

MAYOR OF LONDON

GLA Adult Education Budget 2023-24

Funding Rates and Formula for All Providers

For the 2023 to 2024 funding year (1 August 2023 to 31 July 2024)

This document sets out details of the funding system used to fund activity paid for from the Adult Education Budget

Version 1

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CONTENTS

Greater London Authority July 2023	2
Contains public sector information licensed under the Open Government Licence v3.0	2
What's new?	5
Introduction and Purpose of the Document.....	5
Understanding our Terminology	7
The Data Used to Calculate Funding	7
The Funding System Features	7
Disadvantage uplift.....	8
Area cost uplift.....	9
Financial contributions.....	10
Recognition of prior learning	10
Fully funded GLA initiatives.....	11
Funding Rates	11
Principles.....	11
Programme weightings	12
The Single Activity Matrix	13
Table 1: The Single Activity Matrix for 2023 to 2024.....	13
Table 2: The exceptions to the Single Activity Matrix for 2023 to 2024.....	14
Integration of Traineeship provision into the AEB	16
Sector-based work academies.....	17
London Recovery Programmes.....	17
Level 3 Free Courses for Jobs	18
Earnings Method	19
Principles.....	19
Qualifying period for funding	19
Distribution of funding over time	19
Figure 1: Example of the earnings methodology.....	20
Annual funding cap for AEB	21
Recording late data in the ILR	21
Support Funding	21
Learning Support.....	21
Learner Support.....	22
Prince's Trust Team Programme	23
Table 3: Qualifications for the Prince's Trust Team Programme 2023 to 2024.....	23

Table 4: Rates for the Prince’s Trust Team Programme 2023 to 2024.....	24
AEB grant-funded providers paid on actual levels of delivery.....	24
Sectoral Academy Hub additional payments	25
Annex 1: Programme weightings by Sector Subject Area.....	26

What's new?

The following points represent the key changes from the 2022/23 AEB Funding Rates and Formula published in August 2022.

Section	Paragraph	Change
Funding Rates (London Factor)	46-47	The London Factor has been increased to 15% for starts in the 2023-24 academic year only
Integration of Traineeship provision into the AEB	55-65	Section added to reflect that work preparation and work placement (19 to 24 year old's) learning aims will now be funded
Level 3 Free Courses for Jobs	71	Providers will have discretion to use up to 50% of their Free Courses for Jobs allocation to fund qualifications on the GLA's Level 3 FCFJ regional flexibility list
AEB-grant funded providers paid on actual levels of delivery	105-109	Addition of clauses relating to AEB job outcome payments

Introduction and Purpose of the Document

1. This document sets out the principles and features of the Greater London Authority's (GLA) funding system for the Adult Education Budget (AEB) in the 2023 to 2024 funding year (1 August 2023 to 31 July 2024). These principles and features are primarily in line with those set nationally by the Education and Skills Funding Agency (ESFA). As such, this document may be amended from time to time, for example, to bring it in line with the national ESFA Funding Rates and Formula should these be changed.
2. In 2023 to 2024, the GLA's AEB programme will only pay an amount different to the ESFA's national programme under the following circumstances:
 - we will fully fund some British Sign Language learning aims, which the ESFA may in some circumstances co-fund;

- we will fully fund some in-work learners that the ESFA would co-fund;
- we will fully fund some out of work and outside benefits arrangements learners that the ESFA would not fund;
- we will increase the weighted base rate of all AEB-fundable qualifications up to and including Level 2;
- we will fully fund teaching and learning support staff to deliver improved specialist provision for learners with SEND within the adult/further education sector;
- we will fund some Level 4 qualifications and selected license to practice costs;
- we will fully fund some Level 3 qualifications through the London Recovery Flexibility in addition to the statutory entitlement and the level 3 Free Courses for Jobs offer.

These circumstances are laid out in more detail in the GLA's Adult Education Budget Funding and Performance Management Rules documents ('The Rules').

3. This document describes how the 'formula-funded' earnings for the Adult Education Budget and Learning Support for that delivery are calculated. 'Formula-funded' activity is defined as that recorded under Funding Model 35 ('Adult skills') unless specifically noted. GLA-funded provision must be recorded under Source of Funding (SOF) 116.
4. This document does not include or describe:
 - information relating to non-devolved AEB learner funding managed by the ESFA
 - information relating to AEB learner funding devolved to the other Mayoral Combined Authorities
 - the 'non-formula-funded' activity within the AEB which is reconciled through the funding claims process. For more information on who has to submit a funding claim(s), refer to The Rules documents
 - learners funded through an Advanced learner loan. For more information on these please refer to the national [Advanced learner loans funding rules](#).
5. To understand how the funding system works, read this document together with:
 - GLA [Adult Education Budget Funding and Performance Management Rules](#) documents

- ESFA *Individualised Learner Record Specification (ILR) for 2023 to 2022*
- ESFA *Provider Support Manual for 2023 to 2024*
- Any additional [technical guidance](#) for providers issued by the GLA

Understanding our Terminology

6. The term 'we' refers to the Greater London Authority (GLA). When we refer to 'you' or 'providers', this includes colleges, Higher Education Institutions, training organisations, local authorities and employers that receive funding from us to deliver education and training.

The Data Used to Calculate Funding

7. You give us information about learners and their learning using the national ILR (recorded under SOF 116), the Earnings Adjustment Statement (EAS) and any other GLA data collections relevant to your type of provision. Our funding system uses this information to work out the funding you have earned for delivering this learning.
8. Please refer to the [2023 to 2024 Individualised Learner Record Specification \(ILR\)](#), the [2023 to 2024 Provider Support Manual](#) and the [GLA AEB Technical Guidance Note 2023 to 2024](#) for further details on recording devolved delivery.

The Funding System Features

9. Our funding system has the following four features, which this document sets out in more detail:
 - The **funding formula**, including uplifts to the funding rates to account for the extra costs that you may experience when delivering learning to some types of learners and in some locations.
 - The **funding rates** for learning aims.
 - The **earnings method**, linked to delivery and achievement
 - **Support funding** where extra help is needed for learners to achieve.
 - **Funding Formula Principle**

10. The funding formula is:

Funding = rate x disadvantage uplift x area cost uplift

11. The funding formula is adjusted to allow for differences in the relative cost of delivery. These differences relate to factors other than the size, sector or subject of the learning aim. Where appropriate, funding is adjusted for 'disadvantage uplift' or 'area cost uplift', or both.
12. The basis for funding is the rate for the learning aim. We refer to rates as 'unweighted' before we apply programme weightings or any increase for disadvantaged learners or area cost. After we apply the programme weighting, we refer to the rate as 'weighted'. After we apply the uplifts, we refer to the 'aim value'.
13. In some cases, we expect learners and employers to share responsibility for investing in eligible provision. We expect them to part-fund the cost of learning, known as 'co-funding'. For more information on co-funding, refer to the 'Provision and individuals we fund' section of the version of The Rules that relates to your provision.

Disadvantage uplift

14. The disadvantage uplift provides extra funding to support the most disadvantaged learners, recognising that they are sometimes more costly to recruit and retain. This principle is applied consistently across AEB 'formula- funded' provision.
15. To calculate the disadvantage uplift we use the [Index of Multiple Deprivation \(IMD\) 2015](#) for AEB-funded new starts from 1 August 2023. This differs to the national approach taken by the ESFA, which now uses IMD 2019 as the basis for this calculation. Disadvantage uplift for delivery under the ringfenced Free Courses for Jobs (previously National Skills Fund) will be calculated using the IMD 2019.
16. This results in a funding increase for learners living in the most deprived areas of London. Uplift is based on the learner's postcode (based upon the 'Postcode prior to enrolment' ILR field). If required, the uplift factor is between 1.084 and 1.336, otherwise the factor is defaulted to 1. The disadvantage uplift factors are available at [Uplift Factors and Postcode Files](#).
17. The disadvantage uplift factor at the start of the learning aim will apply throughout the duration of the learning aim.

18. The disadvantage uplift factors are the same in 2023 to 2024 compared to 2022 to 2023.

Area cost uplift

19. The area cost uplift reflects the higher cost of delivering training provision in London.

20. Uplift is based on the 'Delivery location postcode' recorded in the ILR. As the delivery location of distance and e-learning provision is not set, the area uplift factor is defaulted to 1 for these delivery methods. The area cost uplift factors for London are:

London A 1.20	London B 1.12
Camden	Barking and Dagenham
City of London	Bexley
Greenwich	Havering
Islington	Redbridge
Kensington and Chelsea	Barnet
Lambeth	Enfield
Southwark	Waltham Forest
Westminster	Bromley
Wandsworth	Croydon
Hackney	Kingston upon Thames
Tower Hamlets	Merton

Lewisham	Richmond upon Thames
Newham	Sutton
Haringey	Brent
Hammersmith and Fulham	Ealing
	Harrow
	Hounslow
	Hillingdon

21. The area cost uplift factors are available at [Uplift Factors and Postcode Files](#).
22. The area cost uplift factor at the start of the learning aim will apply throughout the duration of the learning aim. The area cost factors in the table above are the same in 2023 to 2024 compared to 2022 to 2023.

Financial contributions

23. If a learner meets the criteria for full funding (refer to the 'Provision and individuals we fund' section of the version of The Rules that relates to your provision for more information), they can claim the fully funded rate shown in the Single Activity Matrix detailed in paragraph 43. For co-funded learners, we expect the learner or employer to contribute so we reduce the funding by 50% of the unweighted rate of the learning aim.
24. We reduce the funding using the unweighted base rate because a learner should not contribute more for the same size of the learning aim just because that learning aim is more costly to deliver. This means that the government will contribute more towards learning aims with higher operational and delivery costs, such as engineering.

Recognition of prior learning

25. If you record data in the 'Funding adjustment for prior learning' field on the ILR, we change the funding formula to reflect this. However, this does not change Learning Support funding.
26. If the learning aim does not use the restart indicator, we reduce the achievement funding as well as the monthly instalments. This is because

we assume the learner has earned some achievement within the prior learning.

27. If the learning aim uses the restart indicator, we reduce the monthly instalments, but the achievement funding stays at 20% of the full funding rate.

Fully funded GLA initiatives

28. Where the GLA funds learning delivery that would otherwise be co-funded or unfunded by the ESFA, you must record DAM code 023 in the ILR, with the appropriate Full or Co-funding indicator field coding.
29. The GLA will only fund learning aims differently than the ESFA's national programme in the circumstances described in paragraph 2 of this document.

Funding Rates

Principles

30. The list of regulated qualifications eligible for public funding are on the [Find a learning aim](#) service on GOV.UK. The ESFA update this regularly. For information about what is eligible for public funding, refer to [Qualifications: eligible for public funding](#). The GLA will continue to work with the ESFA to update this national list with any new qualifications developed to support AEB provision in London.
31. We fund each learning aim, whether it represents a qualification or other learning activity, at the rate that applies when the learner starts that learning aim. This principle will remain the same for a new start in the funding year 2023 to 2024 and for learners who continue on into later years. This rate will apply for the full duration of the learning aim and does not change between funding years.
32. The amount you earn recognises the relative costs of delivering provision in different sectors and subjects, and national rates are set by the ESFA using the following criteria:
 - guided learning hours (GLH) where the qualification is part of the Regulated Qualifications Framework (RQF).
 - planned activity in hours – for non-regulated activity.
 - certain qualification types (refer to paragraph 44 for more information).
 - programme weightings that recognise the relative costs of

delivering training in different sectors and subjects.

33. An uplift will be applied to the rate for all learners on qualifications that form part of the national Free Courses for Jobs level 3 adult offer, more details can be found in paragraphs 68-75.
34. GLH or planned hours are grouped into funding bands to generate a funding rate. The rates are in a single activity matrix (SAM), with the rows representing the funding band and the columns representing the programme weighting.
35. All rates shown on the [Find a learning aim](#) service are fully funded rates for learners aged 19 and above for qualifications and non-regulated activity. These rates are adjusted through the funding formula according to national policy (for example, if the government contributes only part of the full rate).
36. All learners funded through the 16 to 19 funding model that turned 19 in their second or subsequent funding year of a single programme of study continue to be funded through the 16-19 funding model.
37. National rates do not change depending on how you deliver the learning (for example, by delivering it online compared to in the classroom).
38. Where a learning aim had a rate set in the previous funding year, this rate remains unchanged for 2023 to 2024. Qualifications newly approved for funding are set using guided learning hours (GLH). For non-regulated activity, planned hours are used to set the rates. For more information on planned hours, refer to The Rules documents.
39. Non-regulated activity is recorded using generic learning aims called 'class codes'. For more information, refer to the [Learning aim class codes](#) document.

Programme weightings

40. Programme weightings recognise the relative costs of delivering training in different sectors and subjects, and are included in the published rates.
41. Programme weightings are set by referring to the Sector Subject Area (SSA). For all regulated qualifications and components of qualifications, awarding organisations decide the SSA. The [Register of Regulated Qualifications](#) and the [Quality Assurance Agency](#) websites record the

SSAs. The ESFA set the SSA where there are multiple SSAs for components of qualifications, along with a limited number of exceptions listed in [Annex 1](#).

42. Agriculture courses that need specialist resources (decided each year with support from Lantra) attract an extra uplift in the AEB when delivered by providers with specialist resources.

The Single Activity Matrix

43. The SAM for the funding year 2023 to 2024 is set out in Table 1.

Table 1: The Single Activity Matrix for 2023 to 2024

Funding Band Hours	Activity Type	Programme Weighting (PW)				
		A-Base	B-Low	C-Med	D-High	E or G* (Specialist)
Up to 2	Very small provision (1)	£14	£16	£18	£22	£24
3 to 4	Very small provision (2)	£21	£24	£27	£34	£36
5 to 6	Very small provision (3)	£35	£39	£46	£56	£60
7 to 12	Small provision (1)	£50	£56	£65	£80	£86
13 to 20	Small provision (2)	£100	£112	£130	£160	£172
21 to 44	Small provision (3)	£150	£168	£195	£240	£258
45 to 68	Medium provision (1)	£300	£336	£390	£480	£516
69 to 92	Medium provision (2)	£450	£504	£585	£720	£774
93 to 100	Medium provision (3)	£600	£672	£780	£960	£1,032
101 to 196	Large provision (1)	£724	£811	£941	£1,159	£1,246
197 to 292	Large provision (2)	£1,265	£1,417	£1,645	£2,025	£2,176
293 to 388	Large provision (3)	£1,987	£2,225	£2,583	£3,179	£3,417
389 to 580	Very large provision (1)	£2,573	£2,882	£3,345	£4,117	£4,425

581 to 1060	Very large provision (2)	£4,170	£4,670	£5,421	£6,671	£7,172
1061 or more	Very large provision (3)	£6,602	£7,395	£8,583	£10,564	£11,356

*Some specialist provision receives an uplift if delivered by certain providers (see paragraph 42)

44. Certain qualifications in Table 2 have their funding band set as a matter of policy:

Table 2: The exceptions to the Single Activity Matrix for 2023 to 2024

Qualification Type	Programme Weighting (PW)				
	A-Base	B-Low	C-Med	D-High	E or G*
GCE AS-level	£724	£811	£941	£1,159	-
GCE A-level	£1,987	£2,225	£2,583	£3,179	-
GCSE	£724	£811	£941	£1,159	-
GCSE short course	£300	£336	£390	£480	-
Functional skills in English or Functional skills in entry level maths	£724 -	-	- £941	-	-
Functional skills in IT	-	£336	-	-	-
Access to Higher Education	£3,022	£3,384	£3,928	£4,835	£5,197

45. If you deliver English and maths GCSEs to adults aged 19 and over, you will receive a rate of £811, which is higher than the normal GCSE rates for those subject areas. You cannot fund English and maths for apprentices through the AEB. The full list of fundable English and maths qualifications is available via the ESFA [List of Qualifications approved for funding](#) on GOV.UK, or on the [Find a learning aim](#) service.

46. We will provide a 15% funding uplift (“London Factor”) to the weighted base rate of all AEB formula-funded qualifications up to and including Level 2 which start in the 2023/24 academic year. The funding uplift will be paid as an increase to the AEB grant funding baseline allocations for this funding year.

47. The London Factor funding uplift for continuing learning, or restarts after a break in learning, on learning aims which started in previous academic years will remain at the rate applicable for that year, i.e. 13.5% for starts in 2022/23 and 10% for starts in 2021/22.

48. For 2023/24, calculation of London Factor funding uplift for eligible learning aims will be incorporated into the national AEB funding-

formula, removing the need for additional coding, calculation and Earnings Adjustment Statement claims by providers. For more detail please refer to the [Technical Guidance Note](#) for 2023/24.

49. We will continue to fully fund some Level 3 qualifications through the London Recovery Flexibilities in addition to the statutory entitlement for 19-23 year olds, and the [Free Courses for Jobs](#) level 3 offer. Further information on eligible qualifications and learner eligibility is provided in the Funding Rules and the Technical Guidance Note. Delivery through the London Recovery Level 3 flexibility must be coded DAM 035 in the ILR.
50. As an additional London Recovery Flexibility, GLA grant-funded providers may use up to 10% of their AEB formula funded allocation to deliver non- formula funded provision. Further information is provided in the Technical Guidance Note.
51. All Devolved Area Monitoring (DAM) codes and mechanisms for implementing the GLA flexibilities and policy changes for 2023/24 will be published in the separate [Technical Guidance Note](#), and in the relevant section of the [ILR Specification for 2023/24](#).
52. If you offer English for Speakers of Other Languages (ESOL) qualifications, you may need to deliver additional learning to individual learners that incurs additional costs above the qualification rate. Where additional hours are required, you can record these on the ILR using the 'Additional delivery hours' field, as detailed in the [ILR specification](#) and the [Provider Support Manual](#).
53. For example, the key steps for claiming top-up for an ESOL qualification that is planned to be delivered in 60 hours are:
 - Identify the original funding band of the ESOL qualification. For example, if the qualification is funded at £150, this equates to the '21 to 44' hours funding band in the SAM.
 - Calculate the additional hours. This is the 60 planned hours minus the maximum GLH value of the ESOL qualification's funding band from the SAM. In this example, the maximum GLH from the '21 to 44' hours band is 44, therefore the additional hours you need to record in the ILR are 60 minus 44 = 16.
 - The funding calculation automatically assigns the additional hours recorded on the ILR to the SAM to allocate a funding band, which then generates a top-up rate. The 16 additional hours equates to the '13 to 20' hours funding band. The '13 to 20' hours funding band

generates £100 for the top up (all ESOL aims have programme weighting A).

- The overall rate is then the original rate (£150) plus the top up amount (£100) which is £250.

54. A new digital entitlement for adults with low or no digital skills was introduced from August 2020, supported by a suite of Essential Digital Skills qualifications (EDSQs) being developed at entry level and level 1. The ESFA will approve these new EDSQs as they are added to Ofqual's [Register of Regulated Qualifications](#) and meet approval principles.

Integration of Traineeship provision into the AEB

55. The government announced on 12 December 2022 that the traineeship programme for adults will be integrated into adult education provision from 1 August 2023.

56. From 1 August 2023 all the elements of the traineeship programme (English and maths, work experience, employability and occupational skills, and qualifications) will now be funded for adults that meet the eligibility criteria as set in the GLA AEB Grant Funding Rules.

57. Please see the GLA AEB Grant Funding rules for details of when these elements are eligible to be funded by us for learners resident in London.

58. We will fund these elements using the same method as for other GLA-funded AEB provision.

59. Only new starters from 1 August 2023 will be funded under the GLA AEB arrangements. Refer to the ESFA AEB Grant Funding Rules for further information on funding continuing learners under the Traineeship programme.

60. Where we fund elements formerly comprising a traineeship from the AEB, you should not record those elements as a programme in the ILR. This means you should not record Programme Type 24 against any of the learning aims for these elements, nor should you record a programme aim.

61. For work placement (work experience) learning the ESFA will create a new group of learning aim class codes. Work preparation learning aims will be identified through [Find a Learning Aim](#) using category: "Adult Education Budget - Work Placement" (code 66). These aims will

represent different lengths of work placements, as shown in the table below.

Length of work placement represented by Learning Aim	Qualifying Period
1-8 hours	£50
9-16 hours	£100
17-24 hours	£150
25-32 hours	£150
33-40 hours	£150
41-80 hours	£450
81-120 hours	£724
121-160 hours	£724
161-200 hours	£1,265
201-240 hours	£1,265

62. The maximum total length of work placement(s) we will fund for a single learner is 240 hours. For more information, please refer to the GLA AEB Grant Funding Rules.
63. For work placement aims, we will not hold back 20% of the rate for achievement. Instead, we will apportion all the funding for the aim as monthly instalments.
64. There are some additional funding eligibility criteria for work placement learning aims which are described in the GLA AEB Grant Funding Rules.
65. Work preparation learning aims delivered outside a traineeship will be funded in the same way as other adult education provision. These aims were previously not funded in a traineeship because they were included in the programme rate.

Sector-based work academies

66. You should use LDM code 375 to record delivery under Sector Based Work Academies – pre-employment training.

London Recovery Programmes

67. You should use DAM code 040 to record delivery under London Recovery Programmes.

Level 3 Free Courses for Jobs

68. We are offering additional funding through [Free Courses for Jobs](#) for adults on their first level 3 course as defined in the GLA AEB Grant Funding Rules. From April 2021 this offer has also been available for adults who are unemployed or earning low wages as defined in the GLA Rules, even if they hold a full Level 3 qualification or higher.
69. Within the AEB this applies to learners who were aged 19 or older on 31 August 2023.
70. We will fund this learning like we fund other AEB delivery, with the following exceptions:
- learners eligible for this offer can be fully funded; the ESFA have changed the validation rules to allow for this, for learners who are not already eligible for full-funding.
 - the weighted rate will be increased by £600 for eligible aims in category code 45 - “National Skills Fund Level 3 Adult Offer rate 1”.
 - the weighted rate will be increased by £150 for eligible aims in category code 46 – “National Skills Fund Level 3 Adult Offer rate 2”.
 - the £150 or £600 will be increased by the area cost uplift and/or disadvantage uplift if applicable to that learning aim.
 - calculation of learner-level capping over the 2022 to 2023 funding year will be based on the unweighted rates, without the £150 or £600 increase.
71. For starts from 1 August 2023, GLA-funded providers have the flexibility to use up to 50% of their Free Courses for Jobs allocation to fund level 3 qualifications which are not part of the national offer. A list of the qualifications which can be used as part of this flexibility will be provided on the [GLA website](#), and can be located in the [Find a Learning Aim Service](#) by searching for category 56 – “Free Courses for Jobs – MCA and GLA only flexible delivery qualifications“. For these qualifications, the funding calculation will not increase the weighted rate by £150 or £600.
72. Learners aged 24+ (based on their age on the day they start the qualification) taking their level 3 course utilising Free Courses for Jobs will be funded through your GLA Free Courses for Jobs allocation.

73. Learners aged 19 to 23 (based on their age on the day they start the qualification) taking their level 3 course utilising Free Courses for Jobs will be funded through your GLA Adult Education Budget allocation.
74. You should use the Learning Delivery Monitoring (LDM) code 378 (Adult Level 3 Offer) in the ILR to indicate your learning aims that are eligible within this offer.
75. When recording learners accessing Free Courses for Jobs who meet the GLA definition of low wage eligibility, you must also use both DAM code 010 and LDM code 382.

Earnings Method

Principles

76. The following principles apply to our approach to your earnings:
 - funding is distributed over the duration of the learner’s course, from starting the programme to achieving the expected outcome.
 - funding is directly linked to the learner completing their course and them achieving either learning aims, further learning or gaining employment.
 - you earn funding for what you deliver and when you deliver it.

Qualifying period for funding

77. If a learner is in learning for at least the qualifying period, we count them as a ‘funding start’. We calculate this from the [ILR](#) ‘Learning Start Date’:

Length of the Learning Aim	Qualifying Period
168 Days	42 Days
14 to 167 Days	14 Days
Fewer than 14 Days	1 Day

Distribution of funding over time

78. We base your earnings on monthly instalments plus an achievement element.
79. We hold back 20% of the weighted rate for each learning aim, which we will only generate when the learner achieves their learning aim. You will earn all achievement elements on the learning actual end date recorded

on the ILR.

80. We calculate the monthly instalments once we have removed the achievement element (20%). We spread out these instalments over the number of planned months for the learning aim, with a double payment in the first month. The instalment calculation uses the formula 'n+1', where 'n' is the number of planned months. The formula recognises the upfront costs associated with enrolling a learner on a learning aim.
81. You earn the instalments if the learner is in learning on each census date (the last calendar day of every month). The planned number of months is calculated from the 'Learning start date' and the 'Learning planned end date' in the [ILR](#).
82. If the learner leaves early, the monthly instalments stop. However, for eligible learners we will pay you a job outcome payment, which is half of the achievement element. If the learner then goes on to achieve the learning aim, you will earn the outstanding monthly instalments and the rest of the achievement element. For more information on job outcomes, refer to the version to the GLA AEB Grant Funding Rules.
83. Figure 1 is an example of the earnings methodology for a learner starting a course in September and achieving in June. It shows how you earn funding for a course with a total cost of £1,000 over the nine-month period: nine monthly on-programme payments (OPP) of £80, plus a double monthly OPP (that is, n+1) of £160 in the first month and an achievement payment of £200 upon completion.

Figure 1: Example of the earnings methodology

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
	9 Month Learning Aim											
Payment Instalments		OPP	OPP	OPP	OPP	OPP	OPP	OPP	OPP	OPP	Achievement Payment	
		OPP										
Payment Example		£160	£80	£80	£80	£80	£80	£80	£80	£80	£200	

84. Payments to AEB grant funded providers are made on the standard national profile. AEB grant providers paid on actual levels of delivery will be paid on a monthly basis. Please refer to the relevant section in the AEB Grant Funding Rules that relates to your provision for more detail.

Annual funding cap for AEB

85. An annual funding cap applies to each learner you have for each year across all AEB-funded provision.
86. The annual funding cap is £4,400 for each learner each year, before we apply any weightings or government contributions. If your planned training provision is above this cap, we will reduce your earnings in line with this.
87. Where we apply an uplift to a rate, such as for the national Free Courses for Jobs offer qualifications, the uplift is not included within calculation of the cap.

Recording late data in the ILR

88. If a learner is continuing learning at the final R14 data collection at the end of the year, but you record in a subsequent ILR year that they should have left in the previous ILR year, you will have earned funding that you need to pay back.
89. For example, at R14 in the 2022 to 2023 ILR you record a learner as starting on 12 July 2023 and continuing at R14. In the 2023 to 2024 ILR you record them as leaving on 18 July 2023. In this scenario, they will have earned a monthly on-programme payment in July 2023 from the 2022 to 2023 ILR that will need to be paid back. You can pay this funding back through the [earnings adjustment statement](#) by recording a negative figure in the 'Authorised claims' adjustment type. You do not need GLA permission to use this adjustment type to pay back funding, you only need permission to use this adjustment type to claim funding.
90. For more information on recording late data in the ILR, please refer to the ['The impact of incomplete information'](#) section of the Provider Support Manual.

Support Funding

Learning Support

91. Learning Support is available to meet the cost of putting into place a reasonable adjustment, as set out in the Equality Act 2010, for learners who have an identified learning difficulty or disability, to achieve their learning goal.

92. You can access this funding through the AEB and you record this against a learner's learning aim in the [ILR](#).
93. If you record Learning Support against a learner's learning aim in the ILR, you will earn a fixed monthly rate of £150. We expect the total you earn from the monthly rate to be enough to cover your costs. If the cost of providing support to a learner exceeds the total earned from the fixed monthly rate, you can claim this excess through the EAS.
94. If you plan to deliver the learning aim in less than one calendar month, you must claim the value of the Learning Support as if it were all excess, using the EAS.
95. If Learning Support is more than £19,000, you can claim Exceptional Learning Support using the GLA AEB Exceptional Learning Support Cost Form, you do not claim this through the EAS. For more information, refer to the version of The Rules that relates to your provision.
96. If you are claiming Learning Support for a learner who is studying an apprenticeship learning aim and a non-apprenticeship learning aim in the same month, funding will be attributed to the appropriate apprenticeships budget (16 to 18 or 19 and over), not your GLA-funded AEB budget. Refer to the ESFA's [Provider Support Manual](#) for details on how to code the ILR to make a claim.

Learner Support

97. Learner Support is available to provide financial support for learners with a specific financial hardship preventing them from taking part or continuing in learning.
98. Learner Support is not formula-funded and cannot be claimed through the ILR. You must complete a mid-year funding forecast and a year end and final funding claim to receive funding for learner support. For further information, please see the GLA Funding Claims Guidance, when published.
99. Grant-funded providers paid on actual levels of delivery must follow EAS requirements for MCA/GLA procured providers with respect to Learner Support.

Prince's Trust Team Programme

100. The Prince's Trust Team Programme is for 16- to 25-year-olds. It is a 12-week course designed to improve confidence, motivation and skills. Each team aims to recruit a mix of 16- to 25-year-olds of different abilities and backgrounds, including employees sponsored by their employers. We fund the teams but providers in partnership with the Prince's Trust manage them locally.
101. The Prince's Trust Team Programme will continue to be funded at the same levels in the 2023 to 2024 funding year as in the funding year 2022 to 2023. You will earn the matrix rates for the award or certificate in 'Employment, Teamwork and Community Skills'. The qualifications you can use are in Table 3. You must also record the learners on the ILR using the Learning Delivery Monitoring (LDM) code 331.

Table 3: Qualifications for the Prince's Trust Team Programme 2023 to 2024

Qualification Title	Learning Aim Reference
Certificate in Employment, Teamwork and Community Skills	60023995
Certificate in Employment, Teamwork and Community Skills (Entry 3)	60027629
Award in Employment, Teamwork and Community Skills	60032121
Award in Employment, Teamwork and Community Skills	60032868
Award in Employment, Teamwork and Community Skills (Entry 3)	60033344
Certificate in Employment, Teamwork and Community Skills	60027307

102. If the matrix rate is lower than the programme rate, you can claim additional funding from the qualification rate up to the value of the programme rate, using the 'Prince's Trust' section on the EAS.
103. Table 4 shows the matrix funding rates, the maximum programme rate and the maximum additional funding you can claim where appropriate.

Table 4: Rates for the Prince's Trust Team Programme 2023 to 2024

	Award		Certificate	
	Fully Funded	Co-Funded	Fully-Funded	Co-Funded
Matrix Funding Rate for Aim	£450	£225	£1265	£633
Matrix Programme Cost for				
...Unemployed Learners	£2,670	£1,335	£2,670	£1335
...Employed Learners	£572	£286	£572	£286
Maximum additional funding for				
...Unemployed Learners	£2,220	£1,110	£1,405	£702
...Employed Learners	£122	£61	N/A	N/A

AEB grant-funded providers paid on actual levels of delivery

104. AEB grant-funded providers that are paid based on actual levels of delivery must use DAM code 002 to identify all learning aims delivered under their agreements. DAM code 002 will distinguish grant-funded AEB delivery paid on actuals from grant-funded AEB delivery paid on profile. These agreements will be referred to as procured contract types for the purposes of ILR reporting. For 2023/24 academic year this requirement applies to delivery under Jobs and Skills for Londoners funding agreements.
105. You will be able to draw down a fixed payment of £400 (not including any disadvantage uplift) from your annual AEB allocation on the achievement by a learner of an AEB job outcome that meets the definition of 'good work' set out in paragraph 106.
106. To claim an AEB job outcome payment, you must be able to demonstrate that:
- The learner has already completed one or more adult skills learning aims that, taken together, last for a minimum duration of 55 guided learning hours; and
 - With six months of completing their programme of learning (specifically completing their last learning aim), the learner has entered employment, and apprenticeship or a paid supported work placement that meets the definition of 'good work', i.e. it:

- Is expected to last at least for weeks;
- Pays a basic salary of at least the London Living Wage;
- Is for a minimum of 16 hours per week; and
- Does not involve the use of zero-hour contracts.

107. If you have supported a learner to achieve self-employed status in sectors where self-employment is a pre-requisite to employment, and the criteria at 106 is met, a 'good work' job outcome can also be claimed.
108. AEB job outcomes must be reported in the ILR through use of the GLA-specified Outcome Payment learning aim, coded as Funding Model 35.
109. AEB job outcomes will be processed as part of your monthly ILR return.

Sectoral Academy Hub additional payments

110. AEB providers who are confirmed members of a Sectoral Academy Hub will earn a fixed payment uplift of £400 (not including any disadvantage uplift) for eligible job outcomes linked to hub activity. An Academy job outcome is defined as a job entry of a learner who was either not in employment and/or outside benefit arrangements or was in work that did not meet the definition of good work upon their enrolment to an adult skills funded (Funding Model 35) learning aim, to a job which relates to a priority sector, is a minimum of 16 hours/week and is expected to last at least four consecutive weeks. The job must pay at or above the London Living Wage and not involve the use of zero hours contracts. Providers will need to verify that they have seen evidence of employment that meets GLA requirements.
111. In order to be eligible for a job outcome payment, the preceding adult skills learning will need to last for a minimum duration of 55 guided learning hours of delivery of one or more learning aims.
112. The fixed payment will be earned when an Academy-eligible job outcome is recorded in the ILR using GLA-specified 'Sectoral Academy Hub Outcome Payment' learning aim, within six months of the completion of the latest finishing learning aim in the learner's programme. Quarterly reporting of additional information to the GLA via the Hub will also be required.

113. Payment of the uplift funding will be made annually through the end of year reconciliation process.

114. This policy is subject to potential further amendments and clarifications.

Annex 1: Programme weightings by Sector Subject Area

ESFA-set national programme weightings by SSA, excluding some exceptions:

SSA	SSA Tier 2 Description	Likely Programme Weighting
1	Health, Public Services and Care	
1.1	Medicine and dentistry	B – Low
1.2	Nursing and subjects and vocations allied to medicine	B – Low
1.3	Health and social care	B – Low
1.4	Public services	A – Base
1.5	Child development and wellbeing	B – Low
2	Science and Mathematics	
2.1	Science	B – Low
2.2	Mathematics and statistics	A – Base
3	Agriculture, Horticulture and Animal Care	
3.1	Agriculture	E – Specialist
3.2	Horticulture and forestry	E – Specialist
3.3	Animal care and veterinary science	E – Specialist
3.4	Environmental conservation	B – Low
4	Engineering and Manufacturing Technologies	
4.1	Engineering	C – Medium
4.2	Manufacturing technologies	C – Medium
4.3	Transportation operations and maintenance	C – Medium
5	Construction, Planning and the Built Environment	
5.1	Architecture	C – Medium
5.2	Building and construction	C – Medium
5.3	Urban, rural and regional planning	C – Medium
6	Information and Communication Technology	
6.1	ICT practitioners	B – Low (up to Level 1) C – Medium (Level 2 and over)

6.2	ICT for users	A – Base (up to Level 1) B – Low (Level 2 and over)
7	Retail and Commercial Enterprise	
7.1	Retailing and wholesaling	A – Base
7.2	Warehousing and distribution	A – Base
7.3	Service enterprises	B – Low
7.4	Hospitality and catering	C – Medium
8	Leisure, Travel and Tourism	
8.1	Sport, leisure and recreation	B – Low
8.2	Travel and tourism	A – Base
9	Arts, Media and Publishing	
9.1	Performing arts	B – Low
9.2	Crafts, creative arts and design	C – Medium
9.3	Media and communication	B – Low
9.4	Publishing and information services	A – Base
10	History, Philosophy and Theology	
10.1	History	A – Base
10.2	Archaeology and archaeological sciences	B – Low
10.3	Philosophy	A – Base
10.4	Theology and religious studies	A – Base
11	Social Sciences	
11.1	Geography	B – Low
11.2	Sociology and social policy	A – Base
11.3	Politics	A – Base
11.4	Economics	A – Base
11.5	Anthropology	A – Base
12	Languages, Literature and Culture	
12.1	Languages, literature and culture of the British Isles	A – Base
12.2	Other languages, literature and culture	A – Base
12.3	Linguistics	A – Base
13	Education and Training	
13.1	Teaching and lecturing	B – Low
13.2	Direct learning support	B – Low
14	Preparation for life and work	
14.1	Foundations for learning and life	A – Base
14.2	Preparation for work	A – Base
15	Business, Administration and Law	
15.1	Accounting and finance	A – Base
15.2	Administration	A – Base
15.3	Business management	A – Base
15.4	Marketing and sales	A – Base
15.5	Law and legal services	A – Base

Exceptions to this table are:

- Waste management and recycling in SSA 1.4 is weighted at 'B – Low'
Agriculture needing specialist resources in SSA 3.1, 3.2 or 3.3 is weighted at 'G – Specialist', with an extra uplift for certain specialist providers (paragraph 42)
- Hair and beauty in SSA 7.3 is weighted at 'C – Medium'
- Music technology in SSA 9.1 is weighted at 'D – High'
- Music practitioners in SSA 9.1 is weighted at 'E – Specialist'
- Entry level Functional skills in maths is weighted at 'C – Medium'
- Functional skills in ICT is weighted at 'B – Low'

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