MAYOR OF LONDON

GLA adult skills fund 2025 to 2026

Earnings adjustment statement guidance

For the 2025 to 2026 funding year (1 August 2025 to 31 July 2026)

This document sets out how to submit data through the earnings adjustment statement (EAS) data collection relating to Greater London Authority adult skills funded delivery

Version 1

COPYRIGHT

Issue date	December 2025
Review date	March 2026
Senior owner	Ayo Akande, Assistant Director, Skills and Employment Policy
Document owner	Harry Sanders, Skills Funding Systems Manager, Skills and Employment

CONTENTS

What's new?

The following table represents the key changes from version 2 of the 2024 to 2025 GLA ASF earnings adjustment statement guidance.

Table of changes

Version	Section (Paragraph)	Change
1	The King's Trust (65-66)	The Prince's Trust has been changed to The King's Trust in line with changes from DfE
1	Authorised Claims (74)	Updated the instructions for repaying a funding overclaim in-year via the EAS

Introduction and purpose of the document

1. This document sets out how to code and submit data relating to your GLA-funded delivery through the earnings adjustment statement (EAS) data collection. For details of coding data relating to delivery funded by the Department for Education (DfE), previously Education and Skills Funding Agency (ESFA), or other devolved authorities please refer to the relevant DfE or regional guidance.

2. We may make changes to these principles and features during the funding year.

3. This document is designed for colleges, other training organisations and employers.

Understanding the terminology

4. The terms 'GLA', 'we', 'us' and 'our' refer to the Greater London Authority.

5. When we refer to 'you', 'your' or 'providers', this includes colleges, higher education institutions and local authorities who receive funding from us to deliver education and training. We will use the generic term 'you' or 'provider' unless the requirements only apply to a specific provider type.

Contacting us

6. You can contact us through our Service Desk at ASF@london.gov.uk. You can also contact your provider manager.

What is the EAS?

7.   The EAS is a comma separated value (csv) data collection. You can submit the EAS to the submit learner data website to record some types of funding that you cannot report in the individualised learner record (ILR).

8.   Under most circumstances, you should not need to submit an EAS as you should record your learner data in the ILR. However, in some exceptional cases where you cannot record data in your ILR to receive your funding, you can use the EAS. In other cases, you will be required to use EAS.

9.   The format and content of the EAS, and the circumstances when you may or may not be required to use the EAS, are described in this guidance.

10. For a complete understanding of how the funding system works in practice, please read this document along with the following documents:

  - GLA 2025-26 guidance documents published on the information for ASF providers portal:

    - GLA ASF grant funding and performance management rules

    - GLA ASF funding rates and formula

    - GLA ASF technical guidance note

  - ILR specification, validation rules and appendices 2025 to 2026

  - provider support manual for 2025 to 2026

  - national earnings adjustment statement guidance for 2025 to 2026

Can I claim funding for our learners?

11. You can use the EAS to adjust your funding in the following scenarios. Please consult the corresponding funding rules for further details on the eligibility for claiming this funding through the EAS:

  11.1. you have learners that require 'excess learning support' above the value of £150 a month of learning support which is generated by funding calculations from ILR data

  11.2. you have learners that require 'learner support'. This is split into several subcategories of learner support within the EAS

  11.3. you have learners enrolled on learning aims within the King's Trust team programme and are claiming additional funding to the programme rate

11.4. we have written to you to give authorisation to make an 'authorised claim'

12. GLA eligibility for these scenarios is different to national eligibility with respect to learner support. All GLA-funded providers are required to report learner support funding in the EAS.

When must I use the EAS?

13. In exceptional cases, you may be asked to repay funding, for example following an audit. In these cases, you must enter a negative adjustment on your EAS.

General guidance for creating your EAS

14. Under most circumstances, your EAS should only contain funding where you have recorded your ILR data correctly, but it has not been possible to calculate all funding from that data. You may only use your EAS in cases where you have recorded your ILR data incorrectly if you have received written approval to do so.

15. Your EAS is a cumulative return – each EAS you submit within a funding year should add to the contents of the previous file you submitted, unless you need to remove something to make a correction. If you do not include the contents that you previously submitted, the funding for the previous contents will be recovered and earnings will be generated for only the contents of your current file.

16. Your EAS return is not learner based, so you do not need to return a row for each learner for whom you are claiming or repaying funding. You must aggregate the funding into different categories.

17. You must also ensure you have supporting evidence for each claim you make.

How do I submit data on my EAS?

18. Your submission must be a csv file, following the instructions in the naming your csv file section. You must upload the csv to the submit learner data website.

19. The submit learner data website will produce validation reports shortly after you have submitted your file. You must check these validation reports to ensure there are no validation errors, which would cause some or all of your file to be rejected. For more information on validation, see the EAS data validation section.

20. Your file must use the format shown in the example csv file.

21. Please take care to use the exact field names you see in the file – otherwise your submission will be rejected, and you will not earn the funding from that file.

22. You must collect all your EAS data together to submit as a single file, including data related to your GLA-funded delivery and any delivery funded by the DfE or any other devolved authority.

23. The adjustments in your EAS always represent activity at the point in time when they took place. The evidence you hold for the activity, including when it happened, should match the data you record in your EAS.

24. You only need to add rows to your file for the claims you are making in the CalendarMonth and CalendarYear when the activity took place. You do not need a row for each FundingLine, or each AdjustmentType each month.

25. In each row in your csv file, you should use a unique combination of FundingLine, AdjustmentType, CalendarMonth, CalendarYear and DevolvedAreaSourceOfFunding as shown in the example below.

	A	B	C	D	E	F
1	FundingLine	AdjustmentType	CalendarYear	CalendarMonth	Value	DevolvedAreaSourceOfFunding
2	DA/GLA Adult Skills Fund core (non-procured)	Authorised Claims	2025	11	1.33	116
3	DA/GLA Adult Skills Fund core (non-procured)	Excess Learning Support	2026	2	-1.33	116
4	DA/GLA Adult Skills Fund core (non-procured)	The Kings Trust	2025	12	1.33	116
5	DA/GLA Adult Skills Fund core (non-procured)	DA/GLA Defined Adjustment 1	2026	3	-1.33	116
6	DA/GLA Adult Skills Fund core (non-procured)	DA/GLA Defined Adjustment 2	2025	8	1.33	116
7	DA/GLA Adult Skills Fund core (non-procured)	DA/GLA Defined Adjustment 3	2026	4	-1.33	116
8	DA/GLA Adult Skills Fund core (non-procured)	DA/GLA Defined Adjustment 4	2025	9	1.33	116
9	DA/GLA Adult Skills Fund core (non-procured)	DA/GLA Defined Adjustment 5	2026	5	-1.33	116
10	DA/GLA Adult Skills Fund core (non-procured)	DA/GLA Defined Adjustment 6	2025	10	1.33	116
11	DA/GLA Adult Skills Fund core (non-procured)	Learner Support 19+ Hardship	2026	6	-1.33	116
12	DA/GLA Adult Skills Fund core (non-procured)	Learner Support 20+ Childcare	2025	11	1.33	116
13	DA/GLA Adult Skills Fund core (non-procured)	Learner Support Residential Access Fund	2026	7	-1.33	116
14	DA/GLA Adult Skills Fund core (non-procured)	Learner Support IT devices and connectivity costs	2025	12	1.33	116
15	DA/GLA Adult Skills Fund core (non-procured)	Learner Support Administration Expenditure	2026	1	-1.33	116
16	DA/GLA Adult Skills Fund free courses for jobs (non-procured)	Authorised Claims	2025	10	1.33	116
17	DA/GLA Adult Skills Fund free courses for jobs (non-procured)	Excess Learning Support	2026	2	-1.33	116
18	DA/GLA Adult Skills Fund free courses for jobs (non-procured)	DA/GLA Defined Adjustment 1	2025	11	1.33	116
19	DA/GLA Adult Skills Fund free courses for jobs (non-procured)	DA/GLA Defined Adjustment 2	2026	3	-1.33	116
20	DA/GLA Adult Skills Fund free courses for jobs (non-procured)	DA/GLA Defined Adjustment 3	2025	12	1.33	116
21	DA/GLA Adult Skills Fund free courses for jobs (non-procured)	DA/GLA Defined Adjustment 4	2026	4	-1.33	116
22	DA/GLA Adult Skills Fund free courses for jobs (non-procured)	DA/GLA Defined Adjustment 5	2025	8	1.33	116
23	DA/GLA Adult Skills Fund free courses for jobs (non-procured)	DA/GLA Defined Adjustment 6	2026	5	-1.33	116
24	DA/GLA Adult Skills Fund free courses for jobs (non-procured)	Learner Support 19+ Hardship	2025	9	1.33	116
25	DA/GLA Adult Skills Fund free courses for jobs (non-procured)	Learner Support 20+ Childcare	2026	6	-1.33	116
26	DA/GLA Adult Skills Fund free courses for jobs (non-procured)	Learner Support Residential Access Fund	2025	10	1.33	116
27	DA/GLA Adult Skills Fund free courses for jobs (non-procured)	Learner Support IT devices and connectivity costs	2026	7	-1.33	116
28	DA/GLA Adult Skills Fund free courses for jobs (non-procured)	Learner Support Administration Expenditure	2025	11	1.33	116

26. When you add a new adjustment, you should create a separate row of data if any one of the fields is different for that adjustment compared to existing rows in your file. If the fields for an adjustment are the same as an existing row, you should amend the value in that row to reflect the total of all adjustments corresponding to those 5 fields. You only need to send a new file if there have been changes or additions since the last file you sent.

27. Each csv file you submit will overwrite the last one you submitted. Therefore, the file needs to include all the data you submit for your organisation for the current funding year – not just the period that you are submitting data in.

28. You must continue to submit any data you previously submitted, as this is a year-to-date collection, unless you discover an error in that data, which you must delete or correct as appropriate.

29. If you submit an EAS with a previous month's data removed, any payments will be recovered from you relating to that removed data.

30. Here are some examples:

Example 1: deleting a single claim

You have submitted a row of data in your EAS for a 'LearnerSupport' adjustment in R03, but by R04 you discover the learner it was intended for had left before this claim, so you claimed the funding in error. In your R04 return, you would simply delete the row of data from your EAS and submit the file to delete that adjustment and repay the funding.

Example 2: deleting all your claims

You have submitted several rows of data in your EAS for 'LearnerSupport' adjustments in R03 relating to a single learner, but your EAS contains no other data. By R04 you discover the learner it was intended for had never started their learning, so you claimed the funding in error. In your R04 return, you would simply delete all the rows of data from your file, submitting a file containing only the field headings to delete all your adjustments and repay the funding.

31. If you need to change or add EAS values for a previous calendar month, you need to include these changes in your latest csv file along with values for the latest month. For instance, the EAS files you submit at R04 could include rows with CalendarMonths from 8 to 11, representing August to November. At R05, your EAS could include rows with CalendarMonths from 8 to 12, representing August to December.

32. The validation rules will prevent you returning data for calendar months after the month relating to the current collection.

For example, the R06 collection in the 2025 to 2026 year is open until 5 February 2026, but the latest calendar month which may be returned in an R06 EAS file is calendar month 1 (January) in calendar year 2026.

33. You should only return records for delivery that has taken place within the associated funding year.

For example, you can submit an EAS for the 2025 to 2026 year any time up to the close of R14 in October 2026, but it must only relate to activity that took place in the 2025 to 2026 funding year between August 2025 and July 2026.

34. For technical queries about submitting the EAS, please contact the DfE via the DfE Customer Help Portal the first instance.

When to submit your EAS

35. The EAS operates within a funding year alongside the ILR. There are 14 'returns' in a year where you can submit your EAS, which follow the ILR collection timetable.

    - for collections R01 to R12, you must submit your EAS by the 4th working day of each month

    - for R13, you must submit your EAS by 14 September 2026

    - for R14, you must submit your EAS by 22 October 2026

36. Your EAS claims will also be included as part of your Funding Claim earnings.

37. You need to ensure your EAS claims are up to date by the ILR return date before each of the Funding Claim return periods in 2025 to 2026:

    - by R06 for the mid-year claim

    - by R10 for the year-end claim

    - by R14 for the final claim

38. You need to submit all ILR and EAS data by the final R14 collection date so that the correct amount to pay you for the year can be calculated.

Naming your csv file

39. Your file must end with the .csv file extension and follow these naming guidelines for the submit learner data system to accept your EAS submission:

EASDATA-LLLLLLLL-yyyymmdd-hhnnss.csv where:

L = UK provider reference number (UKPRN) – this must be 8 characters
y = year at file creation
m = month at file creation
d = day at file creation
h = hour at file creation
n = minute at file creation
s = second at file creation

EAS data validation

40. There are 3 stages in validating a file; file level, field definition and validation rules. Each of these stages are explained below, but for further details on each stage, please refer to the EAS data validation rules.

File level rules

41. If the file fails a file level error the whole file will be rejected, and this will be reported on the EAS rule violation report. If this happens, an EAS funding report will not be produced.

42. File level rules ensure the format of the file, and the filename are correct.

Field definition rules

43. The fields within a file and the accepted characters in each field are shown in table 1.

Table 1: EAS field definitions

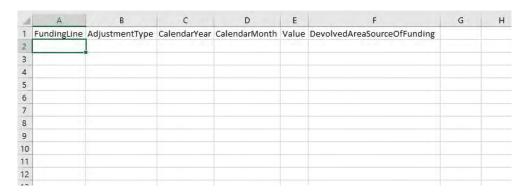| Field Name	Data Type	Mandatory Field	Accepted Data
FundingLine	Varchar	Y	Controlled value list – see below
AdjustmentType	Varchar	Y	Controlled value list – see below
CalendarYear	Integer	Y	2025, 2026
CalendarMonth	Integer	Y	1-12
Value	Decimal	Y	Made up of digits from 0-9, optionally one decimal point, and optionally a minus sign
DevolvedAreaSourceOfFunding	Integer	Y	116 required for GLA-funded delivery

Validation rules

44. If any part of a record fails the validation rules, the record will be rejected with an error.

45. Validation warnings will be produced where the data is unusual or where the data is allowed under certain circumstances. Records that produce warnings will be loaded into the national database, however you should check these records to ensure the data is correct.

46. A record within a file must be unique to pass the field definition rules. For GLA-funded delivery this is identified using the combination of these fields: FundingLine, AdjustmentType, CalendarYear, CalendarMonth and DevolvedAreaSourceOfFunding.

47. For further information, please refer to the national data validation rules.

Field-by-field guidance for completing your EAS submission

48. All fields are mandatory for delivery funded by the GLA or any other devolved authority, including DevolvedAreaSourceOfFunding. For nationally funded delivery the DevolvedAreaSourceOfFunding field should be left blank.

49. Following the guidance from the field definition validation, you should start out constructing your file as a csv, with the first row of data containing each of the listed field names, as shown in the following example.

	A	B	C	D	E	F	G	H
1	FundingLine	AdjustmentType	CalendarYear	CalendarMonth	Value	DevolvedAreaSourceOfFunding		
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

You should then fill out each subsequent row with data in each field that complies with each of the following sections.

FundingLine

50. The 'FundingLine' is a description of the type of learning delivery for which you have an agreement to receive GLA funding. This is usually made up of a funding model and an agreement type, which is validated against the funding agreements you hold.

51. The following list shows all the FundingLines you can currently claim GLA funding for and how you should enter them in your EAS:

- DA/GLA Adult Skills Fund core (non-procured)

- DA/GLA Adult Skills Fund core (procured)

- DA/GLA Adult Skills Fund free courses for jobs (non-procured)

- DA/GLA Adult Skills Fund free courses for jobs (procured)

52. For details of FundingLines relevant to non-GLA funded delivery, please refer to the national EAS guidance.

AdjustmentType

53. The 'AdjustmentType' is a description of the type of additional funding you want to claim through your EAS that cannot otherwise be claimed on your ILR.

54. Table 3 shows which AdjustmentTypes can be claimed for each FundingLine for GLA-funded delivery, as you should enter them in your EAS. Where multiple similar FundingLines are eligible for the same AdjustmentTypes, they have been clustered together.

Table 3: GLA-relevant valid AdjustmentTypes

FundingLines	Valid AdjustmentTypes	Valid for use
DA/GLA Adult Skills Fund core (non-procured)	Excess Learning Support	Valid
	Authorised Claims	Valid
	Kings Trust	Valid
	Learner Support 19+ Hardship	Valid
	Learner Support 20+ Childcare	Valid
	Learner Support Residential Access Fund	Valid
	Learner Support IT devices and connectivity costs	Valid
	Learner Support Administration Expenditure	Valid
	DA/GLA Defined Adjustment 1 - 6	Not valid for use unless specifically instructed
	Excess Learning Support	Valid

DA/GLA Adult Skills Fund core (procured)	Authorised Claims	Valid
	Learner Support 19+ Hardship	Valid
	Learner Support 20+ Childcare	Valid
	Learner Support Residential Access Fund	Valid
	Learner Support IT devices and connectivity costs	Valid
	Learner Support Administration Expenditure	Valid
	DA/GLA Defined Adjustment 1 - 6	Not valid for use unless specifically instructed
DA/GLA Adult Skills Fund free courses for jobs (non-procured) DA/GLA Adult Skills Fund free courses for jobs (procured)	Excess Learning Support	Valid
	Authorised Claims	Valid
	Learner Support 19+ Hardship	Valid
	Learner Support 20+ Childcare	Valid
	Learner Support Residential Access Fund	Valid
	Learner Support IT devices and connectivity costs	Valid
	Learner Support Administration Expenditure	Valid
	DA/GLA Defined Adjustment 1 - 6	Not valid for use unless specifically instructed
Short Term Funding Initiative 1 - 4	Authorised Claims	Unassigned categories - not valid for use unless specifically instructed

55. For details of AdjustmentTypes relevant to non-GLA funded delivery, please refer to the national EAS guidance.

Learning support

56. You can claim up to £150 of learning support a month through the ILR to support the delivery of a learning aim.

57. You can claim excess learning support through the EAS to supplement this if the cost of reasonable adjustments to deliver a learning aim exceeds £150 a month.

    For example, the monthly rate of £150 for learning support in the ILR is enough to cover reasonable adjustment costs for a learning aim for each delivery month, except September when there is an extra one-off cost of £100. To claim this excess, you record £100 of excess learning support in your EAS for September.

58. For learning aims with a planned length of less than one calendar month, the funding calculation has been changed so that, in most cases, you should no longer need to use the EAS to claim the learning support. However, if you see that this funding has not been reflected in your funding reports, and we expect this to be in exceptional cases only, then please claim the entire cost of the learning support through the EAS, instead of just the excess.

59. When you can claim enough learning support funding through the ILR, you should not use the EAS. We expect you to use the EAS only when there is no alternative method to claim the funding.

    For example, a learner needs support for 2 months only; £100 in the first month and £200 in the second month equalling £300 in total. We expect you only to claim for two monthly payments of £150 in the ILR to cover the total cost; we do not expect you to claim £50 excess in the second month.

60. You can find further information on when you may claim learning support, and evidence requirements in the funding rules matching the learning delivery you are claiming for (see paragraph 10 for the hyperlinks to these documents).

Learner support

61. All GLA-funded providers are required to use the EAS to claim learner support funding. This includes grant-funded providers paid on profile and those paid on the actual value of their delivery.

62. Learner support is split into the following 6 types:

    - Learner support 19+ hardship

    - Learner support 20+ childcare

    - Learner support Care to Learn top up for 19-year-olds

- Learner support residential access fund

- Learner support IT devices and connectivity costs

- Learner support administration expenditure

63. You must not claim more than 5% of your total learner support final claim as administration expenditure.

64. Providers needing to record learner support costs under the new category Care to Learn top up for 19-year-olds should submit their claim using the adjustment type DA/GLA Defined Adjustment 1.

The King's Trust

65. You can claim additional funding for King's Trust qualifications above the qualification rate up to the value of the programme cost.

66. For the purpose of claiming EAS, you have to remove the apostrophe when claiming funding for The King's Trust as some characters such as apostrophes can cause problems when importing or working with comma-separated value text files.

67. For more information about the amounts you can claim, please refer to the GLA ASF funding rates and formula guidance.

68. The cost you can claim through the EAS is calculated by subtracting the matrix funding rate for the aim from the maximum programme cost for the aim. This is shown as the 'maximum additional funding for' line in Table 5 of the GLA ASF funding rates and formula guidance.

> EAS adjustment amount
> =
> maximum programme cost – matrix funding rate

69. For information on which learners are eligible, please refer to the GLA ASF grant funding and performance management rules.

Authorised claims

70. An authorised claim is a generic adjustment to funding that you may request to make, or that you may be asked to make, where funding has not been correctly paid to you.

71. A positive authorised claim for GLA-funded delivery may only be recorded in your EAS with the prior approval of the GLA.

72. You may need to use this adjustment type if:

- we have asked you to repay funding to us following an audit. You must enter

any repayments as a negative figure (-xxxx.xx)

- we have asked you to use it

- the funding rules identify an exception where you can use this category

- we have given you written permission for a positive claim

73. We will monitor the use of this adjustment type and may ask for the evidence of authorisation if we believe we have not authorised its use.

74. If a funding overclaim has been identified for your GLA-funded delivery (for example because you recorded a withdrawal in the current ILR funding year, but the withdrawal date was in a previous ILR funding year, as identified in the FRM27 post-16 monitoring report), you can repay this through the EAS in-year.

75. You do not need our permission to repay an overclaim, however you must notify your GLA provider manager, cc'ing skillsgrants@london.gov.uk, to confirm the reason, the learner(s), the learning aim(s) and the value(s) the repayment applies to. You must also include the CalendarYear, CalendarMonth, AdjustmentType and FundingLine for the relevant EAS record.

CalendarYear

76. You must record the calendar year when the activity took place that this adjustment relates to. This could be different to the year you submit the data but must be within the current funding year. It should be 4 digits, for example 2025.

CalendarMonth

77. You must record the calendar month when the activity took place which this adjustment relates to. This could be different to the month you submit the data but must, in combination with the CalendarYear, be within the current funding year. It should be up to 2 digits long, for example 5 for May or 12 for December.

Value

78. You need to enter the value of the adjustment being claimed using numbers and a decimal point only. You can record a positive number, for example 45.24, or negative number, for example -12.79.

DevolvedAreaSourceOfFunding

79. You must record a value in this field for all claims reported for delivery funded by the GLA or any other devolved authority, if you have recorded one of the applicable 'DA/GLA' funding lines described in Table 3: GLA-relevant valid .

80. You must record the source of funding (SOF) code 116 for any claims relating to provision funded by the GLA.

81. SOF code 116 must not be used for any claims relating to provision which is not funded by the GLA.

82. For provision being funded by the DfE you must leave this field blank.

83. For provision being funded by other devolved authorities, the relevant SOF code for that authority should be used, based on definitions in the ILR Specification.

When will you pay us?

84. We pay you monthly in arrears for all GLA-funded provision. We will add the extra funding you claim through the EAS to your ILR earnings. We will pay you each month at a funding agreement level.

85. We will make payments for R01 to R12 each month from September to August. We make R13 and R14 payments later in the year, depending on the FundingLine.

How much have I earned or repaid?

86. Once you submit a file successfully, two EAS specific reports will be generated for you from R01:

   - EAS rule violation report (csv) – this will show you any records with errors or warnings, for example, 'The CalendarMonth must be in numbers, not letters'

   - EAS funding report (csv) – this will show you all rows in your report that have passed validation, and consequently you may receive funding for.

87. A 'Funding Summary Report', a 'devolved adult education funding summary report' and an 'adult funding claim report' will be produced on the submit learner data website. These show you your earnings for each funding line based on national funding rules and rates applied to your latest submitted ILR and EAS, from the DfE and DAs respectively.

88. The GLA applies local funding rules after receipt of monthly ILR and EAS data from the DfE and publishes a GLA funding summary report (GLA ASF FSR) to the GLA skills gateway web portal. The GLA ASF FSR represents the final value of earnings for your GLA-funded delivery based on GLA funding rules.

89. The GLA ASF FSR shows data from the EAS under the appropriate funding line. The column 'Source' contains information enabling you to distinguish values generated from the 'EAS' from funding generated through the 'ILR'. The GLA 'FundingLine' is also shown separately to the 'ESFA FundingLine', to enable you to distinguish ASF and FCFJ funding lines from those of other

potentially applicable GLA-funded programmes.

90. The funding in your GLA ASF FSR is shown by months, which relate to when you earned the funding, not when we pay you for it.

91. In cases where a file level validation error is encountered that prevents further processing of your submitted EAS file, the EAS rule violation report will be the only report produced on the submit learner data website for that submission.

92. You will receive no funding for data in your EAS file that fails validation. You should make every effort to resolve the errors and warnings shown in your rule violation report so that you receive all the funding you are claiming.