

MAYOR OF LONDON

Adult Education Budget Technical Guidance Note

2022/23 Academic Year

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About this document

This document provides technical guidance to GLA Adult Education Budget (AEB) providers on monitoring codes in the ILR 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 2022 to 2023](#); and
- [Provider Support Manual for 2022 to 2023](#); and
- GLA guidance documents published on the [Information for GLA AEB Providers portal](#):
 - [GLA AEB Funding Rates and Formula 2022/23](#)
 - [GLA AEB Funding and Performance Management Rules for Grant-funded Providers 2022/23](#)
 - [GLA AEB 2019-23 Funding and Performance Management Rules for Procured Providers \(updated for 2022/23\)](#)

This guidance note relates to the 2022/23 academic year and applies to GLA funded AEB and Free Courses for Jobs (FCFJ) – previously known as National Skills Fund 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 2022/23 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 similar way to the Learning Delivery Monitoring (LDM) codes used for ESFA funded learning. Any circumstances where national Learning Delivery Monitoring codes must be used are also described.

Additional guidance has been included for AEB Procured providers, describing how ILR data coding is interpreted in relation to the ESF target delivery element of their contract.

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
LSDFPostcode	Learner postcode	London postcode listed as eligible for GLA funding

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 listed 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 Rules.

Low waged learners

Providers who fully fund employed learners earning a low wage need to code learning delivery with

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 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 in November. For starts between August 2022 and the end of October 2022, the 2021/22 threshold of £11.05 will continue to apply. For starts from November 2022 onwards, the new threshold for 2022/23 will apply.

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 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

British Sign Language qualifications

Providers who fully fund learners using the British Sign Language entitlement need to code learning delivery with

DAM code 009 Devolved AEB British Sign Language Entitlement

This DAM code can be used for learners with evidenced:

- first or preferred language of British Sign Language (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 (accredited by iBSL or ABC);
- Level 1 certificate in BSL (accredited by Signature, iBSL or ABC); and
- Level 2 certificate in BSL (accredited by Signature, iBSL or ABC).

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 sections in this guidance for the additional coding requirements.

Upskilling of staff delivering specialist provision to SEND learners

The SEND funding flexibility enables providers to apply to the GLA for permission to fully fund delivery of learning that 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 with

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

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

ILR field	ILR code	Notes
Funding Model	10	Non-formula funded delivery
DAM	038	Upskilling of staff delivering to SEND learners
LearnDeIFAMType.ASL	1	Community Learning provision type: personal and community development learning

Only learning aims approved by the GLA in advance of enrolment will be fundable within this flexibility. A list of approved GLA SEND flexibility qualifications will be published on the [GLA website](#).

To add a learning aim to this list of eligible learning aims, providers must use the [GLA AEB SEND Flexibility Application Form](#) to submit a short business case to their GLA Provider Manager via the AEB Inbox AEB@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 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 with

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 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 sections 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 Adult Skills fundable in the 2022/23 academic year, and can be identified by searching for level 3 learning aims in Category code 41, *Aims specific to Mayoral Combined Authorities (MCA) and Greater London Authority (GLA)*.

Additionally, Category code 47 *Mayoral Combined Authorities (MCA) and Greater London Authority (GLA) Provision* indicates learning aims that were brought into Adult Skills funding at the request of the GLA or other Mayoral Authorities, which have since also been approved for use by ESFA-funded providers.

Learning must start within the 2022/23 academic year, or be continuing from the 2021/22 academic year. The GLA level 3 flexibility does not include Access to HE Diplomas.

Providers may apply for permission to deliver qualifications that fall outside the above arrangements where exceptional circumstances apply, for example, to meet local employment priorities. Providers must submit a short business case, including learning aim(s) and planned delivery hours, to their GLA Provider Manager via the AEB Inbox AEB@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 3 - Free Courses for Jobs national offer

Free Courses for Jobs 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 on eligibility please refer to the [Funding Rules](#).

Providers will be paid a funding uplift for an eligible learning aim in the national offer, which will vary between two different rates, £600 or £150, based on published Guided Learning Hours (GLH) for the qualification. Please refer to the [Funding Rates and Formula](#) guidance for more detail on uplift rates.

A list of qualifications included in the national Free Courses for Jobs offer can be accessed through the [Qualifications approved for funding](#) portal, 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*.

The ILR must be coded as follows:

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

When recording learners accessing Free Courses for Jobs who meet the GLA definition of low wage eligibility you must also record both DAM code 010 and LDM code 382.

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

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

The GLA may apply to the Department for Education (DfE) for qualifications of importance to London to be added to the national list of level 3 Free Courses for Jobs qualifications, where the qualification meets the [criteria for approval](#). Providers who identify qualifications of particular importance that meet these criteria, for example, to meet local employment priorities, can submit a short business case to their GLA Provider Manager via the AEB Inbox AEB@london.gov.uk.

Level 3 - Free Courses for Jobs regional offer

For starts from 1 August 2022, GLA-funded providers have the flexibility to fund learners eligible for the Free Courses for Jobs offer from an additional list of level 3 qualifications of regional importance to London.

Only learning aims approved by the GLA in advance of enrolment will be fundable within this flexibility. A list of approved GLA Free Courses for Jobs regional flexibility level 3 qualifications will be published on the [GLA website](#).

ILR coding and learner age-based attribution to funding lines for qualifications in the regional Free Courses for Jobs offer is the same as for qualifications in the national offer.

Where a grant-funded provider has a Free Courses for Jobs allocation, the proportion which can be used to deliver qualifications in the regional flexibility is capped at 20%.

Qualifications funded through this flexibility will not attract the funding uplift that applies to learning aims in the national offer.

A complete list of qualifications in the regional Free Courses for Jobs offer across all the devolved Mayoral Authorities can be identified in the [Find a Learning Aim Service](#) by searching for learning aims in Category code 56, *Free Courses for Jobs – MCA and GLA only flexible delivery qualifications*. Only those learning aims which also appear on the current list of approved GLA Free Courses for Jobs qualifications published by the GLA are eligible to be funded by the GLA.

The GLA may apply to the Department for Education (DfE) for level 3 qualifications of importance to London to be added to the regional Free Courses for Jobs offer, where the qualification is in a [nationally relevant sector](#), 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 submit a short business case to their GLA Provider Manager via the AEB Inbox AEB@london.gov.uk.

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 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 sections in this guidance for the additional coding requirements.

AEB Procured delivery is subject to additional ESF match requirements, please refer to the Procured section for more details.

London Factor funding uplift

For funded starts from the 1 August 2021, Adult Skills formula-funded learning aims at level 2 or below became eligible for the London Factor funding uplift. 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 is an uplift to the weighted base rate of any eligible qualification, excluding any Learning Support, and should be claimed through the Earnings Adjustment Statement (EAS).

For starts on or after the 1 August 2022, the London Factor uplift is 13.5%.

For continuing learners who started in the 2021/22 academic year, or for learners with a 2022/23 start date who are restarting a programme that began in 2021/22 after a break in learning, the London Factor uplift remains 10%.

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.

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

e.g. for a new start in the 2022/23 academic year: $(Total\ earned\ cash - Total\ learning\ support\ earned\ cash) \times 0.135$

London Factor uplift funding claimed through the EAS must be recorded with the appropriate *AdjustmentType* for your funding agreement or contract type:

GLA funding agreement type	EAS AdjustmentType
AEB Grant	MCA/GLA Defined Adjustment 1
AEB Grant paid on actuals (<i>Good Work for All</i>)	MCA/GLA Defined Adjustment 4
AEB Procured	MCA/GLA Defined Adjustment 1

The timing of making EAS claims towards the London Factor uplift category is for providers to decide. 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*.

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.

The London Factor funding uplift replaces the English and mathematics uplift which applied in 2020/21 and must not be claimed for qualifications continuing from the 2020/21 academic year.

London recovery programmes

London recovery programmes must be focussed 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 with

DAM code 040 Devolved Area Skills Projects

Sector-based work academy programmes (SWAP)

Sector-based work academy programmes (SWAP) are short employability focussed programmes coordinated by Jobcentre Plus (JCP), which have 3 main components:

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

AEB learning providers can expect to be informed of when to expect referrals and how many 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 with

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. Providers may apply for permission to deliver qualifications or non-formula funded provision that fall outside the above arrangements, where exceptional circumstances may apply, for example, to meet local employment priorities.

Providers must submit a short business case, including learning aim(s) and planned delivery hours, to their GLA Provider Manager via the AEB Inbox AEB@london.gov.uk.

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).

GLA reporting of delivery earnings and data validation issues

Since the introduction in 2021/22 of the Good Work for All (GWfA) funding agreement, the GLA is required to process monthly *Occupancy Report* data received from the ESFA after each Return, to ensure that GWfA records are allocated to the correct project in the GLA OPS system for payment purposes.

To enable providers to understand how their data has been processed and to verify their earnings as reported in GLA OPS, GLA-specified versions of the *Funding Summary Report* and *Occupancy Report* have been created. These reports are released to providers on a monthly basis, through the GLA Skills Gateway.

A *Data Validations Issues* report is also released to the GLA Skills Gateway on a monthly basis, to enable providers to understand, and subsequently correct, data *errors* which will have impacted on their earnings, as well as data validation *warnings*.

Additional guidance for Academy Hub providers

Providers who are both approved members of a [GLA Mayor's Academy Hub](#) and hold a current AEB Adult Skills grant or contract with the GLA are eligible to claim Outcome Payments for job outcomes which meet the requirements described in the Mayor's Academies Programme (MAP) Evidence Handbook.

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 GLA Mayor's Academies Programme:

Learning aim	Learning aim title
Z0009553	Green Sector Academy Hub Outcome Payment
Z0009554	Creative Sector Academy Hub Outcome Payment
Z0009555	Digital Sector Academy Hub Outcome Payment
Z0009556	Hospitality Sector Academy Hub Outcome Payment
Z0009557	Health Sector Academy Hub Outcome Payment

The ILR learning delivery record must be coded as follows:

ILR field	ILR code	Notes
Learning Aim	Z000955*	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 Z99	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.

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

GLA funding agreement type for learning that led to job outcome	Learning delivery DAM code
AEB Grant	Not applicable
AEB Grant paid on actuals (Good Work for All)	022
AEB Procured	002

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 Mayor's Academies Programme (MAP) Hub Provider 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 Mayor's Academies Programme (MAP) Hub Provider 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 the employment started. For example, records relating to employment that starts on 1 August 2022 should be reported in the 2022/23 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 used to report the Academy Hub Outcome must match those reported in AEB-funded learning delivery data in the previous year’s ILR.

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

Providers with a GLA Grant funding agreement for delivery of AEB and/or Free Courses for Jobs are paid for their learning delivery on the AEB block grant standard national profile (see Annexe 4 Table 1 of the GLA AEB Funding and Performance Management Rules for Grant-funded Providers 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.

To access funding, 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 with

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.ASL	1	Community Learning provision type: personal and community development learning

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 level 3 Free Courses for Jobs offer.

Asylum Seekers

Grant-funded providers may use their discretion to fully fund asylum seekers who meet the eligibility for funding criteria detailed in the 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

Level 3 - Free Courses for Jobs

Grant-funded providers who wish to deliver level 3 qualifications funded through the Free Courses for Jobs offer, i.e. to learners aged 24 or older, must have a GLA Free Courses for Jobs allocation.

This allocation can be used to fund both learning delivery of eligible qualifications, and any associated Learning Support or Learner Support.

The proportion of Free Courses for Jobs allocation which can be used to deliver qualifications in the regional flexibility is capped at 20%.

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 Adult Skills fundable in the 2022/23 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 GLA 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 sections 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 must submit a short business case, including learning aim(s) and planned delivery hours, to their GLA Provider Manager via the AEB Inbox AEB@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](#).

Additional guidance for Grant-funded providers paid on actuals

This additional guidance applies to providers who successfully bid for a *Good Work for All* grant funding agreement for delivery of AEB or Free Courses for Jobs, or a combination of both, and to a small number of ITPs being grant-funded for delivery of Free Courses for Jobs provision only.

These grant-funded providers are paid for the value of their actual earnings for learning delivery. Where the provider's allocation for either AEB or Free Courses for Jobs includes Learner Support, funding for this element will be paid on profile (see Annexe 4 Table 2 of the GLA AEB Funding and Performance Management Rules for Grant-funded Providers for details).

Payments for this delivery is made through the *AEB Good Work for All* project on GLA-OPS (GWfA).

Providers paid through the *AEB Good Work for All* project on GLA-OPS must record learning delivered under their funding agreement using

DAM code 022 Non-standard contract management

If this code is not used, or if DAM code 002 is used, delivery records will come through in the GLA *Funding Summary* and *Occupancy* reports with an incorrect *Funding Line Type*. This will result in the learning delivery records generating a data validation error, and the GLA will not pay for any associated learning activity.

Good Work for All funding can only be used to deliver Adult Skills formula-funded AEB learning, coded as Funding Model 35. Non-formula funded AEB delivery is not eligible to be funded.

Earnings Adjustment Statement coding

For providers to match Earnings Adjustment Statement (EAS) claims to the appropriate GLA OPS project type, *MCA/GLA Defined Adjustment* fields must be used as follows:

EAS FundingLine field	Adjustment Type description	EAS AdjustmentType field
Adult Education - Eligible for MCA/GLA funding (non-procured)	Authorised Claims	MCA/GLA Defined Adjustment 2
	Excess Learning Support	MCA/GLA Defined Adjustment 3
	London Factor	MCA/GLA Defined Adjustment 4
National Skills Fund – Eligible for MCA/GLA funding (non-procured)	Authorised Claims	MCA/GLA Defined Adjustment 2
	Excess Learning Support	MCA/GLA Defined Adjustment 3

Additional guidance for Procured providers

Procured providers with a GLA contract for delivery of AEB are paid for the value of their actual earnings for learning delivery. Where a provider's allocation includes a ringfenced amount for Learner Support, funding for this element will be paid on profile (see Annexe 4 of the GLA AEB 2019-23 Funding and Performance Management Rules for Procured Providers 2021/22 for details).

DAM code for Procured provision

AEB Procured providers must record learning delivered under their contract using

DAM code 002 Procured Devolved Adult Education

If this code is not used, or if DAM code 022 is used, delivery records will come through in the GLA *Funding Summary* and *Occupancy* reports with an incorrect *Funding Line Type*. This will result in the learning delivery records generating a data validation error, and the GLA will not pay for any associated learning activity.

DAM code 022 must not be used. Where a provider holds only a Procured contract, and learning delivery is either not coded with DAM 002, or is incorrectly coded with DAM 022, a data validation error will be generated and the GLA will not pay for any associated learning activity.

Flexible Allocation

Providers may assign learning delivery, which is eligible for AEB funding, but which does not also fully meet ESF or contractual eligibility requirements, to their 15% 'Flexible Allocation'.

Learning delivery which is assigned to the Flexible Allocation needs to be coded with

DAM code 004 Devolved AEB flexible allocation provision

Licence to Practice

AEB Procured delivery is subject to additional ESF match requirements, in addition to those outlined in the main Licence to Practice section.

Construction: Construction Skills Certification Scheme cards cannot be funded through ESF Priority Axis 2. Eligible employed learners can only be funded for a CSCS card through your Flexible Allocation.

Hospitality: SIA Licences are not ESF eligible. Eligible learners can only be funded for a SIA Licence through your Flexible Allocation.

Asylum Seekers

Asylum seekers are eligible to participate on AEB Procured provision under certain circumstances as set out in the funding rules.

Your Flexible Allocation may be used to support asylum seekers who are currently resident in London but do not have permission to work to enable them to undertake activities outside of those listed in the 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

Supplementary Data Collection advisory note

The GLA is aware that national changes to ILR Prior Attainment codes mean that current ILR coding requirements are no longer aligned with those required for the GLA Supplementary Data Collection template.

The GLA will retain its existing approach to Prior Attainment coding for Supplementary Data returns to minimise the impact on providers of having to recode data for learners whose first learning aim started prior to AY 2021/22.

Please ensure that all Prior Attainment codes used in the Supplementary Data align with the definitions in the Supplementary Data Collection template. This may mean that Prior Attainment codes for learners whose first learning aim started during or after 1 August 2022 need to be recoded from the current ILR codes to those specified in the Supplementary Data Collection template.

Interpretation of data for ESF results

For learning delivery to count in ESF-match statistics, the learner must have funded AEB Procured learning aims in the ILR and be included in the Supplementary Data return. Data from all academic years within the contract is used when counting ESF results.

A learner may be excluded from all ESF-match statistics in one of these four scenarios:

No valid contract

- The provider does not have a contract with the GLA to deliver the Investment Priority reported for the learner in the Supplementary Data.

A mismatch between employment status on starting and Investment Priority

- The learner is reported as Investment Priority 1.1 or 1.2 in Supplementary Data but is shown in the ILR as 'in paid employment' when they started the AEB Procured learning aim with the earliest start date; or

- The learner is reported as Investment Priority 2.1 in Supplementary Data but is not shown in the ILR as 'in paid employment' when they started the AEB Procured learning aim with the earliest start date.

A mismatch between age on starting and Investment Priority

- The learner is reported as Investment Priority 1.2 in Supplementary Data but is shown in the ILR as aged 25 or older when they started the AEB Procured learning aim with the earliest start date.

A record(s) dropped from Supplementary Data

- The learner appears in Supplementary Data returned in a previous academic year, has not been reported as having left the ESF Programme, and does not appear in the current academic year's Supplementary Data.

Each learner may count towards only one of the ESF destinations below:

Learners progressing into job search within 4 weeks of the ESF leave date

- The learner is reported as Investment Priority 1.1 in Supplementary Data; and
- The learner's employment status is shown in the ILR as 'not in paid employment, not looking for work and/or not available to start work' when they started the AEB Procured learning aim with the earliest start date; and
- The learner has left the ESF programme, according to Supplementary Data; and
- Learner destination and progression outcome data in the ILR shows that they were 'not in paid employment, looking for work and available to start work' on or up to 4 weeks from the ESF leave date reported in Supplementary Data.

Learners progressing into employment within 4 weeks of the ESF leave date

- The learner is reported as Investment Priority 1.1 or 1.2 in Supplementary Data; and
- The learner's employment status is not shown in the ILR as 'in paid employment' when they started the AEB Procured learning aim with the earliest start date; and
- The learner has left the ESF programme, according to Supplementary Data; and
- Learner destination and progression outcome data in the ILR shows that they were in paid employment, including apprenticeships, on or up to 4 weeks from the ESF leave date reported in Supplementary Data.

Learners progressing into education or training within 4 weeks of the ESF leave date

- The learner is reported as Investment Priority 1.2 in Supplementary Data; and
- The learner is reported as having left the ESF programme in Supplementary Data; and
- The learner is reported in Supplementary Data as progressing into education or training as an ESF result, with a start date that shows the learner is in education or training on or up to 4 weeks from the ESF leave date reported in Supplementary Data.

A single learner may be counted under more than one of the Gaining Skills results below, but each Gaining Skills result can be counted only once per learner:

Learners gaining basic skills

- The learner is shown in the ILR as having achieved a basic skills qualification that is at a level higher than their highest attainment in that basic skills subject (literacy/ESOL or numeracy) at the ESF start, as reported in Supplementary Data.

Learners gaining a level 2 or below or a unit of a level 2 or below qualification (excluding basic skills)

- The learner is reported as Investment Priority 2.1 in Supplementary Data; and
- The learner is shown in the ILR as having achieved a non-basic skills learning aim at level 2 or below.

Learners gaining a level 3 or below or a unit of a level 3 or below qualification

- The learner is reported as Investment Priority 2.1 in Supplementary Data; and
- The learner is shown in the ILR as having achieved a learning aim at level 3.

Other formats and languages

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