MAYOR OF LONDON

GLA AEB Procured Funded Provider Final Claims 2022-23

Content

Introduction

This guidance note sets out information about the final return of ILR and any EAS data, and the Final Funding Claim for Adult Education Budget (AEB) Procured funded provision in 2022-23.

1. 2022-23 R14 Individualised Learner Record (ILR) return and Final Funding Claim

1.1 Timetable

In line with the national timetable for returns, the closure of the 2022 to 2023 Individualised Learner Record (ILR) is 19 October 2023. This is the final return for ILR data for GLA funded provision in 2022-23, and any accompanying Earnings Adjustment Statement (EAS) claims for funding that cannot be reported in the ILR.

GLA AEB providers are also required to submit a Final Funding Claim for the 2022 to 2023 funding year, to the following deadlines:

Deadline to provide ILR (and EAS, if required): 19 October 2023.

Final Funding Claim block available on GLA-OPS: 27 October 2023.
Deadline to submit and sign Final Funding Claim: 2 November 2023.

1.2. Where to complete and submit a Funding Claim

You must complete and submit your funding claim in the GLA Open Project System (GLA-OPS) by 2 November 2023.

The system will open for returns from 27 October and will close on 2 November.

1.3 Completing the claim

Guidance about the completion of Final Funding Claims in GLA-OPS can be found below in section 5. Your funding claim will show relevant sections for you to complete from the following:

- Learner Support
- Other (if required)
- Exceptional Adjustment (if required)

You will need to enter figures from your own records of your spending on Learner Support. Please note you will be required to keep evidence and we may request this evidence to substantiate your claim.

As set out in the Funding Rules, you must not claim more than 5% of your total Learner Support claim as administration expenditure.

Do not return any data categorised as Other A, Other B, or Other C unless specifically instructed to do so.

If there are adjustments you need to make to programme funding and learning support after submission of the R14 ILR and EAS, you may use the Exceptional Adjustment fields. You must contact your GLA Delivery Manager to tell us where you have done this and provide an explanation.

1.4 Signing the claim

An authorised person in your organisation must sign your Final Funding Claim. This can be the Chief Executive Officer or another senior post holder/director who has the delegated authority.

By submitting the project with the completed Final Funding Claim via GLA-OPS it is confirmed that the claim has been signed by the authorised person. The deadline for all claims is 2 November 2023.

2. Sample Checking and Audit

You should ensure that any funding or data errors identified through the sample check or audit process are corrected in the R14 ILR data return and the data is an accurate record of delivery for the year.

Under our arrangements with the ESFA, audit firms have been appointed to complete checks that funding claims are accurate.

If your claim is selected for audit, you will have been notified and audit work will have been completed prior to the final claim.

If your auditor tells you that you must make an adjustment to your funding claim as a result of an audit, we expect this adjustment to be reflected in your final ILR or EAS return as appropriate.

3. Reconciliation statements

We will issue a final reconciliation statement after you have submitted and signed your Final Funding Claim as outlined in section 1.4. The final statement will include adjustments for any errors or incorrect claims identified during the reconciliation process.

Checks and potential funding recovery will be reinstated for the 2022-23 academic year, after re-introduction of monthly GLA FRM reports for providers. For more information on the current national FRM reports and process please refer to [Financial assurance: monitoring the funding rules for post-16 funding for 2022 to 2023.](#) Funding recovery will not be made where GLA policy differs to national policy and providers retain appropriate evidence (e.g. rule FRM17 relating to Level 3 delivery).

You should provide your independent financial statements' auditor with the final reconciliation statement as GLA grant funding must be included within your annual financial statement arrangements set out in the Post 16 Joint Audit Code of Practice and College Accounts Direction.

 If you have an issue with your reconciliation value, you must tell us by 31 December 2023.

4. Recording GLA funded AEB provision in the final ILR return (R14) for 2022-23

4.1. ILR

The R14 ILR data return for 2022-23 is a hard close, after which no further corrections can be made to submitted data. Your final ILR and other returns, including any EAS, should be an accurate record of all eligible provision for which you are claiming funding in 2022-23.

Where funding or data errors are found after the R14 ILR data return, we will review these errors against your contract for services and may adjust future payments or recover funding to address the value of these errors.

Please ensure that 2022-23 data is correctly coded using the Devolved Area Monitoring and Learning Delivery Monitoring codes published in the [GLA AEB Technical Guidance Note 2022/23 v3](#) document.

The Funding Line Type of learning delivery records in the R14 ILR must reflect **Procured-funded delivery**. DAM code 002 for AEB Procured **must be used**.

DAM code 022 applies only to learning delivery under a Good Work for All grant funding agreement and **must not be used** for Procured-funded delivery.

ILR data should additionally be cleansed prior to the R14 final submission using the provider data self-assessment toolkit (PDSAT) and Funding Rules Monitoring reports, where available, to ensure that funding is only claimed for eligible delivery.

4.2. EAS

Funding that cannot be reported through the ILR can be claimed using the [Earnings Adjustment Statement (EAS)](#) process, which operates alongside the ILR data return. In addition to claiming the categories of funding that apply to main AEB (e.g. Learner Support), the EAS must be used to claim any eligible GLA London Factor funding uplift.

The GLA London Factor is a funding uplift to the weighted base rate of any eligible qualification, excluding any Learning Support, which can be claimed for AEB-formula funded delivery at Level 2 or below. The applicable uplift rate differs based on the start date of learning. For starts in the 2022/23 academic year the rate is **13.5%**.

London Factor uplift funding claimed through the EAS must be recorded with the appropriate *AdjustmentType* for the AEB Procured contract: **MCA/GLA Defined Adjustment 1**

If you have not submitted EAS claims for London Factor uplift on a monthly basis during 2022-23 you must include a final claim for any eligible uplift funding in your final R14 EAS submission, recorded as **CalendarYear 2023** and **CalendarMonth 7.**

The total amount of London Factor uplift claimed for 2022/23 in the final R14 EAS return must match the total claimable amount calculated from the final R14 Occupancy Report.

For more detail on the applicable uplift rate, calculation of the London Factor uplift, and how to code claims in the EAS, please refer to the [GLA AEB Technical Guidance Note 2022/23 v3](#) document.

4.3 Supplementary Data return

You must provide a final Supplementary Data return to the GLA by 19 October 2023 as per published [AEB Procured Action Note](#).

For learning delivery to count in ESF-match statistics, the learner must have funded AEB Procured learning aims in ILR data and be included in Supplementary Data. Unreported learners will count as part of your Flexible Allocation.

Data from all academic years of the whole AEB Procured contract period is used when counting ESF results.

Please ensure you check and close off your Supplementary Data based on the entire contract period. For example, if you have any learners who have been reported in Supplementary Data in a previous academic year but where ESF Leave Date has not been reported, please include these in your final 2022/23 Supplementary Data return with an appropriate ESF Leave Date.

5. Completing the R14 Final Funding Claim on GLA-OPS

Below are instructions on when and how to complete your R14 Final Funding Claim for 2022 to 2023 on GLA-OPS.

When to submit your Funding Claim

You can start to complete your Funding Claim from Friday, 27 October 2023.

You must complete the R14 Form for the 2022/23 academic year and submit to the GLA (using the Request Approval button) by 17:00 on Thursday, 2 November 2023.

Information required on your Funding Claim

Your R14 Funding Claim must be completed using your R14 return values as a basis for 'delivery to date' figures. The claim should relate to GLA Procured funded provision only. If you hold both a Grant agreement and a Procured Contract, or Good Work for All funding agreement, with the GLA, you will need to complete separate Funding Claims on GLA-OPS.

You are required to record information on your Learner Support delivery to date. The form enables you to provide a breakdown for each relevant Lot, by Learner Support category. You will also need to identify where learner support delivery relates to enrolments that are part of your flexible allocation. Please note, the system will flag if the flexible allocation portion of your total delivery amount exceeds 15%. **This is for reference only – you are still able to complete and submit the form if this is the case.**

You must complete all fields on the return.

You must complete the Funding Claim even if you do not have a Learner Support allocation.

Approval process

If we identify any errors in your submission, we may return the form to you and ask you to make the required edits. Once we have approved your Claim, you must not make any further edits to the R14 form in the Funding Claim block. By approving your Funding Claim, the GLA is confirming receipt of your information regarding delivery to date and forecast delivery. We are not committing to fund any costs in excess of your contract amount.

Declaration

By completing and submitting your claim through GLA-OPS, you are confirming that the information contained in the form is complete, accurate and in line with published GLA AEB Funding and Performance Management Rules for Procured Providers 2019-23. You are also confirming that supporting evidence is available regarding delivery to date.

How to complete your Funding Claim on GLA-OPS

The Funding Claims block will show on your Project Overview Screen.

If you click into the block, you can view the Funding Claim form. The form will be based on your previous Lot 1 and/or Lot 2 selection:

- Click EDIT in the top right-hand corner.
- Select 2022-23 Academic Year.
- Choose the 'Final Funding Claim (R14 Oct)' from the Funding Claim Period drop-down.
- Complete all fields in the 2022-23 R14 Funding Claim form.

  - **Learner Support - 19+ Hardship**
  - **Learner Support - 20+ Childcare**
  - **Learner Support - Residential Access Fund**
  - **Learner Support - Administration Expenditure**
  - **Learner Support – Covid-19 Response ***
  - **Other A**
  - **Other B**
  - **Other C**
  - **AEB Programme Funding Exceptional Adjustment** (positive/negative value)
  - **NSF Programme Funding Exceptional Adjustment** (positive/negative value) ******
  - **Other Programme Funding Exceptional Adjustment** (positive/negative value)
  - **AEB Learning Support Exceptional Adjustment** (positive/negative value)
  - **NSF Learning Support Exceptional Adjustment** (positive/negative value) ******
  - **Other Learning Support Exceptional Adjustment** (positive/negative value)

* The **Covid 19 Response** Learner Support type means what is now known in Funding Rules as IT Devices and Connectivity Costs. **Please report your IT Devices and Connectivity Learner Support costs through the Covid 19 Response lines.**

** NSF means what is now known as Free Courses for Jobs (previously known as National Skills Fund). **Please report your Free Courses for Jobs delivery under the NSF lines.**

IMPORTANT Please do not edit any previously submitted and approved Funding Claim data.

Click 'DONE' to save any changes. You can then come back and review the form later.

Once you are satisfied that the form is complete and accurate, you need to go to the Project Overview page and submit your Funding Claim by clicking the green 'Request Approval' button at the bottom of the Project Overview page.

Please note: you must complete only the R14 Funding Claim for academic year 2022-23.