutors continue to provide quality teaching, learning and assessment. Observations are ungraded but enable a focus on continued development and improvement of teaching and learning. "All learners were present on time and participated enthusiastically, being constantly encouraged to make individual contributions through directed questioning and invitations to contribute and show understanding." (OTL report, 16/2/21)

Good learner engagement and stretching of learning. In lessons observed students are engaged, challenged and work collaboratively with their peers. This has helped them to develop competence to learn independently.

The development of softer skills, such as students' confidence, self esteem and independence, are also a key focus of the organization. "Excellent development of learner autonomy. All learners are confident and comfortable and are able to carry on their learning although there were IT issues that could interrupt learning. The more competent learners were proactive to lead the class by initiating discussion on the use of poetic devices and start composing poems." (OTLA report, 16/2/21).

Excellent implementation of remote learning. To support learning, ATN uses Information Technology (IT) well. This is an area that is ever advancing and ATN is keen to use technology to enable independence. During lockdown we implemented the use of Zoom to deliver learning programmes, providing us with a tool that enabled engagement whilst students were at home and staff were working remotely.

Employment rate	
2018/19	5%
2019/20	5%
2020/21	6%

In 20/21 employment rate increased by 1% from last year's 5%. This had remained the same in the previous year, 2018/19 too. Considering the impact of COVID19 globally on labour market, attainment of improved employment rate is an extremely impressive achievement.

## **ADULT TRAINING NETWORK LIMITED**

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

***FOR THE YEAR ENDED 30 SEPTEMBER 2021***

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#### **Areas to improve**

- Significant decline in learner enrolments. In 2019/20 ATN enrolled 521 learners and 578 in the previous year. However, in 2020/21 the enrolments were lowest at 160, which is 70% less than 2019/20. This is mainly due to the limited funding allocation from RUTC.
- Assessors' improve their assessment practices of writing samples of evidence of outcomes by Oct 2021. EQA reports identify that further improvement required in relation to sample writing by Functional Skills in English assessors as the current documentation does not clearly capture the evidence as required for Speaking Listening and Communication modes. "IQA to ensure assessors develop their S/L/C examples of performance writing skills. These should include demonstration of outcomes opposed to quotes only. (FS English EV report, 4/5/21)
- Increase the number of enrichment activities for the welfare of learners especially, to promote a healthy lifestyle. COVID has impacted upon the enrichment activities learners could undertake during 20/21. Learning walks and minutes of meetings suggest the need for more enrichment events which could have been carried out online such as visiting virtual museums and attending various online workshops for their personal development. Improve opportunities for learners to take part in a variety of enrichment activities.

## ADULT TRAINING NETWORK LIMITED

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 30 SEPTEMBER 2021**

#### Partnership with HAFLSS

What went well in the funding year?	What are the areas of focus for the next funding year?
1. Achievement of outstanding outcome rates leading to significant increase in retention, achievement and pass rates.	1. Improve attendance and punctuality rates by monitoring regularly and action absenteeism in a timely fashion.
2. Excellent implementation of remote learning.	2. Further improve assessment practices to ensure consistency in marking and improving writing samples
3. Integration of equality and diversity in all areas of ATN continue to be good with no significant achievement gap.	3. Enhance tutor skills to provide more effective written feedback to learners 'on what to do to move forward' from all tutors.

	2018/19	2019/20	2020 / 21
<b>Starts</b>	<b>207</b>	<b>197</b>	<b>146</b>
<b>Retention rate</b>	<b>93%</b>	<b>84%</b>	<b>97%</b>
<b>Pass rate</b>	<b>88%</b>	<b>84%</b>	<b>98%</b>
<b>Achievement rate</b>	<b>82%</b>	<b>71%</b>	<b>96%</b>

ATN continues to deliver education to a high standard relevant to all levels of ability and has maintained the good quality of provision. "The quality management and processes of ATN came across well. There is a clear ethos of quality assurance, demonstrated by the in depth knowledge of the Quality Manager and tutors being upskilled through IQA and Assessor qualifications. " (HAFLSS Deep Dive report, March 22, 2021).

Excellent implementation of remote learning. To support learning, ATN uses Information Technology (IT) well. This is an area that is ever advancing and ATN is keen to use technology to enable independence. During lockdown we implemented the use of Zoom to deliver learning programmes, providing us with a tool that enabled engagement whilst students were at home and staff were working remotely. ATN recognises the importance of continuing to invest in IT to support learners to achieve in their studies and to be more independent in their daily lives whilst keeping them safe. ATN has ensured that e-safety is focused on by the implementation of e safety leads and deputies and providing learning and guidance to remain safe online. In addition, the use of Microsoft Teams had a significant impact for organisational efficiency in many ways. It has meant that management team and staff alike can quickly communicate and join up virtually to make immediate decisions. Remote learning was beneficial as it increased the number of attendees.

# ADULT TRAINING NETWORK LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2021

	Aims	Learners	Overall Retention	Overall Pass	Overall Achievement
<b>Ethnicity</b>					
All	146	52	97.30%	98.60%	95.90%
No	58	26	96.60%	98.20%	94.80%
Other ethnic group	9	6	100.00%	100.00%	100.00%
Any other ethnic group	9	6	100.00%	100.00%	100.00%
White	49	20	95.90%	97.90%	93.90%
Any other white background	48	19	95.80%	97.80%	93.80%
English / Welsh / Scottish / Northern Irish / British	1	1	100.00%	100.00%	100.00%
Yes	80	23	97.50%	98.70%	96.30%
Asian or Asian British	24	9	95.80%	95.70%	91.70%
Any other Asian background	7	1	100.00%	100.00%	100.00%
Bangladeshi	1	1	100.00%	100.00%	100.00%
Indian	2	1	100.00%	100.00%	100.00%
Pakistani	14	6	92.90%	92.30%	85.70%
Black / African / Caribbean / Black British	6	1	100.00%	100.00%	100.00%
Any other Black / African / Caribbean background	6	1	100.00%	100.00%	100.00%
Mixed / multiple ethnic Group	13	5	100.00%	100.00%	100.00%
Any other Mixed / multiple ethnic background	6	3	100.00%	100.00%	100.00%
White and Asian	2	1	100.00%	100.00%	100.00%
White and Black African	5	1	100.00%	100.00%	100.00%
Other ethnic group	37	8	97.30%	100.00%	97.30%
Arab	37	8	97.30%	100.00%	97.30%
Unknown	8	3	100.00%	100.00%	100.00%

In 2020/21 achievement of attendance was lower than previous years. In 2019/20 learners' attendance and punctuality to lessons were 77%. However, in 2020/21 this has declined to 76.30. "Attendance on accredited learning needs to improve. More robust processes around attendance and chasing absences may support this in moving forward." (HAFLSS Deep Dive report, March 22, 2021).

Progression – 2020/21	
Employment rate	19.23%
Positive progression into further learning & employment	58%

# ADULT TRAINING NETWORK LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 30 SEPTEMBER 2021**

All learners gain skills relevant to employment they are looking for by employability skills development elements built into the curriculum. ATN's priority is on the preparation of learners for achieving their life goals rather than the gaining of qualifications that will not significantly impact the success of a learner. There are clear learning journeys for learners to ensure that the curriculum is devised in a manner that suits their learning abilities, needs and future goals. ATN continue to inspire learners to actively consider employment opportunities and invests heavily in staff and resources to facilitate both individual ambition and future prospects. Wider skills are embedded well in schemes of work and lesson planning. There is a clear ethos around building wider skills effectively and meaningfully into the curriculum. "All learners' personal goals and learning outcomes were clearly identified in the ILP and 1:1 support provided to the learners with additional learning support requirements." (OTL report, 20/10/20).

<b>2 Overview of Provider outcomes – Quality of Education, Impact</b>					
<b>Data summary</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>MAL total 2020-21</b>	<b>National Average 2019-20: All Providers / Other Public Funded ACL providers</b>
Contract target number of learners		26	42		
Actual number of learners		26	42		
Number of enrolments		26	42		
Overall attendance rate %		72%	87%		
Overall retention rate %		92.31%	100%		
Overall pass rate %		58.33%	98%		
Overall achievement rate %		53.85%	98%		
Accredited (ASB) enrolments		26	13		
Accredited (ASB) attendance rate %		72%	81%		
Accredited (ASB) retention rate %		92.31%	100%		
Accredited (ASB) pass rate %		58.33%	92.30%		
Accredited (ASB) achievement rate %		53.85%	92.30%		
Non-Accredited (CL) enrolments		0	29		
Non-Accredited (CL) attendance rate %		0	92%		
Non-Accredited (CL) retention rate %		0	100%		
Non-Accredited (CL) pass rate %		0	100%		
Non-Accredited (CL) achievement rate %		0	100%		



## ADULT TRAINING NETWORK LIMITED

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 30 SEPTEMBER 2021**

Profile for Observations of TL&A - Total number of tutors = (3)					
1: Number of observations with no interventions – previously grades 1 and 2		1	2		
2: Number of observations with interventions – previously grades 3 and 4		0	0		
4: Number of learning walks in addition to observations		0	3		

- 40% increase in overall pass and achievement rates.
- 38% increase in achievement rates for accredited learning programmes. Similarly, pass rate too improved by 34%.
- 15% increase in learner attendance rates.
- 100% achievement and pass rate for non-accredited courses whereas accredited learning programmes had 7% less at 92.31%.
- Outstanding retention rate of 100%. In 2019/20 this was 8% lower than the current 100%.

The improved retention, pass, achievement and attendance rates are mainly due to the high-quality teaching, learning and assessments carried out throughout the programmes and robust QA systems in place. In the previous academic year, the outcome rates were mainly due to the courses interrupted by the pandemic.

OTLAs and LWs identified the following strengths:

- Excellent development of learner autonomy.
- Good achievement of lesson objectives.
- Excellent learner feedback
- Good embedding of E&D
- Good sequencing

The areas for improvement identified in LWs and OTLAs are:

- Developing skills such as Maths in English lessons
- Further improving learner behaviour during lessons and tutors developing classroom management skills.
- Further improve active learner engagement in online lessons
- **Quality of Education, Intent** – The quality of education, Intent is good. Staff identify learners' prior knowledge well, using robust systems of assessments to identify, inform and plan adequately challenging targets from person to person. ATN's priority is to prepare learners for their life goals rather than gaining of qualifications.
- **Quality of Education, Implementation** – Quality of education, implementation is good. There are clear learning journeys for students to ensure that the curriculum is devised and learning is delivered in a manner that suits their learning abilities / needs and future goals. There is effective utilisation of RARPA to ensure learners who do not gain externally accredited qualifications have an effective method to monitor progress and achievement.
- **Quality of Education, Impact** - Learning, teaching and assessment are consistently good leading to high outcome rates and overall development of learners. In 20/21 ATN achieved 100% achievement and pass rate for non-accredited courses and accredited learning programmes had 7% less at 92.31%. Achievement of retention rate was outstanding at 100%. In 2019/20 this was 8% lower than the current 100%.
- **Behaviour and attitudes**- Behaviours and attitudes are good. ATN provides an outstanding adult learning environment that promotes positive, purposeful and respectful relationships between students and tutors and between the students themselves as well as other stake holders. For example, an observation of an online lesson identified learners working well independently when there was a technical issue and tutor could not access the internet for 10 minutes. The learners continued to discuss the elements of poetry and identified various features as tutor would have expected them to do.



## ADULT TRAINING NETWORK LIMITED

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 30 SEPTEMBER 2021**

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- **Personal Development** – Personal development is good. Good support for learners to achieve their personal goals by effectively integrating employability skills development. 100% of OTLAs and audits identify evidences of good embedding of topics such as work life, jobs descriptions, understanding payslips etc. Case studies identify that learners chose ATN because they were advised by their career advisor and also, they wanted to improve their computer skills and use the internet to apply for jobs. “I have overcome my fear to use computers and the internet with the help of the tutor, and now I am confident enough to use digital skills for better job prospects.” (case study, 13/7/21).
- **Leadership and Management** – Leadership and management is good. Senior leaders and managers set an ambitious and demanding ethos, mission and culture and continue to steer the organisation skilfully through challenging times. Responsive CPD programme ensures that staff remain current in the skills and knowledge needed to work with the learners at ATN. 100% of staff are adequately qualified and possess and demonstrate excellent knowledge and skills. Rigorous and effective performance management which enhances professional development of teaching staff. ATN recognises that the high quality of provision is largely dependent upon the continual development of staff, therefore we strive to make continuous professional development a high priority.
- **Governance** - Leaders and managers provide a clear strategic direction for ATN with regular strategic updates given via SMT and Trustees’ meeting agenda items. The Trustees of ATN continue to be effective in overseeing the strategy for continuous improvement. ATN are committed to providing high quality education and recognise the benefits provided by the organization. They have a diverse range of experience, skills and knowledge to be able to provide rigorous support and challenge through the formal and regular meetings in place. The Trustees continue to review strategic priorities and have an ambitious vision for the organization with high expectations of what our students and staff can achieve.
- **Safeguarding** - Safety and safeguarding at ATN is effectively maintained. Learners constantly report that they feel safe at ATN

# **ADULT TRAINING NETWORK LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

***FOR THE YEAR ENDED 30 SEPTEMBER 2021***

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### **Improvements made during 2020-21**

The overall effectiveness of ATN is good. Evidence confirms that various aspects of teaching learning and assessment, achievement and standards, quality of deliver and leadership and management are good. Managers continue to review the provision effectively to ensure it is relevant to local and national priorities and meets learner needs and interests.

With an upward trend in outcome rates in 20/21 compared to the previous academic year, most students are successful in gaining appropriate skills, knowledge and qualifications. Achievement rates are outstanding for learners on 100% of learning programmes (Functional Skills in English and Digital Skills qualifications) delivered by ATN.

Teaching and learning are good. The courses offered at ATN and progression opportunities serve the needs and interests of the learners well. They also benefit from good guidance and support and very good personal support from teachers and other staff. High quality integration on ICT into curriculum by embedding online learning into mode of delivery.

Tutors share ATN's high expectations of achievement appropriate to each learner's needs and individual aims. Tutors are sensitive to each student's needs and they are able to work with a wide range of abilities and backgrounds in the classroom as noted in many lessons observed. Inspiring and challenging teaching methods raise aspirations, cater for students' diverse needs and enable development of their learning skills, career plans and well-being, resulting in outstanding pass and achievement rates (98%) and retention (100%) rates although the delivery of learning was affected by COVID 19.

Good learner engagement and stretching of learning. In lessons observed students are engaged, challenged and work collaboratively with their peers. This has helped them to develop competence to learn independently. "Excellent development of learner autonomy. All learners are confident and comfortable and are able to carry on their learning although there were IT issues that could interrupt learning. The more competent learners were proactive to lead the class by initiating discussion on the use of poetic devices and start composing poems." (OTLA report, 16/2/21)

Teaching methods, resources and assessment methods continue to motivate, inspire and challenge all learners and meet their different needs, including the most able and the most disadvantaged. 'Good learner interaction and engagement in activities. For example, all learners completed the online quiz and performed variety of activities as shown by the tutor.' (OTLA report, 24/5/21)

In addition to the internal quality assurance processes, the joint observation carried out by the prime's Quality Manager also confirm good quality teaching, learning and assessment at ATN and the support offered for further development. 'JM observed online session in November along with JV, both agreed on the quality of teaching. The tutor is experienced and used good and relatable examples of the subject area to improve learners understanding. Some improvements have been suggested to enhance the online experience for the learners, but this is early days and ATN have started well.' (Prime's QM comments on Q&P report).

# ADULT TRAINING NETWORK LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 30 SEPTEMBER 2021

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ATN provides excellent individualised, person-centred and 'scaffolded' support for students. Staff are highly qualified and have good participation in professional development which helps raise standards to exceptional levels. According to learner satisfaction survey analysis 92% of learners have rated quality of teaching they have experienced at ATN as either outstanding or good. "Excellent learner feedback: Learners greatly appreciate that they feel learning at ATN is very valuable and is like a 'family'. "(OTLA report, 16/2/21)

**Strengths** (Give the key strengths identified from section 3 above.)

- Outstanding outcome rates including retention, achievement and pass rates.
- Teaching methods, resources and assessment methods continue to motivate, inspire and challenge learners and meet their different needs, including the most able and the most disadvantaged.
- Excellent performance management is underpinned by highly effective CPD which enables staff to develop their practice and potential leading to the provision of a very good service to students, which is recognised in the very high rates of student satisfaction.
- Safeguarding monitoring continues to be effective.

This service is not Outstanding yet because:

(Where you judge the service overall to be Good, this will be Outstanding; where the service is Requires Improvement, this will be Good etc.)

- Some aspects of assessment practice requires improvement. EQA reports identify that further improvement required in relation to sample writing by Functional Skills in English assessors as the current documentation does not clearly capture the evidence as required for Speaking Listening and Communication modes. "IQA to ensure assessors develop their S/L/C examples of performance writing skills. These should include demonstration of outcomes opposed to quotes only. (FS English EV report, 4/5/21)
- Similarly, EQA report for Functional Skills in English identified that some aspects of assessment practice requires improvement. 'Ensure candidates choice of topics are relevant and challenging enough for higher levels in Functional Skills in English' ((FS English EV report, 4/5/21).
- Further improve attendance rates for entry level accredited learning programmes. Attendance data identify that attendance rate for Functional Skills in English entry level 1 qualification was low at 71%.
- OTL identified that tutors' classroom management skills require improvement to ensure 100% of learners are following the tutor instructions and carrying out learning activities or engaged in some other activities using the internet. There were occasions when a learner sitting at the back row was not monitored well. He spent browsing unrelated websites during a part of the session. (Dig skills OTL report, 16/2/21)
- COVID has impacted upon the enrichment activities learners could undertake during 20/21. Learning walks and minutes of meetings suggest the need for more enrichment events which could have been carried out online such as visiting virtual museums and attending various online workshops for their personal development. Improve opportunities for learners to take part in a variety of enrichment activities.

# ADULT TRAINING NETWORK LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2021

### Partnership with Slough Borough Council

#### Strength

- High quality teaching, learning and assessment resulting in outstanding retention, pass and achievement rates.
- Effective safeguarding practice in place, including the prevention of radicalisation of learners and compliance with the 'Prevent' duty. 100% of staff attended safeguarding and prevent training during 2020/21.
- High levels of support for learners to help them focus on progression towards their goals. Highly effective teaching, learning & assessment methods and resources inspire and challenge students and meet their different needs. 100% of learners were provided with laptops with internet connection throughout the course. Learners were provided with 1:1 support as and when required.
- Effective embedding of employability skills development within sessions.
- Speaking to the local community and conducting direct marketing through leaflets at the course venue.
- Outstanding pass, achievement and retention rate of 100%.
- Excellent attendance rate of 97%.

Total Attendance	Possible Sessions	Actual Attended	Percentage
88		85	96.59

<i>Include: enrolment numbers vs targets, assessment, course content, course organisation, course quality, tutor feedback.</i>	No of learners	Withdrawals	No retained	% retained	No. of full Passed	Partial	Did not Pass	% full Pass	% partial Pass	% Achievement
Digital Skills for All	8	0	8	100%	8	0	0	100%	0	100%

# **ADULT TRAINING NETWORK LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### ***FOR THE YEAR ENDED 30 SEPTEMBER 2021***

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Learner feedback gathered using various tools identify high rate of learner satisfaction. For example, according to satisfaction survey, all learners have identified that the quality of support, advice and guidance they received throughout the course was either outstanding or good. Similar sentiments were expressed by all the learners in relation to gaining self confidence through the course. Improvement of self-confidence during the course was rated by 100% learners as outstanding or good. Most learners wanted to progress to accredited learning programmes in ICT following Non-accredited Digital Skills qualification.

#### **Areas for improvement**

- Further improve the spectrum of courses that can be offered. Due to the pandemic ATN had not been able to offer a range of courses to its learners in 2020/21.
- Liaising with JCP and other local external organisations to recruit learners for a range of qualifications such as ESOL, Functional Skills English, Maths and Digital Skills requires improvement.
- Improve marketing for recruitment of learners. Advertise and market ATN's Programmes through social media and establish partnerships with more agencies.
- Improve facilities such as internet connectivity at the course delivery venue, especially for Digital Skills qualifications.

#### **Evaluation of impact of courses on learners**

Proactive, day to day, involvement and timely intervention in all aspects of ATN's activities by senior managers leading to excellent achievements. Teaching methods, resources and assessment methods motivate, inspire and challenge all learners and meet their different needs, including the most able and the most disadvantaged. Learners show good understanding of ways to improve as a result of frequent, detailed and accurate tutor feedback on their learning. Feedback on learner progress is thorough and timely as well as clear and constructive. Excellent pass and achievement rates were gained mainly because of the high quality teaching, learning and assessment carried out at ATN and result of following robust processes of tracking learner progress in the form of reviews, RAG rating, constant formative feedback, etc.

Tutor used well-planned and often topical activities that promote learning and are relevant to students' needs. Tutors skilfully motivate and inspire learners using a variety of learning activities and a wide range of high quality resources. Tutors ensure that learners are fully engaged in activities by giving clear instructions and accurate demonstrations.

The organisation has an extensive range of control measures in place to ensure due diligence and compliance in all of its operational processes and this is underpinned with a suite of documentation that clearly sets guidelines and parameters for ATN's operations. Policies are in place that ensures students are fully protected under legislation relating to Health & Safety, confidentiality, Equality of Opportunity, diversity and the professional integrity of the organisation is constantly monitored internally and by external funding partners. Learning walk has identified good promotion of E&D, British values. In addition, majority of learners have developed good awareness of Prevent and tackling extremism.

#### **Partnership with Wandsworth Borough Council**

During 2020/21 ATN continued the new partnership agreement that was established in the previous academic year between ATN and Wandsworth Borough Council to deliver AEB qualifications. The principal purpose of the provision was to engage adults and provide the skills and learning they need to equip them for work, apprenticeship or further learning. At ATN all courses are designed to lead to a nationally recognised certificate acceptable to prospective employers and/or further education establishments, or to provide job seeking soft skills and motivation to long term unemployed and workless groups, leading to sustained employment.

During 2020/21 114 learners were enrolled on various qualifications such as ESOL Skills for life, Functional Skills in Maths and English, Digital Skills and non accredited ESOL. Overall achievement rate has improved by 25% and was recorded at 92.11%. Retention rate was recorded at 95.61%. Pass rate was outstanding at 96.33%. However, this is 4 % less than previous year's 100%.

# **ADULT TRAINING NETWORK LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### ***FOR THE YEAR ENDED 30 SEPTEMBER 2021***

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#### **Key points identified in WLL Quality monitoring report**

- All staff members have completed required CPD activities for Equality & Diversity and Prevent. 100% staff are Safeguarding trained within 2020/21. All staff members have completed subject specific CPD and activities have been recorded.
- Clear evidence that DBS numbers have been submitted for all delivery staff.
- General learner satisfaction rate is above 94% with no significant concerns
- OTLA planner is in place and OTLAs are being completed on a timely basis. 100% of all tutors are planned to be observed during the year, additional OTLA's are completed in line with RAG rating tutor policy.
- Learners achieve well and produce work of a very high standard (Observations, learner work, Learner voice, support records)
- IAG - Concise documentation and completed at agreed schedules
- Personal development including resilience, confidence and independence - Clear evidence documenting how this has been considered, promoted and contextualised relevant to the learners and their local community. (e.g. Tutorial activities, Enrichment, external visits, speakers, leaflets, learner surveys etc) Increasing awareness of Prevent and any relevant National & local risks such as knife crime, abuse, sexual exploitation, extremism & on-line bullying. Promotion of e-safety
- Enrichment activities - Additional activities are being completed with learners to help prepare them in life, by equipping them to be responsible, respectful, active citizens who contribute positively to society
- Preparing learners for future success - Evidence of preparing the learners for future success beyond the Academic. Developing their understanding of fundamental British values and promoting respect for all the different characteristics. (e.g. IAG, Tutorial activities, Enrichment, external visits, speakers, leaflets, learner surveys etc)
- Learners are respectful and behave consistently well. Learners have a positive attitude to their education and are fully supported to achieve if they are struggling. Clear evidence on file to document how this has been considered and recorded. (Learner reviews, Observations, additional support records, tracking sheets, attendance data).
- 95%+ of all registers are completed weekly online and strategies are in place to manage all non-attendance.
- All courses planned/profiled volumes have been met or where changes have been made, these have been discussed and agreed in advance and documentation has been submitted within agreed timeframe. Flexible approach has been adopted due to the demands of Covid – 19. Some courses have been altered to cater for demand and method of delivery has been changed from face to face to online for some courses.

#### **EXTERNAL VERIFICATION & INSPECTION REPORT (City and Guilds)**

The Adult Training Network continued to receive good reports from External Verifiers, College Franchise Managers and Contract Managers from the various funding bodies. There were 2 External Verifier sampling activities from Functional Skills in English and Maths and ICT qualifications. Functional Skills in English and Maths qualifications were verified by City and Guilds in May 2021.

#### **EV report on Functional Skills in English & Mathematics**

The centre was awarded Direct Claim Status for Functional Skills in English and Mathematics following the sampling process carried out by Jabeen Ashiq, the External verifier from City and Guilds, on 18/5/2021. The External Verifier commented as follows:

Good remote monitoring activity. The Centre were organised and sent all the records in an orderly manner. QA recommends DCS to continue; improvement/Action Points MUST be met by the next EQA date to ensure quality is not compromised further.



# **ADULT TRAINING NETWORK LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### **FOR THE YEAR ENDED 30 SEPTEMBER 2021**

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#### **Action points**

- Ensure IQA feedback to be detailed and include suggestions and improvements in the various components in English; these need development and must be broken down in: Reading, Writing and S/L/C.
- IQA to ensure assessors develop their S/L/C observation writing skills. These should include demonstration of outcomes opposed to quotes and comments only. Check C&G website for examples of observation reports.
- Standardisation Activities are too generic and do NOT show discussion of questions amongst staff from papers; agreed/disagreed, areas of improvement, how and where to improve; any particular burning questions clarified on papers. This needs development. Papers checked and marked are not collectively concluded.

#### **EV report - ESOL**

A good remote monitoring activity. The Centre were organised and sent all the records in an orderly manner including a USB stick with the S/L audio recordings. EQA recommends DCS to continue; improvement/Action Points MUST be met by the next EQA date to ensure quality is not compromised further.

- Ensure IQA feedback is detailed and include suggestions and improvements in the various components in English; these need development and must be broken down in: Reading, Writing and S/L/C.
- Ensure consistency in the accuracy of marking assignments across ALL staff by standardising all components of English Assessments i.e reading, writing and S/L.
- IQA to ensure assessors develop their S/L/C examples of performance writing skills. These should include demonstration of outcomes opposed to quotes only. Check C&G website for examples of observation reports.

#### **MATRIX ACCREDITATION:**

ATN is matrix accredited and gained accreditation in July 2007. The accreditation has been renewed every three years since then. In November 2020 ATN's accreditation was renewed.

Although it was reported that 2021 has been a tough year, ATN is beginning to emerge from it with a return to mostly face to face learning at the Centre. This works better for most ATN learners. Not all contractual volumes could be met during Covid, but now in a new phase where ATN is trying to be sustainable through contracts.

There was sufficient evidence of how ATN continues to move forward, and to ensure its IAG offer remains at a high standard, and links to moving people forward towards progression and employment, to enable a decision of 'maintaining accreditation'.

A strength of ATN in working with new and existing contracts is how the team work together to high standards, for maximum effectiveness in provision. Another is the friendly environment created at the Centre, that encourages learners to attend, and includes as well as tutor support, one manager regularly interacting with learners at the Centre to check on their wellbeing.

# **ADULT TRAINING NETWORK LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

***FOR THE YEAR ENDED 30 SEPTEMBER 2021***

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### **Financial review**

The trustees believe that the company is financially sound. The company is using its resources economically and efficiently in a difficult funding climate for the sector. The charity has maintained steady funding while expending further resources to improve service quality.

### **Financial Management Policy**

The Board of Trustees of ATN recognises the need to manage its finances in a way which is transparent, defensible and ensures the financial well-being of the charity. The Board of Trustees is responsible for ensuring that charity funds are used to further the objectives of the charity. The Board of Trustees will ensure that all appropriate policies and procedures are in place so that the charity's finances are managed correctly and in line with Charity Commission guidance.

The members of the Board of Trustees are collectively responsible for the financial decisions of the charity.

The Board of Trustees will set the financial direction and priorities of the charity.

Members of the Board will receive regular updates on the accounts, any projects linked to finances and may request to see copies of bank statements as well as any other documentation. This is so that they can satisfy themselves that the charity finances are being managed appropriately and the Board is not exposing itself to unnecessary financial risk.

The Treasurer is responsible for managing the charity accounts, ensuring that reports are prepared in good time, the accounts are inspected each year and that the Board is kept informed of any financial matters which affect the long-term viability of the charity.

The Treasurer will provide the Board with an up-to-date summary of the accounts at regular intervals. This should include income and expenditure and should also provide a summary of the overall state of the accounts.

The accounts should be inspected each year in line with Charity Commission guidelines, and the accounts should be prepared and submitted to the Independent Examiner as soon after the end of the financial year as possible. Any income received should be banked as soon as possible and should always be paid into the current account. Money can then be transferred between accounts as required. Similarly, all payments should be made promptly and should also be paid from the current account.

All payments should be authorised by two trustees. Similarly, all cheques should be signed by two trustees and those signing the cheques should not normally be the payee. However, in exceptional circumstances it may be necessary for the payee to sign a cheque and this should be recorded in the next Board Meeting minutes. The person responsible for keeping the accounts should ensure that funds are always available so that all payments will be honoured and the charity does not become overdrawn, thus avoiding bank charges. Before entering into any agreement, the Board of Trustees and the CEO of ATN should be fully aware of the financial cost, what will be delivered, the timescale for delivery and if there is likely to be any variation in cost.

The Board and the CEO should regularly review the agreements into which it has entered to ensure that it continues to receive value for money and that all money being spent continues to further the aims of the charity. If concerns are raised relating to any form of financial irregularity this should be investigated immediately. In the first instance any perceived irregularity should be brought to the attention of the Treasurer or Chair. The Board will also need to consider whether the irregularity should be reported to the Charity Commission, the Police and any other financial organisation.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.



# **ADULT TRAINING NETWORK LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

***FOR THE YEAR ENDED 30 SEPTEMBER 2021***

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### **FUTURE DEVELOPMENTS & PRIORITIES**

From the start of the 2020/21 and through the Covid pandemic, ATN supported its learners to improve their confidence, develop their skills, get into work and become healthier. ATN will continue to source funding opportunities and strive to provide the best quality education and training to socially excluded members of the community who have little or no access to mainstream education. Building the skills and confidence of traditionally disadvantaged members of the community, including refugees and members of ethnic minority communities to support their entry into meaningful employment is a high priority at ATN. The long-term relationship that exists with Richmond upon Thames College and HAFLSS will continue to be fundamental to Adult Training Network's ability to deliver qualification courses in the communities we serve along with funding from MI Computer Solutions, Merton Council, Slough Borough Council and North Hertfordshire College as well as Charities Aid Foundation. The Director is seeking additional contracts from other skills and qualifications providers to supplement any shortfall.

### **Structure, governance and management**

The Adult Training Network is a Registered Charity Number 1093609, established in July 1999, and a Company Limited by Guarantee number 42866151. The Head Office is at Unit 3 Triangle Centre, 399 Uxbridge Road, Southall, UB1 3EJ.

The Adult Training Network has a Board of Trustees and a Managing Director, who is the main contact person for the organisation. Further information on the Adult Training Network can be found on the organisation's website at <http://www.adult-training.org.uk>. The Chair of the Board of Trustees is Mr Fawzy Adam and the Managing Director is Mr Sarjeet Singh Gill.

Trustees with special expertise in education and training are recruited through advertising, recommendation from members and from the general members of the charity.

Appointments are made in accordance with the Articles of Association of the Charity, including election to post.

On appointment Trustees are provided with an induction pack which includes the Essential Trustee Handbook detailing roles and responsibilities. Both internal and external training is provided including refresher training where appropriate for Trustees to be more effective in their roles and responsibilities.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

S Bahad

(Resigned 1 February 2022)

Adam Fawzy

Beulah Lyn Felstead

Keeranpal Kaur

Reema Begum

Sonia Khokhar

### **Auditors**

RehncyShaheen are deemed to be re-appointed in accordance with an elective resolution made under section 487 (2) of the Companies Act 2006.

# **ADULT TRAINING NETWORK LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

***FOR THE YEAR ENDED 30 SEPTEMBER 2021***

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### **Disclosure of information to auditor**

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The trustees' report was approved by the Board of Trustees.



.....  
Mr S Singh Gill  
**Director**

Date: 24/6/22

# **ADULT TRAINING NETWORK LIMITED**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 30 SEPTEMBER 2021***

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The trustees, who are also the directors of Adult Training Network Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# **ADULT TRAINING NETWORK LIMITED**

## **INDEPENDENT AUDITOR'S REPORT**

### **TO THE TRUSTEES OF ADULT TRAINING NETWORK LIMITED**

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#### **Opinion**

We have audited the financial statements of Adult Training Network Limited (the 'charity') for the year ended 30 September 2021 which comprise the statement of financial activities, the balance sheet and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 30 September 2021 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

#### **Other information**

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared, which includes the directors' report prepared for the purposes of company law, is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

# **ADULT TRAINING NETWORK LIMITED**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE TRUSTEES OF ADULT TRAINING NETWORK LIMITED**

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#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

#### **Responsibilities of trustees**

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the accounts as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these accounts.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

## **ADULT TRAINING NETWORK LIMITED**

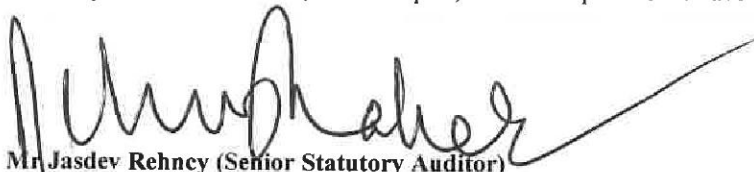
### **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

#### **TO THE TRUSTEES OF ADULT TRAINING NETWORK LIMITED**

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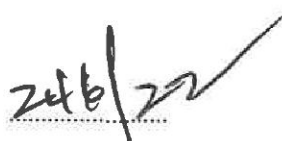
##### **Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Mr Jasdev Rehney (Senior Statutory Auditor)

for and on behalf of RehncyShaheen Chartered Accountants



**Chartered Accountants**

**Statutory Auditor**

1276/1278 Greenford Road  
Greenford  
Middlesex  
UB6 0HH

# ADULT TRAINING NETWORK LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 30 SEPTEMBER 2021**

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £
<b><u>Income and endowments from:</u></b>					
Grants	3	238,580	43,711	282,291	452,520
Other trading activities	4	3,628	-	3,628	-
Investments	5	6	-	6	115
Other income	6	93,706	-	93,706	46,852
<b>Total income</b>		<b>335,920</b>	<b>43,711</b>	<b>379,631</b>	<b>499,487</b>
<b><u>Expenditure on:</u></b>					
Charitable activities	7	394,780	10,928	405,708	524,362
Net gains/(losses) on investments	12	70	-	70	25,987
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		<b>(58,790)</b>	<b>32,783</b>	<b>(26,007)</b>	<b>1,112</b>
Fund balances at 1 October 2020		423,490	-	423,490	422,378
<b>Fund balances at 30 September 2021</b>		<b>364,700</b>	<b>32,783</b>	<b>397,483</b>	<b>423,490</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# ADULT TRAINING NETWORK LIMITED

## BALANCE SHEET

AS AT 30 SEPTEMBER 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	13		47,436		10,861
<b>Current assets</b>					
Debtors	16	29,236		173,318	
Investments	15	123,419		123,724	
Cash at bank and in hand		247,842		159,113	
		400,497		456,155	
<b>Creditors: amounts falling due within one year</b>	17	(50,450)		(43,526)	
Net current assets			350,047		412,629
<b>Total assets less current liabilities</b>			397,483		423,490
<b>Income funds</b>					
Restricted funds			32,783		-
Unrestricted funds - general			364,700		423,490
			397,483		423,490

The financial statements were approved by the Trustees on 24/6/22.



Fawzy Adam  
Trustee

Company Registration No. 04286151



# ADULT TRAINING NETWORK LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

*FOR THE YEAR ENDED 30 SEPTEMBER 2021*

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### 1 Accounting policies

#### Charity information

Adult Training Network Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Unit 3 Triangle Centre, 399 Uxbridge Road, Southall, Middlesex, UB1 3EJ.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

# ADULT TRAINING NETWORK LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 30 SEPTEMBER 2021**

### **1 Accounting policies**

#### **1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates. Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop. Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

#### **1.6 Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computers & equipment	25% reducing balance
Fixtures, fittings & equipment	25% reducing balance
Motor vehicles	25% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### **1.7 Impairment of fixed assets**

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### **1.8 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

# ADULT TRAINING NETWORK LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 30 SEPTEMBER 2021**

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### **1 Accounting policies**

#### **1.9 Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### ***Basic financial assets***

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### ***Basic financial liabilities***

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### ***Derecognition of financial liabilities***

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### **1.10 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### **1.11 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### **2 Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# ADULT TRAINING NETWORK LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2021

### 3 Grants

	Unrestricted funds general 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds general 2020 £
Grants receivable	238,580	43,711	282,291	452,520
<b>Grants receivable for core activities</b>				
MI Comptsolutions	19,580	-	19,580	-
Wandsworth Borough Council	43,147	-	43,147	-
Richmond upon Thames College	153,484	-	153,484	283,379
Slough Borough Council	2,400	-	2,400	9,800
Merton Adult Training	13,425	-	13,425	18,500
Government Grant (Covid)	-	-	-	10,000
Buckingham County Council	159	-	159	5,473
Hertfordshire Council	6,619	-	6,619	122,448
Manley Summers	-	-	-	8,965
Other	(234)	43,711	43,477	(6,045)
	238,580	43,711	282,291	452,520

### 4 Other trading activities

	Unrestricted funds general 2021 £	Total 2020 £
Other income	3,628	-

### 5 Investments

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Interest receivable	6	115

# ADULT TRAINING NETWORK LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

***FOR THE YEAR ENDED 30 SEPTEMBER 2021***

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### **6 Other income**

	<b>Unrestricted funds general 2021 £</b>	<b>Unrestricted funds general 2020 £</b>
Insurance claim received (Covid 19)	93,706	46,852

# ADULT TRAINING NETWORK LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2021

7 Charitable activities	Richmond Merton Adult College	Training	Manley Summers	Buckingham Council	HAFL	Slough Bor. Council	Other Funds	Total 2021	Total 2020
	£	£	£	£	£	£	£	£	£
Staff costs	147,725	12,869	18,845	41,528	6,370	153	2,310	229,800	330,158
Depreciation and impairment	10,928	-	-	-	-	-	-	10,928	-
Exam fees, courses and licences	6,118	533	781	1,720	264	6	96	9,518	20,404
IT costs	778	68	99	219	34	1	12	1,211	2,314
Hospitality and subsistence	327	28	42	92	14	-	5	508	2,412
Motor and travel expenses	2,122	185	271	596	91	2	33	3,300	7,728
Consultancy and work placements	3,617	315	461	1,017	156	4	57	5,627	8,698
Printing, postage and stationery	4,656	406	594	1,309	201	5	73	7,244	8,407
Training and other costs	(115)	(10)	(15)	(32)	(5)	-	(2)	(179)	291
Share of support costs (see note 8)	176,156	14,394	21,078	46,449	7,125	171	2,584	267,957	380,412
Share of governance costs (see note 8)	83,519	7,304	10,655	23,478	3,602	87	1,306	129,951	136,150
	7,800	-	-	-	-	-	-	7,800	7,800
	267,475	21,698	31,733	69,927	10,727	258	3,890	405,708	524,362
Analysis by fund									
Unrestricted funds - general	256,547	21,698	31,733	69,927	10,727	258	3,890	394,780	
Restricted funds	10,928	-	-	-	-	-	-	10,928	
	267,475	21,698	31,733	69,927	10,727	258	3,890	405,708	
For the year ended 30 September 2020									
Unrestricted funds - general	408,870	109,698	-	-	139,616	-	339,062		524,362
	319,847	20,662	117,197	5,165	139,476	10,331	262,489		524,362

# ADULT TRAINING NETWORK LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2021

### 8 Support costs

	Support costs	Governance costs	2021	2020	Basis of allocation
	£	£	£	£	
Depreciation	4,884	-	4,884	3,081	Pro rata to income
Light and heat	-	-	-	1,498	Pro rata to income
Rent, rates and service charges	110,085	-	110,085	110,406	Pro rata to income
Repairs and maintenance	7	-	7	414	Pro rata to income
Insurance	4,601	-	4,601	4,419	Pro rata to income
Cleaning	117	-	117	994	Pro rata to income
Advertising	175	-	175	92	Pro rata to income
Telephone and internet	2,367	-	2,367	5,445	Pro rata to income
Bank charges	802	-	802	964	Pro rata to income
Legal fees	(37)	-	(37)	2,492	Pro rata to income
Book keeping	6,950	-	6,950	6,345	Pro rata to income
Audit fees	-	4,200	4,200	4,200	Governance
Accountancy	-	3,600	3,600	3,600	Governance
	<u>129,951</u>	<u>7,800</u>	<u>137,751</u>	<u>143,950</u>	
Analysed between					
Charitable activities	<u>129,951</u>	<u>7,800</u>	<u>137,751</u>	<u>143,950</u>	

Governance costs includes payments to the auditors of £4,200 (2020- £4,200) for audit fees.

### 9 Auditor's remuneration

Fees payable to the charity's auditor and associates:	2021	2020
	£	£
Audit of the charity's annual accounts	<u>4,200</u>	<u>4,200</u>

### 10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

# ADULT TRAINING NETWORK LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 30 SEPTEMBER 2021**

### 11 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Administrative staff	4	4
Other staff	17	17
	<u>21</u>	<u>21</u>

#### Employment costs

	2021 £	2020 £
Wages and salaries	303,953	688,249
Social security costs	16,479	54,452
Other pension costs	28,806	42,873
	<u>229,800</u>	<u>330,158</u>

The number of employees whose annual remuneration was £60,000 or more were:

	2021 Number	2020 Number
£60,000 to £70,000	<u>1</u>	<u>1</u>

### 12 Net gains/(losses) on investments

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Gain/(loss) on sale of investments	<u>70</u>	<u>25,987</u>



# ADULT TRAINING NETWORK LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2021

### 13 Tangible fixed assets

	Computers & equipment	Fixtures, fittings & equipment	Motor vehicles	Total
	£	£	£	£
<b>Cost</b>				
At 1 October 2020	57,282	5,195	42,165	104,642
Additions	50,406	1,980	-	52,386
At 30 September 2021	107,688	7,175	42,165	157,028
<b>Depreciation and impairment</b>				
At 1 October 2020	48,979	4,709	40,092	93,780
Depreciation charged in the year	14,677	617	518	15,812
At 30 September 2021	63,656	5,326	40,610	109,592
<b>Carrying amount</b>				
At 30 September 2021	44,032	1,849	1,555	47,436
At 30 September 2020	8,302	486	2,073	10,861

### 14 Financial instruments

	2021	2020
	£	£
<b>Carrying amount of financial assets</b>		
Instruments measured at fair value through profit or loss	123,419	123,724

### 15 Current asset investments

	2021	2020
	£	£
Listed investments	123,419	123,724

### 16 Debtors

	2021	2020
	£	£
<b>Amounts falling due within one year:</b>		
Trade debtors	6,913	8,087
Rent deposit	6,175	11,675
Other debtors	9,398	148,732
Prepayments and accrued income	6,750	4,824
	29,236	173,318

# ADULT TRAINING NETWORK LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 30 SEPTEMBER 2021**

### 17 Creditors: amounts falling due within one year

	Notes	2021 £	2020 £
Bank overdrafts	18	8	917
Other taxation and social security		22,413	4,256
Trade creditors		13,769	19,552
Other creditors		4,726	5,784
Accruals and deferred income		9,534	13,017
		<u>50,450</u>	<u>43,526</u>

### 18 Loans and overdrafts

	2021 £	2020 £
Bank overdrafts	<u>8</u>	<u>917</u>
Payable within one year	<u>8</u>	<u>917</u>

### 19 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £
Fund balances at 30 September 2021 are represented by:				
Tangible assets	14,653	32,783	47,436	10,861
Current assets/(liabilities)	<u>350,047</u>	<u>-</u>	<u>350,047</u>	<u>412,629</u>
	<u>364,700</u>	<u>32,783</u>	<u>397,483</u>	<u>423,490</u>

### 20 Related party transactions

During the year there were no related party transactions.