

**MAYOR OF LONDON**

# **Adult Education Budget Technical Guidance Note**

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

Version 2



# COPYRIGHT

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## About this document

This document provides technical guidance to GLA Adult Education Budget (AEB) Grant-funded providers on ILR monitoring codes that can be applied to GLA funded learning delivery and how they should be used, for those who prepare data returns, implement data specifications and design systems.

This technical guidance should be read in conjunction with other published guidance documents, including:

- [ILR Specification, validation rules and appendices 2023 to 2024](#); and
- [Provider Support Manual for 2023 to 2024](#); and
- GLA guidance documents published on the [Information for AEB Providers](#) portal:
  - [GLA AEB Funding Rates and Formula 2023/24](#)
  - [GLA AEB Grant Funding and Performance Management Rules 2023/24](#)

This guidance note relates to the 2023/24 academic year and applies to GLA funded AEB and Free Courses for Jobs (FCFJ) delivery.

The Learning Start Date Postcode for GLA funded delivery must record the postcode of the learner at the start of the learning aim. To be eligible for GLA AEB or FCFJ funding this must be listed in the national [Devolved AEB postcode dataset](#) published on .GOV as a London postcode which is valid for the learning delivery period.

This guidance outlines how Devolved Area Monitoring (DAM) codes should be used for GLA funded delivery in the 2023/24 academic year. Up to six DAM code fields will be available to be used for each learning aim, to enable monitoring of delivery of specific GLA priorities, initiatives, or funding flexibilities in a comparable way to the Learning Delivery Monitoring (LDM) codes used for ESFA funded learning. Any specific circumstances where national LDM codes must be used for devolved AEB or FCFJ are also described.

Note: Learning delivery under GLA AEB Procured and AEB Good Work for All (GWfA) funding agreements has closed. Any 2023/24 ILR learning delivery data coded towards these funding agreements will not be considered by the GLA, with the exception of any eligible Academy Hub Outcomes related to learning delivery which completed in the 2022/23 academic year.

## Guidance for all GLA funded providers

### Core coding of all GLA funded learning delivery

All providers must code all GLA funded learning delivery as follows:

ILR field	ILR code	Notes
FundModel	35 or 10	Adult Skills; or Community Learning or non- formula funded
SOF	116	Source of Funding is GLA
LSDPostcode	Learner postcode	London postcode listed as eligible for GLA funding

### MCA/GLA funding validity

Adult skills learning aims which are potentially eligible to be AEB or FCFJ funded by the GLA can be identified in the [Find a learning aim](#) (FALA) service by the Funding Stream validity category **MCA/GLA**. This guidance note provides additional detail where a particular GLA funding flexibility applies only to an approved list of qualifications (e.g. Level 4 flexibility).

### Recording full funding of GLA initiatives

DAM code 023 enables providers to selectively bypass specific ILR validation rules, to enable them to be funded for learning delivery that would otherwise be co-funded or unfunded.

Using DAM code 023 and FFI code 1, in combination with other DAM coding to monitor specific initiatives, will generate full funding for the applicable GLA initiatives described in this guidance.

If DAM code 023 is used outside of this guidance the GLA will not pay for any associated learning activity, and a data validation error report will be generated.

Any initiative that enables funding must be supported by a signed learner self-declaration, as described in the GLA Funding and Performance Rules.

### Low waged learners

Providers who fully fund employed learners earning a low wage below the London Living Wage threshold need to code learning delivery:

DAM code 010      Devolved AEB Low Wage Pilot

This DAM code can be used for learners with evidenced low wage, who are:

- employed or self-employed; and
- eligible for co-funding; and
- earning less than the London Living Wage (LLW) on their learning start date.

The ILR must be coded as follows:

ILR field	ILR code	Notes
EmpStat	10	Employment Status at the start of the learning aim
FFI	1	Fully Funded learning aim
DAM	023	Prevents ILR validation error
DAM	010	Low Waged learner earning less than London Living Wage

The London Living Wage threshold is updated annually, usually in November. The 2022/23 threshold of £11.95 will continue to apply for starts between 1 August 2023 and the date on which the new threshold for 2023/24 becomes operational, as announced by the Living Wage Foundation.

### Learners out of work and outside benefit arrangements

Providers may use their discretion to fully fund learners who are out of work and are not in receipt of benefits and who are evidenced according to [Grant Funding Rule](#) requirements as

- wanting to be employed, and/or
- are seeking exceptional support with social integration, including those with no recourse to public funds.

The ILR must be coded as follows:

ILR field	ILR code	Notes
EmpStat	11 or 12	Employment Status at the start of the learning aim
BSI	Null	Benefit status indicates outside of benefit arrangements
FFI	1	Fully Funded learning aim
DAM	023	Prevents ILR validation error

### Asylum Seekers

Providers may use their discretion to fully fund asylum seekers who meet the eligibility for funding criteria detailed in the [Grant Funding Rules](#).

The ILR must be coded as follows:

ILR field	ILR code	Notes
EmpStat	12	Employment Status at the start of the learning aim
BSI	Null	
FFI	1	Fully Funded learning aim
DAM	023	Prevents ILR validation error

### London Factor funding uplift

The London Factor is an uplift to the weighted base rate of any eligible qualification, excluding any Learning Support.

Learning delivery records eligible for the London Factor uplift are:

- funded starts on or after 1 August 2021,
- on adult skills formula-funded qualifications, i.e. coded Funding Model 35,
- at level 2 or lower.

All adult skills formula-funded learning aims coded Funding Model 35 are in scope for the uplift, including non-regulated formula-funded aims.

The London Factor does not apply to learning delivery funded through the Free Courses for Jobs offer, or to non-formula funded AEB delivery coded Funding Model 10.

For learning delivery starts on or after the 1 August 2023, the London Factor uplift rate is 15%.

The London Factor uplift for continuing learning, or for 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.:

Learning delivery Start date – academic year	Learning delivery Start date – date range	London Factor uplift rate
2023/24	01/08/2023 to 31/07/2024	15%
2022/23	01/08/2022 to 31/07/2023	13.5%
2021/22	01/08/2021 to 31/07/2022	10%

The London Factor claim amount must be calculated by multiplying earnings for eligible learning aims in Occupancy Report data, excluding any Learning Support, by the relevant uplift percentage, to establish the overall total amount of uplift funding which can be claimed.

This can be done monthly, or on the total earned cash amount for the whole academic year.

E.g. whole year calculation for an eligible new start in the 2023/24 academic year:  
 $(Total\ earned\ cash - total\ learning\ support\ earned\ cash) \times 0.15 = \text{London Factor uplift amount } \pounds$

London Factor uplift should be claimed through the Earning Adjustment Statement (EAS), recorded as *AdjustmentType* **MCA/GLA Defined Adjustment 1** against the relevant Funding Line Type for your grant funding agreement:

GLA AEB Grant funding agreement type	Funding Line Type	EAS Adjustment Type
Grant paid on profile	Adult Education - Eligible for MCA/GLA funding (non-procured)	MCA/GLA Defined Adjustment 1
Grant paid on actual delivery ( <i>Jobs and Skills for Londoners</i> )	Adult Education - Eligible for MCA/GLA funding (procured)	MCA/GLA Defined Adjustment 1

The timing of when to make EAS claims for London Factor uplift is for providers to decide, but claims are expected to be made during the academic year; as a minimum at R06, R10 and R14.

Providers must ensure that the total amount claimed by the final R14 EAS return matches the total claimable amount calculated from the final R14 Occupancy Report.

Please note that the GLA and other Devolved Authorities are collaborating with ESFA on potential technical changes which may enable simplification of the London Factor claim process. This process is subject to potential amendment ahead of the first data return for 2023/24.

### British Sign Language qualifications

Providers who fully fund learners using the British Sign Language (BSL) entitlement need to code learning delivery:

DAM code 009      Devolved AEB British Sign Language Entitlement

This DAM code can be used for learners with evidenced:

- first or preferred language of BSL, or
- who cannot access spoken language because of their deafness and would benefit from BSL, or
- who are unemployed or in receipt of a low wage (as defined in the GLA Funding Rules), or
- who are out of work and outside benefit arrangements (as defined in the GLA Funding Rules).



This entitlement applies to study of BSL qualifications up to and including level 2:

- Entry level award in BSL;
- Level 1 certificate in BSL; and
- Level 2 certificate in BSL.

The ILR must be coded as follows:

ILR field	ILR code	Notes
FFI	1	Fully Funded learning aim
DAM	023	Prevents ILR validation error
DAM	009	Devolved AEB British Sign Language Entitlement

For learners who are low waged or out of work and outside of benefit arrangements, please refer to the relevant section in this guidance for the additional coding requirements.

### Upskilling of staff delivering specialist provision to SEND learners

The SEND funding flexibility enables providers to fully fund delivery which upskills teaching and learning support staff to deliver improved specialist provision for adult learners with Special Educational Needs and Disabilities (SEND).

Providers who fully fund using the SEND funding flexibility need to code learning delivery:

DAM code 038      Upskilling of staff delivering to SEND learners

Formula-funded delivery must be coded in the ILR as follows:

ILR field	ILR code	Notes
Funding Model	35	Formula funded delivery
FFI	1	Fully Funded learning aim
DAM	023	Prevents ILR validation error
DAM	038	Upskilling of staff delivering to SEND learners

Only learning aims approved by the GLA in advance of enrolment will be fundable within this flexibility. The Learning aims eligible for GLA SEND flexibility 2023-24 list of approved qualifications will be published on the [GLA website](#).

Providers may apply for permission to deliver qualifications that do not feature on the current list of eligible learning aims under the SEND flexibility. Providers can complete the [GLA Application Form for GLA SEND flexibility](#) and submit to [qualifications@london.gov.uk](mailto:qualifications@london.gov.uk).

### Level 3 - Free Courses for Jobs national offer

Free Courses for Jobs (FCFJ) is a level 3 offer which supports adults without a full level 3 qualification, or who meet the definition of low waged or unemployed. Learners may also be funded for one short qualification without exhausting their eligibility for the offer, where they have not already achieved a short qualification before 1 April 2021. For more detail please refer to the [Grant Funding Rules](#).

Learning aims in the national FCFJ offer are limited to [certain sectors](#). A full list of qualifications included in the national FCFJ offer can be accessed through the [list of Qualifications approved for funding](#), or by searching the [Find a learning aim](#) service for learning aims in Category code 45, *National Skills Fund Level 3 Free Courses for Jobs rate 1* and Category code 46, *National Skills Fund Level 3 Free Courses for Jobs rate 2*.

Short qualifications that learners can take without exhausting their eligibility can be identified in the [Find a learning aim](#) service by searching for learning aims in Category code 49, *National Skills Fund Level 3 Free Courses for Jobs – short qualification*.

Providers will be paid a funding uplift for eligible learning aims under the national offer, based on published Guided Learning Hours (GLH) for the qualification. For more detail please refer to the [Funding Rates and Formula](#) guidance.

All FCFJ delivery must be coded in the ILR as follows:

ILR field	ILR code	Notes
FFI	1	Fully Funded learning aim
LDM	378	Adult Level 3 Offer

For learners accessing FCFJ who meet the GLA definition of low wage eligibility, providers must also record both DAM code 010 and LDM code 382.

Learners aged 24+ on the day they start their FCFJ qualification will be funded through the Free Courses for Jobs funding line.

Learners aged 19 to 23 on the day they start their FCFJ qualification will be funded through the Adult Education Budget funding line.

Grant-funded providers who wish to deliver level 3 qualifications funded through the FCFJ offer, i.e. to learners aged 24 or older, must have a GLA Free Courses for Jobs allocation. That allocation can be used to fund both learning delivery of eligible qualifications, and any associated Learning Support or Learner Support.

The GLA may apply to the Department for Education (DfE) for qualifications of importance to London to be added to the national list of Free Courses for Jobs level 3 qualifications, for example, to meet local employment priorities. The qualification must also meet the [criteria for approval](#) for the national offer. Providers can complete the [Application Form for GLA Level 3 FCFJ National Flexibility 2023-24](#) and submit it to [Qualifications@london.gov.uk](mailto:Qualifications@london.gov.uk).

### **Level 3 - Free Courses for Jobs regional offer**

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 learning aims from an additional list of qualifications of importance to London.

Learning aims which are potentially eligible to be funded by the GLA through the FCFJ regional flexibility can be identified in [FALA](#) by the Category code 56, *Free Courses for Jobs – MCA and GLA only flexible delivery qualifications*.

Only those Category 56 learning aims approved by the GLA in advance of enrolment will be fundable within this flexibility. The list of approved *Learning aims eligible for GLA Level 3 FCFJ Regional Flexibility 2023-24* will be published on the [GLA website](#).

ILR coding and learner age-based attribution to funding lines for qualifications in the regional FCFJ offer is the same as for qualifications in the national offer. Qualifications funded through this flexibility will not attract the funding uplift that applies to learning aims in the national offer.

The GLA may apply to the DfE for level 3 qualifications of importance to London to be added to the GLA regional Free Courses for Jobs offer, where the qualification is not confirmed as, or scheduled to be, withdrawn under the Review of post-16 qualifications at level 3 and below in England, and has not reached or is approaching the Operational End Date as recorded on the Ofqual [Register of Regulated Qualifications](#).

Providers who identify qualifications of particular importance that meet these criteria, for example, to meet local employment priorities, can complete the [Application Form for GLA Level 3 FCFJ Regional Flexibility 2023-24](#) and submit it to [Qualifications@london.gov.uk](mailto:Qualifications@london.gov.uk).

### **Level 3 – London recovery flexibility**

The London recovery flexibility for level 3 enables providers to fully fund adult skills fundable level 3 vocational qualifications beyond the AEB legal entitlements or Free Courses for Jobs offer, on learning programmes which are designed to provide progression into work.

Providers who fully fund level 3 qualifications using the London flexibility need to code learning delivery:

DAM code 035      Level 3 expansion initiative

This DAM code can be used for learners who are evidenced as:

- unemployed or in receipt of a low wage; or
- out of work and outside of benefit arrangements, and are
- enrolled to level 3 qualification that meets the definition described in the GLA Grant Funding Rules.

The ILR must be coded as follows:

ILR field	ILR code	Notes
FFI	1	Fully Funded learning aim
DAM	023	Prevents ILR validation error
DAM	035	Level 3 expansion initiative

For learners who are low waged or out of work and outside of benefit arrangements, please refer to the relevant section in this guidance for the additional coding requirements.

Qualifications delivered through the GLA level 3 flexibility must be listed on the [Find a learning aim](#) service as MCA/GLA fundable in the 2023/24 academic year.

Learning must start within the 2023/24 academic year, or be continuing from the 2022/23 academic year. The GLA level 3 flexibility does not include Access to HE Diplomas.

Providers may apply for permission to deliver level 3 qualifications that fall outside the above arrangements where exceptional circumstances apply, for example, to meet local employment priorities. Providers can complete the [Application Form for GLA AEB Funding Validity 2023-24](#) and submit it to [Qualifications@london.gov.uk](mailto:Qualifications@london.gov.uk).

Permission will not be granted for qualifications which are confirmed as, or scheduled to be, withdrawn under the Review of post-16 qualifications at level 3 and below in England, or for qualifications which have reached or are approaching their Operational End Date as recorded on the Ofqual [Register of Regulated Qualifications](#).

#### **Level 4 qualifications**

For starts from 1 August 2022, GLA grant-funded providers have the flexibility to fund eligible learners for approved non-prescribed vocational and technical qualifications level 4 qualifications of regional importance to London.

Only level 4 learning aims listed on the [Find a learning aim](#) service as MCA/GLA fundable in the 2023/24 academic year, and approved by the GLA in advance of enrolment, will be

fundable within this flexibility. A list of approved GLA Level 4 flexibility qualifications will be published on the [GLA website](#).

Learners who are unemployed, out of work and outside benefit arrangements, or are in receipt of a low wage as defined in the [Grant Funding Rules](#) may be fully funded, regardless of prior qualification level. For learners who are low waged or out of work and outside of benefit arrangements, please refer to the relevant section in this guidance for the additional coding requirements.

Providers may apply for permission to deliver level 4 qualifications that do not feature on the current list approved by the GLA where exceptional circumstances apply, for example, to meet local employment priorities. Providers can complete the [Application Form for GLA Level 4 Flexibility 2023-24](#) and submit it to [Qualifications@london.gov.uk](mailto:Qualifications@london.gov.uk).

Permission will not be granted for prescribed HE qualifications which are eligible to be funded by the [Office for Students](#), or qualifications which have reached, or are approaching, their Operational End Date as recorded on the Ofqual [Register of Regulated Qualifications](#).

## Licence to Practice

For starts from 1 August 2022, GLA-funded providers have the flexibility to fund licence to practice accreditations for eligible learners completing and achieving a licence-linked adult skills funded qualification in the current academic year.

This flexibility applies to two specific sectors, construction and hospitality, and is available for learners who are unemployed, out of work and outside benefit arrangements or are low waged, as defined in the [Grant Funding Rules](#).

Licence to practice costs which can be funded through this flexibility are:

**Construction:** Construction Skills Certification Scheme (Labourer). Eligible learners can be funded for the costs of the CSCS Green Card and, where required, the test fee for the associated CITB Health, Safety and Environment qualification.

**Hospitality:** SIA Licence (Door Supervisor). Eligible learners can be funded for the cost of the SIA Licence and, if required, the associated First Aid at Work qualification.

To be funded for test costs providers need to report learning delivery relating to the test in their ILR, in addition to the main licence-linked qualification, using the relevant sector-specific learning aim:

Learning aim	Learning aim title
Z0009765	GLA CSCS Test (CITB Health, Safety & Environment)
Z0009330	First Aid at Work

Providers may report eligible accreditation costs in the next ILR return when the learner has made their application. This is expected to only occur after the learner has been reported as having completed and achieved their licence-linked adult skills funded qualification and, if relevant their associated test.

Accreditation costs may be recorded using the relevant sector-specific learning aim(s):

Learning aim	Learning aim title
Z0009766	GLA CSCS Green Card (Labourer)
Z0009768	GLA SIA Licence

The ILR learning delivery record for the accreditation must be coded as follows:

ILR field	ILR code	Notes
Learning Aim	Z000976*	Sector-specific licence to practice learning aim
Learning Start Date Postcode	Postcode	Must match the Learning Start Date Postcode of the learner's main licence-linked qualification, which enables the licence to practice accreditation
Delivery Location Postcode	ZZ99 Z99	Generic postcode, to ensure area cost uplift is not generated
Learning Start Date	YYYY-MM-DD	Date of accreditation application. Must be after the Actual End date of the latest finishing licence-linked learning aim
Learning Planned End Date	YYYY-MM-DD	Date of accreditation application. Must be after the Actual End date of the latest finishing licence-linked learning aim
Learning Actual End Date	YYYY-MM-DD	Date of accreditation application. Must be after the Actual End date of the latest finishing licence-linked learning aim
Completion Status	2	Completed
Outcome	1	Achieved
FFI	1	Fully funded
Funding Model	35	Adult Skills

Examples of licence-linked adult skills funded qualifications which may lead to a learner being eligible to be funded for their subsequent licence to practice accreditation are a level 1 Award in Health and Safety in a Construction Environment (CSCS accreditation), or a level 2 Award for Working as a Door Supervisor in the Private Security Industry (SIA accreditation).

For learners who are low waged or out of work and outside of benefit arrangements, please refer to the relevant section in this guidance for the additional coding requirements.

### **London recovery programmes**

London recovery programmes must be focused on supporting unemployed Londoners, or Londoners at risk of becoming unemployed, to undertake skills that will support them into employment.

Providers need to code London recovery programme learning delivery:

DAM code 040      Devolved Area Skills Projects

### **Sector-based work academy programmes (SWAP)**

Sector-based work academy programmes (SWAP) are short employability focused programmes coordinated by Jobcentre Plus (JCP), which have three main components:

- pre-employment training
- work experience placement
- a guaranteed job interview

AEB learning providers can expect to be informed of when and how many referrals to expect as part of a JCP coordinated local SWAP design process. JCP fund most SWAP components and other costs, such as travel or childcare.

Providers will only be AEB-funded for delivery of the pre-employment training element of a SWAP, for eligible learners who have been referred by JCP. SWAP can be of up to 6 weeks in duration, with the employment training element normally lasting 2-3 weeks.

Providers need to code learning delivered as part of a SWAP:

LDM code 375      Sector Based Work Academies pre-employment training

The ILR must be coded as follows:

ILR field	ILR code	Notes
FFI	1	Fully Funded learning aim
LDM	375	Sector Based Work Academies pre-employment training
BSI	1, 4 or 5	JCP claimant in receipt of Jobseekers Allowance (BSI 1), Universal Credit (BSI 4) or Employment and Support Allowance (BSI 5)
		Planned duration of learning must not exceed 6 weeks, and is expected to have a minimum duration of 2 weeks

The GLA expects the majority of delivery of London recovery and SWAP programmes to be of adult skills formula-funded learning aims.

Recovery-related learning delivery must only be coded for one of these programme types, i.e. either as SWAP (LDM 375) or as a recovery programme (DAM 040).

### **Additional guidance for Mayor’s Skills Academy Hub providers**

Providers who are both approved members of a [GLA Mayor’s Skills Academy Hub](#) and hold a current AEB grant with the GLA are eligible to claim Outcome Payments for job outcomes which meet the requirements described in the [Funding Rates and Formula](#) guidance.

Sectoral Academy Hub Outcome Payments will be a fixed uplift of £400, excluding any disadvantage uplift.

Providers need to report eligible outcomes in the next ILR return after the outcomes have been realised, by adding a learning delivery record to their ILR data for each learner who has achieved an eligible outcome, using one of the priority sector-specific Academy Hub Outcome learning aims developed for the Mayor’s Academies Programme:

Learning aim	Learning aim title
Z0009553	Green Sectoral Academy Hub Outcome Payment
Z0009554	Creative Sectoral Academy Hub Outcome Payment
Z0009555	Digital Sectoral Academy Hub Outcome Payment
Z0009556	Hospitality Sectoral Academy Hub Outcome Payment
Z0009557	Health Sectoral Academy Hub Outcome Payment
Z0009888	Social Care Sectoral Academy Hub Outcome Payment



The ILR learning delivery record must be coded as follows:

ILR field	ILR code	Notes
Learning Aim	Z0009*	Sector-specific Academy Hub Outcome learning aim
Learning Start Date Postcode	Postcode	Must match the Learning Start Date Postcode of the last finishing AEB-funded learning aim linked to Academy Hub activity for the learner
Delivery Location Postcode	ZZ99 9ZZ	Generic postcode, to ensure area cost uplift is not generated
Learning Start Date	YYYY-MM-DD	Employment start date (must be within 6 months of completion of the last finishing learning aim)
Learning Planned End Date	YYYY-MM-DD	Employment start date (must be within 6 months of completion of the last finishing learning aim)
Learning Actual End Date	YYYY-MM-DD	Employment start date (must be within 6 months of completion of the last finishing learning aim)
Completion Status	2	Completed
Outcome	1	Achieved
FFI	1	Fully funded
Funding Model	35	Adult Skills

The learning Start, Planned End and Actual End dates must match, and be the employment Start Date of the eligible job outcome. AEB job outcomes that predate the corresponding learning aim achievement end date in the ILR for that learner will not be eligible.

Depending on the funding agreement type for the learning that led to the job outcome, providers may also need to use a programme-specific DAM code.

For each Academy Hub Outcome, providers must also complete a Destination and Progression Outcome (DPO) record, which must be coded as follows:

ILR field	ILR code	Notes
Outcome Type & Outcome Code	EDU-1 EDU-2 EDU-3 EMP-1 EMP-4  EMP-2* EMP-5*	Traineeship Apprenticeship Supported Internship In paid employment for 16 hours or more per week Self-employed for 16 hours or more per week  In paid employment for less than 16 hours per week* Self-employed for less than 16 hours per week*
		<i>*Hours and pay must meet good work requirements outlined in GLA AEB Funding Rates and Formula guidance</i>  <i>If needed, two records may be returned for one learner (for example, if a learner were in paid employment part-time and self-employed part-time).</i>
Outcome Start Date	YYYY-MM-DD	Must be within 6 months of completion of the last finishing learning aim
Outcome End Date (if applicable)	YYYY-MM-DD	Employment must meet the minimum length required, as set out in GLA AEB Funding Rates and Formula guidance.
Outcome Collection Date	YYYY-MM-DD	Must be on or after employment start date

Academy Hub Outcome learning delivery and destination and progression outcome records should be reported in the academic year in which employment started. For example, records relating to employment starting on 1 August 2023 should be reported in the 2023/24 ILR.

If the eligible employment starts in the academic year after the last finishing AEB-funded learning aim linked to Academy Hub activity, the learner's ULN and Learner Reference Number, and the learning delivery Funding Line Type, used to report the Academy Hub Outcome must match those reported in AEB-funded learning delivery data in the previous year's ILR.

Any job outcome claimed via a Hub must not be claimed again under any other GLA AEB grant funding agreement.

Earnings for Academy Hub Outcomes will be paid annually through the end of year reconciliation process, based on R14 Final ILR data.

## Additional guidance for Grant-funded providers paid on profile

This guidance applies only to providers with a Grant funding agreement where learning delivery is payable on the AEB block grant standard national profile (see Annexe 4 Table 1 of the [GLA AEB Grant Funding and Performance Management Rules](#) for details).

### Non-formula funding flexibility

The non-formula funded flexibility enables grant-funded providers to use up to 10% of their AEB formula-funded allocation to fund locally defined learning programmes designed to respond to skills needs and to enable Londoners to progress into work. This could, for example, be locally designed short courses which include units of qualifications and/or other non-accredited employability skill-related learning activities.

Providers should record learning delivery using the non-formula funded learning aim of the Sector Subject Area which most closely describes the core content of the learning programme.

Eligible non-formula funded learning aims can be identified in the [Find a learning aim](#) service by searching for learning aims in Category code 28, *Class Code Category F: Non Regulated Provision (Community Learning)*.

Providers who use the non-formula funded London recovery flexibility need to code learning delivery:

DAM code 028      Category of Adult Education: Employability

The ILR must be coded as follows:

ILR field	ILR code	Notes
Funding Model	10	Non-formula funded learning delivery
DAM	028	Category of Adult Education: Employability
LearnDelFAMType.ACL	3	Community Learning purpose: preparation for employment

Earnings will not be generated in the ILR for this delivery. Providers should report the aggregated total cost of delivery of this provision through the tri-annual Funding Claim returns. Payment will be made annually through the end of year reconciliation process, based on R14 Final ILR data and Final Funding Claim return.

The GLA expects providers to be able to demonstrate good value for money when applying this flexibility. Funding Claims for costs of delivery must be attributable to eligible learners reported in ILR data, with claims expected to be broadly aligned with Single Activity Matrix

banded funding rates for evidenced delivery hours.

This flexibility does not apply to ringfenced allocations for delivery of the Free Courses for Jobs level 3 offer.

## **Additional guidance for Grant-funded providers paid on actual levels of delivery**

### **Core Coding for Grant-funded providers paid on actual levels of delivery**

This guidance applies only to providers with a Grant funding agreement payable based on actual levels of learning delivery, to the AEB contracts for services standard national profile (see Annexe 4 Table 2 of the [GLA AEB Grant Funding and Performance Management Rules](#) for details).

For the 2023/24 academic year, this refers to providers who successfully bid for a *Jobs and Skills for Londoners* (JSFL) grant funding agreement. Providers must record learning delivered under their JSFL funding agreement using:

DAM code 002      Procured Devolved Adult Education

Using this code in ILR data ensures the correct Funding Line Type is generated:

### **Adult Education - Eligible for MCA/GLA funding (procured).**

Incorrect coding will generate a Funding Line Type which does not match the GLA JSFL allocation type. In this case, a data validation error will be generated, and earnings will not pull through to your JSFL project in GLA-OPS.

JSFL funding can only be used to deliver adult skills formula-funded activity, i.e. that coded with Funding Model 35. Non-formula funded delivery is not eligible to be funded.

### **Learner Support costs**

Grant-funded providers paid on actual levels of delivery must follow [Earnings Adjustment Statement](#) requirements for MCA/GLA procured providers with respect to Learner Support, by recording costs using the relevant *Adult Education - Eligible for MCA/GLA funding (procured)* category:

Learner Support 19+ Hardship;  
Learner Support 20+ Childcare;  
Learner Support Residential Access Fund;  
Learner Support IT devices and connectivity costs; or  
Learner Support Administration Expenditure.

## Jobs and Skills for Londoners programme outcomes

Jobs and Skills for Londoners programme providers are able to claim Outcome payments for AEB job outcomes which meet the requirements described in Section 4 of the [GLA AEB Grant Funding and Performance Rules](#).

Jobs and Skills Programme Outcome Payments will be a fixed uplift of £400, excluding any disadvantage uplift.

Providers need to report eligible outcomes in the next ILR return after the outcomes have been realised, by adding a learning delivery record to their ILR data for each learner who has achieved an eligible outcome, using the specific learning aim developed for the GLA Jobs and Skills for Londoners programme.

The ILR learning delivery record must be coded as follows:

ILR field	ILR code	Notes
Learning Aim	Z0010084	Jobs and Skills Programme Outcome Payment
Learning Start Date Postcode	Postcode	Must match the Learning Start Date Postcode of the last finishing AEB-funded learning aim linked to the learner
Delivery Location Postcode	ZZ99 9ZZ	Generic postcode, to ensure area cost uplift is not generated
Learning Start Date	YYYY-MM-DD	Employment start date (must be within 6 months of completion of the last finishing learning aim)
Learning Planned End Date	YYYY-MM-DD	Employment start date (must be within 6 months of completion of the last finishing learning aim)
Learning Actual End Date	YYYY-MM-DD	Employment start date (must be within 6 months of completion of the last finishing learning aim)
Completion Status	2	Completed
Outcome	1	Achieved
FFI	1	Fully funded
Funding Model	35	Adult Skills
DAM code	002	Jobs and Skills for Londoners programme delivery

The learning Start, Planned End and Actual End dates must match, and be the employment Start Date of the eligible job outcome. AEB job outcomes that predate the corresponding learning aim achievement end date in the ILR for that learner will not be eligible.

Only one AEB job outcome per learner per academic year can be claimed.

For each JSFL Outcome, providers must also complete a Destination and Progression Outcome (DPO) record, which must be coded as follows:

ILR field	ILR code	Notes
Outcome Type & Outcome Code	EDU-1 EDU-2 EDU-3 EMP-1 EMP-4  EMP-2* EMP-5*	Traineeship Apprenticeship Supported Internship In paid employment for 16 hours or more per week Self-employed for 16 hours or more per week  In paid employment for less than 16 hours per week* Self-employed for less than 16 hours per week*
		<i>*Hours and pay must meet good work requirements outlined in the GLA AEB Grant Funding and Performance Rules.  If needed, two records may be returned for one learner (for example, if a learner were in paid employment part-time and self-employed part-time).</i>
Outcome Start Date	YYYY-MM-DD	Must be within 6 months of completion of the last finishing learning aim
Outcome End Date (if applicable)	YYYY-MM-DD	Employment must meet the minimum length required, as set out in GLA AEB Grant Funding and Performance Rules.
Outcome Collection Date	YYYY-MM-DD	Must be on or after employment start date

JSFL Outcome learning delivery and destination and progression outcome records should be reported in the academic year in which employment started. For example, records relating to employment starting on 1 August 2023 should be reported in the 2023/24 ILR.

If the last finishing JSFL AEB-funded learning aim ends in the 2023/24 academic year, but the eligible employment starts on or after 1 August 2024, the Outcome must be reported in the 2024/25 ILR. The learner's ULN and Learner Reference Number, and learning delivery DAM code 002, used to report the JSFL Outcome must match those reported in data in the 2023/24 ILR.

Earnings for JSFL programme Outcomes will be processed as part of monthly ILR Returns and will be subject to annual reconciliation at R14.

## GLA reporting of delivery earnings and data validation issues

The GLA processes monthly *Occupancy Report* data received from the ESFA after each monthly ILR Return, to apply GLA-specific validation rules and to calculate earnings for GLA-specific flexibilities.

To enable providers to understand how their data has been processed and to verify their earnings as reported in GLA-OPS, GLA-specific versions of the Funding Summary Report (**GLA FSR**) and Occupancy Report (**GLA OCC**) are produced monthly. Both reports are made available for download via the GLA Skills Gateway Reports menu.

Two other reports are also released to the Skills Gateway on a monthly basis, to support providers with in-year data cleansing:

The **Data Validations Issues** report contains data validation *errors*, which will have impacted on earnings, and *warnings*, both of which should be corrected in future ILR submissions.

The Funding Rules Monitoring report (**GLA FRM**) contains qualitative data issues which indicate funding being claimed where the learner or learning delivery may be ineligible according to GLA funding rules. This report should be used to check submitted data against your records – data must be corrected if there is no evidence to support the claim for funding.

If a report is not listed for your organisation, or you receive an error.txt file when you try to download a report from the Skills Gateway, it means no data has been reported for that ILR Return month.

All providers should also use national **Provider Data Self-Assessment Toolkit (PDSAT)** reports to ensure the accuracy of their data and funding claim. PDSAT reports are used as part of the funding audit process.

Clearing data errors and funding eligibility issues throughout the year is critical in ensuring accuracy of your data and funding claim.

## **Other formats and languages**

For a large print, Braille, disc, sign language video or audio-tape version of this document, please contact us at the address below:

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Telephone **020 7983 4000**  
**[www.london.gov.uk](http://www.london.gov.uk)**

You will need to supply your name, your postal address and state the format and title of the publication you require.

If you would like a summary of this document in your language, please phone the number or contact us at the address above.