

MAYOR OF LONDON

GLA adult skills fund 2024 to 2025

Technical guidance note

For the 2024 to 2025 funding year (1 August 2024
to 31 July 2025)

Version 4

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About this document

This document provides technical guidance to GLA adult skills fund (ASF) 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 2024 to 2025](#)
- [provider support manual for 2024 to 2025](#)
- GLA 2024-25 guidance documents published on the [information for ASF providers](#) portal:
 - GLA ASF funding rates and formula
 - GLA ASF grant funding and performance management rules
 - GLA earnings adjustment statement

This guidance note relates to the 2024-25 academic year and applies to GLA funded ASF 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 ASF or FCFJ funding this must be listed in the national [devolved ASF 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 2024-25 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 ASF or FCFJ are also described.

What's new?

When new versions of this document are published, the key changes will be recorded in the table of changes below.

Please note that this document applies from the date of its publication.

Table of changes

Version	Paragraph	Change
V4	Earnings thresholds	Update to reflect change to London Living Wage threshold for 2024/25
V4	British Sign Language qualifications	Update to description of qualifications covered by the GLA BSL entitlement
V4	Licence to Practice	Update to description of Door Supervisor qualifications eligible for SIA licence costs

Guidance for all GLA funded providers

Introduction to the adult skills fund

For learning delivery starts from 1 August 2024, the adult skills fund (ASF) has replaced the adult education budget (AEB). ASF is split into two categories:

ASF core is formula-funded delivery of

- regulated qualifications, including free courses for jobs (FCFJ)
- non-regulated learning aims which meet the GLA definition of essential skills core¹
- non-regulated aims specifically funded by only the GLA, inc. licence to practice

ASF tailored learning is non-formula funded delivery of

- non-regulated learning which was previously known as community learning
- non-regulated learning previously delivered using the 10% non-formula funding flexibility
- non-regulated learning aims which were previously formula-funded but do not meet the GLA's definition of essential skills core

MCA/GLA funding validity

Learning aims which are potentially eligible to be ASF or FCFJ funded by the GLA can be identified on the [find a learning aim](#) service (FALA) by the funding stream validity category 'MCA/GLA'. This guidance note provides additional detail where a particular GLA funding flexibility applies only to a GLA-approved list of qualifications (for example level 4 flexibility).

GLA-specific funding rates

For starts from 1 August 2024, the GLA has the flexibility to set a regional MCA/GLA funding rates for learning aims and have these recorded on [FALA](#).

Where the GLA has set a regional funding rate for a learning aim this will be visible on [FALA](#) in a dropdown list attached to the MCA/GLA funding validity details, under the category 'Greater London Authority'. For example, a GLA-specific rate has been set for [learning aim 60075958](#), which can be viewed by clicking on the MCA/GLA funding validity.

[FALA LARS database downloads](#) from version 10 onwards contain a new table for 2024-25 which records all MCA/GLA-specific funding rates: **Core_LARS_DevolvedFunding**. GLA-specific rates can be identified by filtering on the applicable 'Source of Funding' for London, 116.

GLA-specific funding rates have been applied in only a limited number of circumstances, including:

¹ Essential skills core, for these purposes, is defined as non-regulated learning aims with a tier 2 Sector Subject Area (SSA) of 6.1 (digital technology (practitioners)), 6.2 (digital technology (users)) and 14.1 (foundations for learning and life).

- to apply London factor uplift to eligible learning aims
- to apply a rate to non-regulated learning aims which remain eligible to be formula funded
- to remove formula funding from non-regulated learning aims which the GLA will only fund through tailored learning

GLA-specific funding rates will be set annually, in advance of each academic year. Providers will have an opportunity to request future rate changes in a process to be detailed in allocation letters for 2025-26, which will be issued in March 2025.

The 2024-25 Occupancy Report and GLA OCC will contain additional columns to identify learning aims for which the GLA has set a specific rate.

Occupancy field	Notes
Devolved weighted rate	The weighted rate set by the devolved authority
Devolved unweighted rate	The base rate set by the devolved authority

Where set, the GLA-specific rate value will be used in funding calculations. If no GLA-specific rate has been set for a learning aim, the national ASF rate will apply.

Qualification approval requests

Providers may apply to the GLA for permission to deliver qualifications that do not feature on the current qualification flexibility lists.

For each qualification flexibility category there is a specific application form to collect the relevant criteria, available from the [GLA website](#). To make a request providers can complete the appropriate qualification application form and submit it to qualifications@london.gov.uk

Permission will not be granted for qualifications confirmed as, or scheduled to be, withdrawn from national funding approval, or for qualifications which have reached or are approaching their Operational End Date as recorded on the Ofqual [register of regulated qualifications](#).

Core coding of all GLA-funded learning delivery

All providers must code all GLA funded learning delivery starts from 1 August 2024 as follows:

ILR field	ILR code	Notes
FundModel	38 or 11	Adult Skills Fund; or non-formula funded Tailored Learning
SOF	116	Source of Funding is GLA
LSDPostcode	Learner postcode	London postcode listed as eligible for GLA funding

Recording full funding for GLA initiatives

DAM code 023 enables providers to selectively bypass specific ESFA 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 any other DAM coding specified in this guidance, will generate full funding for the applicable GLA initiative.

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 ASF grant funding and performance management rules](#).

Recording learner support costs

All GLA-funded providers are required to report learner support costs for GLA-funded delivery using the [earnings adjustment statement](#) (EAS).

Tri-annual GLA funding claim return forms will pre-populate learner support costs with values drawn from the EAS, against 5 of the 6 the support need types detailed in the [GLA ASF grant funding and performance management rules](#):

Learner support 19+ hardship;
Learner support 20+ childcare;
Learner support residential access funding;
Learner support IT devices and connectivity costs; or
Learner support administration expenditure.

Providers needing to submit a claim for learner support costs under the new category Care to Learn top up for 19-year-olds should contact the GLA funding.monitoring@london.gov.uk inbox to request EAS coding advice.

For more detail on preparing and submitting an EAS return, please refer to the [GLA earnings adjustment statement](#) guidance.

Unemployed

Providers may fully fund learners who are unemployed and meet the criteria detailed in sections 81 to 83 of the [GLA ASF grant funding and performance management rules](#). This includes learners who are claiming state benefits, and learners who are not receiving any benefits but are evidenced as:

- wanting to be employed; and/or
- are seeking exceptional support with social integration, including those with no recourse to public funds (including asylum seekers)

The ILR must be coded as follows:

Learner in receipt of state benefits

ILR field	ILR code	Notes
BSI	1, 4, 5 or 6	Learner in receipt of Jobseekers Allowance, Universal Credit, Employment and Support Allowance or other state benefits

FFI	1	Fully funded learning aim
LDM	391	Earnings Threshold (national)

Learner not in receipt of state benefits

ILR field	ILR code	Notes
BSI	Null	Learner not in receipt of benefits
FFI	1	Fully funded learning aim
LDM	391	Earnings Threshold (national)

Earnings thresholds

Providers may fully fund employed or self-employed learners who earn below the London Living Wage earnings threshold and meet the criteria detailed in sections 84 to 89 of the [GLA ASF grant funding and performance management rules](#).

The London Living Wage is an hourly rate of pay, calculated annually and announced by the Living Wage Foundation in the autumn, usually between October and November. This means that the London Living Wage earnings threshold may change within the academic year.

For starts from 24 October 2024, the 2024-25 threshold of £13.85 per hour, or £27,007.50 annually, will apply.

For starts between 1 August and 23 October 2024, the 2023/24 threshold of £13.15 per hour, or £25,642.50 annually, will continue to apply.

The current annual [national earnings threshold](#) is £25,000.

The ILR must be coded as follows:

Learner earns less than [national earnings threshold](#)

ILR field	ILR code	Notes
FFI	1	Fully funded learning aim
LDM	391	Earnings Threshold (national)

Learner earns less than London Living Wage earnings threshold, but more than [national earnings threshold](#)

ILR field	ILR code	Notes
FFI	1	Fully funded learning aim
DAM 010	010	Devolved AEB Low Wage Pilot (GLA LLW threshold)
DAM 023	023	Prevents ILR validation error

Level 3 Free Courses for Jobs

Free Courses for Jobs (FCFJ) is a targeted level 3 offer to support adults who meet the definition of being unemployed or below the London Living Wage earnings threshold. For more detail please refer to the [GLA ASF grant funding and performance management rules](#).

A full list of qualifications included in the national FCFJ offer can be accessed through the [DfE list of qualifications approved for funding](#), or by searching [FALA](#) for learning aims with:

category code 45: National Skills Fund Level 3 Free Courses for Jobs rate 1
category code 46: National Skills Fund Level 3 Free Courses for Jobs rate 2
category code 48: National Skills Fund Level 3 Free Courses for Jobs only
category code 49: National Skills Fund Level 3 Free Courses for Jobs – short qualification

A funding uplift of £600 or £150 will be paid for learning aims under the national offer, based on published guided learning hours (GLH) for the qualification. For more detail please refer to the [GLA ASF funding rates and formula](#) guidance.

GLA-funded providers also have the flexibility to use up to 50% of their FCFJ allocation to fund level 3 learning aims from an additional regional list of qualifications of importance to London.

Learning aims which are potentially eligible to be funded through the GLA FCFJ regional flexibility can be identified on [FALA](#) by:

category code 56: Free Courses for Jobs – MCA and GLA only flexible delivery qualifications

Only learning aims approved by the GLA in advance of enrolment will be fundable within this flexibility. For more detail on the currently approved qualifications please consult the published [learning aims eligible for GLA level 3 FCFJ regional flexibility](#) list.

Qualifications funded through the regional FCFJ flexibility will not attract the funding uplift which applies to learning aims in the national offer.

The ILR must be coded as follows:

Learner aged 19–23 without a first full level 3

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

Learner earns less than [national earnings threshold](#)

ILR field	ILR code	Notes
FFI	1	Fully funded learning aim
LDM	378	Adult Level 3 Offer
LDM	391	Earnings Threshold (national)

Learner earns less than London Living Wage earnings threshold, but more than [national earnings threshold](#)

ILR field	ILR code	Notes
FFI	1	Fully funded learning aim
LDM	378	Adult Level 3 Offer
DAM 010	010	Devolved AEB Low Wage Pilot (GLA LLW threshold)
DAM 023	023	Prevents ILR validation error

Learner aged 24+ without a first full level 3

ILR field	ILR code	Notes
FFI	1	Fully funded learning aim
LDM	378	Adult Level 3 Offer
DAM 023	023	Prevents ILR validation error

Only learners aged 24+ on the day they start their FCFJ qualification will be funded through the FCFJ funding line. Learners aged 19 to 23 on the day they start their FCFJ qualification will be funded through the ASF funding line.

Providers who wish to deliver FCFJ-funded level 3 qualifications to learners aged 24 or older should have a GLA FCFJ allocation. That allocation can be used to fund both learning delivery of eligible qualifications, and any associated learning support or learner support.

CPD to support disabled learners and learners with SEND

Providers who fully fund learners using the CPD flexibility need to code learning delivery:

DAM code 038 Upskilling of staff delivering to SEND learners

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	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. For more detail on the currently approved qualifications please consult the published [learning aims eligible for GLA CPD to support disabled learners and learners with SEND](#) list.

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 who meet one of the eligibility criteria:

- first or preferred language is BSL;
- cannot access spoken language because of their deafness and would benefit from BSL;
- is a parent or carer of deaf children and/or young people; or
- meets the eligibility of being unemployed or below the London Living Wage earnings threshold

This entitlement covers regulated award and certificate qualifications in BSL, up to and including level 2.

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

Please refer to the earnings threshold section in this guidance for the additional coding required for learners who meet the eligibility of being below the London Living Wage earnings threshold.

Level 3 flexibility

The level 3 flexibility enables providers to fully fund ASF core level 3 vocational qualifications beyond the legal entitlement list, where the learner meets the eligibility criteria of being unemployed or below the London Living Wage earnings threshold.

Qualifications delivered through the GLA level 3 flexibility must be listed on [FALA](#) as MCA/GLA fundable in the 2024-25 academic year.

Providers who fully fund level 3 qualifications using this 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:

- meeting the eligibility of being below the London Living Wage earnings threshold

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

Please refer to the earnings threshold section in this guidance for the additional coding required for learners who meet the eligibility of being below the London Living Wage earnings threshold.

London factor

Given the uplift to the national rates, the London factor funding uplift will be targeted in 2024-25 at specific provision types. For more information about the eligibility of provision please refer to sections 133 to 138 of the [GLA ASF grant funding and performance management rules](#).

Eligible provision will benefit from a 15 per cent London factor uplift, which for new starts from 1 August 2024 will be included in a GLA-specific funding rate for eligible learning aims.

Any top-up funding for additional delivery hours recorded for London factor eligible ESOL learning aims will be calculated using the GLA-specific funding rate of £6.90 per hour.

Continuing learning delivery which started in a previous academic year will remain funded at the same rate which was applicable at the start of the learning. For more detail on the applicable London factor uplift rate and calculation method please consult the Technical Guidance Note for relevant academic year.

Learning delivery funded through FCFJ or non-formula funded tailored learning delivery coded funding model 11 is not eligible for London factor funding uplift.

The EAS adjustment category MCA/GLA Defined Adjustment 1 used to claim London factor in previous academic years must not be used. Any claims made using this adjustment category will not be added to earnings generated by the ILR, to avoid double funding.

Level 4 qualifications

GLA providers have the flexibility to fund learners for approved non-prescribed vocational and technical level 4 qualifications that support skills gaps in London, where they meet the eligibility criteria of being unemployed or below the London Living Wage earnings threshold.

Qualifications which are potentially eligible to be funded by the GLA must be listed on [FALA](#) as MCA/GLA fundable in 2024-25 academic year.

Only learning aims approved by the GLA in advance of enrolment will be fundable within this flexibility. For more detail on the currently approved qualifications please consult the published [learning aims eligible for GLA level 4 flexibility](#) list.

Please refer to the earnings threshold section in this guidance for the additional coding required for learners who meet the eligibility of being below the London Living Wage earnings threshold.

Licence to Practice

This flexibility enables providers to fund specific licence to practice industry accreditations for eligible learners completing and achieving a sector-relevant licence-linked GLA funded ASF qualification in the current academic year.

This flexibility applies to two specific sectors, construction and hospitality, and is available for learners meet the definition of being unemployed or below the London Living Wage earnings threshold, as defined in the [GLA ASF grant funding and performance management rules](#). For learners who earn below the earnings threshold, please refer to the relevant section in this guidance for the additional coding requirements.

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 a [CSCS Green Card](#) and, if required, the fee for the associated [CITB Health, Safety and Environment](#) test.

Hospitality: SIA Licence (Door Supervisor). Eligible learners can be funded for the cost of the [SIA licence](#) and, if required, delivery of the associated First Aid at Work qualification required to have been achieved by SIA licence applicants.

The licence-linked ASF-funded qualifications which could lead to a GLA-funded learner being eligible to also be funded for their subsequent licence to practice accreditation are:

CSCS: Level 1 Award in Health and Safety in a Construction Environment

SIA: Level 2 Award for Door Supervisors in the Private Security Industry

Where a learner also requires achievement of a First Aid at Work qualification to enable their application for an SIA licence, delivery of that learning is eligible to be ASF-funded by the GLA.

This delivery must be recorded in the ILR using the GLA-specific learning aim:

Learning aim	Learning aim title
Z0009330	First Aid at Work

The First Aid at Work learning aim is only fundable through this flexibility, where the learner intends to apply for an SIA licence. The GLA expects that the majority of learners will also be enrolled to the L2 Door Supervisor qualification.

To be eligible for GLA-funding for licence application costs and CITB test fees, providers must first have reported the learner in 2024-25 ILR data as having completed and achieved their licence-linked ASF-funded qualification and, where relevant for SIA licence applicants, their ASF-funded First Aid at Work qualification.

For CSCS licence to practice applicants, CITB test fees may only be claimed where the learner has passed the test and is therefore eligible to apply for the CSCS card.

Providers should only report eligible licence application costs and, if relevant, CITB test fees, in the next ILR return after the learner has applied for their licence.

Costs must be recorded using the relevant GLA-specific learning aim(s):

Learning aim	Learning aim title
Z0009766	GLA CSCS Green Card (Labourer)
Z0009765	GLA CSCS test (CITB Health, Safety & Environment)
Z0009768	GLA SIA licence

The ILR must be coded as follows:

ILR field	ILR code	Notes
Learning Aim	Z000976*	Sector-specific learning aim for licence to practice or, where relevant, CITB test
Learning Start Date Postcode	Postcode	Must match the Learning Start Date Postcode of the learner's main licence-linked qualification, i.e., that which enables the application for industry accreditation
Delivery Location Postcode	ZZ99 9ZZ	Generic postcode, to ensure area cost uplift is not generated
Learning Start Date	YYYY-MM-DD	Date of licence 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	38	Adult Skills Fund

Claims made under this flexibility will be subject to eligibility checks during reconciliation at R14.

Sector-based work academy programmes (SWAP)

SWAP programmes are short employability focused programmes coordinated by Jobcentre Plus (JCP). For more detail please refer to the [GLA ASF grant funding and performance management rules](#).

Providers will only be ASF-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 pre-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 delivery of SWAP programmes to be of ASF core formula-funded learning aims.

Important note for Mayor's Skills Academy Hub providers

Learning delivery eligibility for ASF-funded job outcome payments for GLA grant funded providers participating in the GLA [Mayor's Skills Academy Hub](#) programme has closed.

Any eligible academy hub outcomes relating to learning delivery which completed in the 2023-24 academic year must be reported in the 2023-24 final R14 ILR return.

Academy hub outcomes recorded in 2024-25 ILR data will not be considered by the GLA.

Additional guidance for grant-funded providers paid on profile

This guidance applies only to providers with a GLA ASF grant funding agreement where learning delivery is payable on the ASF block grant standard national profile (see annex 3 table 1 of the [GLA ASF grant funding and performance management rules](#) for details).

Tailored learning

As part of the new ASF, tailored learning brings together what was AEB community learning and delivery of previously formula funded AEB non-regulated learning aims which are not part of the GLA's essential skills core offer.

A full list of the new tailored learning aims for 2024-25 can be accessed using the [static list published on .GOV](#) or by searching [FALA](#) for learning aims with:

category code 75 – non-regulated Tailored Learning

The ILR must be coded as follows:

ILR field	ILR code	Notes
FundModel	11	Tailored Learning
FFI	1 or 2	FFI 1 fully funded learning aim, or FFI 2 co funded learning aim
ACL	1 to 7	Tailored learning purpose
AFL	1	If the aim is being delivered as part of Family Learning.
TLOut	1 to 11	Tailored learning outcome
PHours	number	Planned timetabled learning hours

Earnings for this delivery will not be generated in the ILR. Providers should report the aggregated 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.

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 GLA grant funding agreement payable based on actual delivery earnings, to the ASF contracts for services standard national profile (see annexe 3 table 2 of the [GLA ASF grant funding and performance management rules](#) for details).

For the 2024-25 academic year, this refers to providers who hold a Jobs and Skills for Londoners (JSFL) 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 that a “procured” funding line type will be generated, which will enable the GLA-OPS programme management system to recognise and match delivery earnings to the GLA JSFL allocation type.

If DAM code 002 is not recorded, a data validation error will be generated, and earnings will not pull through to the JSFL project in GLA-OPS.

JSFL funding can only be used to deliver ASF core formula-funded activity, i.e., that coded with Funding Model 38.

ASF job outcomes

JSFL programme providers are able to claim ASF payments for job outcomes gained by ASF funded learners which meet the definition of ‘good work’ described in section 278 of the [GLA ASF grant funding and performance management rules](#).

ASF job outcome payments will be a fixed payment of £400, before any disadvantage uplift.

Providers should report eligible ASF job outcomes in the ILR by adding a learning delivery record to their data for each learner who has achieved an eligible outcome, using the JSFL programme outcome payment learning aim.

The ILR 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 ASF-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	38	Adult Skills Fund
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. ASF job outcomes that predate the corresponding learning aim achievement end date in the ILR for that learner will not be eligible.

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

Only job outcomes resulting from JSFL ASF-funded delivery are eligible for an ASF job outcome; FCFJ-funded delivery is not eligible.

Providers should claim eligible job outcomes by the 2024-25 R14 for learners who started their 'good work' before 31 July 2025.

If a learner's last finishing JSFL AEB-funded learning aim ended in the 2023-24 academic year but their eligible employment started on or after 1 August 2024, the job outcome must be reported in the 2024-25 ILR as Funding Model 38 (ASF). The learner's ULN and Learner Reference Number, and learning delivery DAM code 002, used to report the job outcome in the 2024-25 ILR must match those of the enabling AEB-funded delivery records reported in the 2023-24 ILR.

If a learner's last finishing JSFL ASF-funded learning aim ends in the 2024-25 academic year, but their eligible employment starts on or after 1 August 2025, the job outcome must be reported in the 2025-26 ILR. The learner's ULN and Learner Reference Number, and learning delivery DAM code 002, used to report the job outcome in the 2025-26 ILR must match those of the enabling delivery records reported in the 2024-25 ILR.

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

Additional guidance for ESOL London Capacity Fund providers

This guidance applies only to providers who hold both a current GLA ASF grant funding agreement and an ESOL London Capacity Fund allocation.

Eligible provision is limited to delivery of the University of Cambridge's Certificate in Teaching English to Speakers of Other Languages (CELTA) qualification at Level 5 – learning aim reference [50118912](#).

The ILR must be coded as follows:

ILR field	ILR code	Notes
Learning Aim	50118912	Certificate in Teaching English to Speakers of Other Languages
Funding Model	38	Adult Skills Fund
DAM	023	Prevents ILR validation error

Earnings generated in the ILR for this delivery will not be included in monthly or cumulative earnings displayed in ASF grant projects on GLA-OPS.

Providers should claim delivery costs for this provision tri-annually against their ESOL Capacity Fund projects in GLA-OPS, in accordance with the terms and rates described in their ESOL London Capacity Fund agreements.

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.

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

Two reports are released to the skills gateway monthly, 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**) highlights qualitative data issues which indicate funding is being claimed where the learner or learning delivery may be ineligible. 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.

NOTE: FRM reports are generated by the ESFA based on national ASF funding rules.

In instances where GLA eligibility criteria differ to national rules, where evidence provides you with assurance that GLA eligibility criteria have been met and you have correctly recorded DAM or other required ILR coding, no further action needs to be taken.

Similarly, FRM reports may be triggered for learners deemed eligible for GLA-funding through the London Living Wage earnings threshold, if they would otherwise be ineligible under national rules.

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.

Other formats and languages

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