

**MAYOR OF LONDON**

# **GLA adult skills fund 2025 to 2026**

Technical guidance note

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

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 2025 to 2026](#)
- [provider support manual for 2025 to 2026](#)
- GLA 2025-26 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 2025-26 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 2025-26 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 DfE 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 added to the table of changes below. Version 1 changes indicate key changes since the latest version in the previous year.

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

## Table of changes

Version	Paragraph	Change
4	Trade Union flexibility	New section added regarding this flexibility
3	Earnings thresholds	Updated the October 2025 London Living Wage (LLW) threshold for starts on or after 22 October 2025

3	Free Courses for Jobs	Updated the FCFJ Individualised Learner Record (ILR) coding tables to confirm learners earning above the LLW threshold must not have achieved a full level 3 or above
3	Tailored learning	Updated reporting requirements that record contribution to cost via LDM codes instead of using the full/co-funding indicator (FFI)
2	Free Courses for Jobs	Updated to reflect that providers with an adjustment to their FCFJ allocation for the delivery of construction skills should only use FCFJ coding where the learning aim is on the National or GLA regional FCFJ flexibility list
1	Earning thresholds	Updated references to the national earnings threshold and London Living Wage earnings threshold
1	Free Courses for Jobs	<p>Removed references to 'level 3' due to the expansion of the free course for jobs (FCFJ) offer</p> <p>Updated to reflect that all eligible FCFJ learners are now funded via FCFJ funding lines</p> <p>Updated the Find a Learning Aim (FALA)/Learning Aim Reference Service (LARS category code names in line with DfE updates</p> <p>Updated the FCFJ Individualised Learner Record (ILR) coding tables to provide further clarity</p> <p>Added additional delivery/ILR coding requirements for providers with FCFJ allocation adjustments for construction skills</p>
1	Level 5 CELTA qualification	New section added regarding this flexibility
1	Grant funded providers paid on actual delivery	Updated the ILR coding requirements and other information relating to Jobs and Skills for Londoners (JSFL) grant agreements ending in 2025-26
1		Deletion of Additional guidance to ESOL London Capacity Fund providers section
1		Deletion of Mayor's Skills academy hub providers section

# Guidance for all GLA funded providers

## Adult skills fund

The adult skills fund (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 core<sup>1</sup>
- 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

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 table 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 a limited number of circumstances, including:

- 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. A GLA-specific funding rate of £0 will be applied in these circumstances

The 2025-26 Occupancy Report and GLA OCC will contain additional columns to identify

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<sup>1</sup> 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).

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 (this includes where the GLA-specific rate value has been set to £0 to remove formula funding from non-regulated learning aims which the GLA will only fund through tailored learning).

If no GLA-specific rate has been set for a learning aim, the national default 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.

To make a request providers should complete the qualification application form available from the [GLA website](#), and submit it to [qualifications@london.gov.uk](mailto: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 2025 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 national 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 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 record learner support costs under the category Care to Learn top up for 19-year-olds should submit their claim using the adjustment type DA/GLA Defined Adjustment 1.

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

The London Living Wage (LLW) 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 between 1 August and 21 October 2025, the October 2024 London Living Wage earnings threshold of £13.85 per hour, or £27,007.50 annually, will apply.

For starts on or after 22 October 2025, the October 2025 threshold of £14.80 per hour, or £28,860 annually, will apply.

The current annual [national earnings threshold](#) is £25,750.

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	Devolved AEB Low Wage Pilot (LLW threshold)
DAM	023	MCA/GLA Delivery Exclusion (allows provision to be fully funded)

## Free Courses for Jobs

Free Courses for Jobs (FCFJ) is a targeted 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: Free Courses for Jobs rate 1
- category code 46: Free Courses for Jobs rate 2
- category code 49: 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 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. The currently approved qualifications are published in the [learning aims eligible for GLA 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 or above, meets the national earnings threshold criteria or is unemployed

ILR field	ILR code	Notes
FFI	1	Fully funded learning aim
LDM	378	Free Courses for Jobs Offer
LDM	391	Earnings Threshold (national)

Learner aged 19 or above, earns more than national earnings threshold but meets London Living Wage earnings threshold criteria

ILR field	ILR code	Notes
FFI	1	Fully funded learning aim
LDM	378	Free Courses for Jobs Offer
DAM	010	Devolved AEB Low Wage Pilot (LLW threshold)
DAM	023	MCA/GLA Delivery Exclusion (allows provision to be fully funded)

Learner aged 19 to 23, earns more than London Living Wage earnings threshold, and has not achieved a full level 3

ILR field	ILR code	Notes
FFI	1	Fully funded learning aim
LDM	378	Free Courses for Jobs Offer

Learner aged 24 or above, earns more than London Living Wage earnings threshold, and has not achieved a full level 3

ILR field	ILR code	Notes
FFI	1	Fully funded learning aim
LDM	378	Free Courses for Jobs Offer
DAM	023	MCA/GLA Delivery Exclusion (allows provision to be fully funded)

All eligible learners, irrespective of age or when they started their learning, are now funded through FCFJ funding lines.

Providers with an adjustment to their 2025-26 FCFJ allocation specifically for construction skills (as confirmed in writing) need to code learning delivery:

DAM code 034      Construction Project (in addition to any other relevant FCFJ coding mentioned above)

The ILR must be coded as follows:

ILR field	ILR code	Notes
DAM	034	Construction Project

Providers must only add the FCFJ coding for their specific construction skills delivery when relevant. If the qualification is not listed on the FCFJ national or GLA regional flexibility lists then LDM 378 should not be returned, only DAM 034. In such instances, the delivery would not be identified as FCFJ funding line but would still be recorded by the GLA against a provider's FCFJ adjusted allocation.

## 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	MCA/GLA Delivery Exclusion (allows provision to be fully funded)
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	MCA/GLA Delivery Exclusion (allows provision to be fully funded)
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 2025-26 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	MCA/GLA Delivery Exclusion (allows provision to be fully funded)
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

London factor funding uplift will remain targeted in 2025-26 at specific provision types. For more information about the eligibility of provision please refer to 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 2025 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.

## 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 2025-26 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.

## Level 5 CELTA qualification

This flexibility enables providers to fund delivery of the University of Cambridge's Level 5

Certificate in Teaching English to Speakers of Other Languages (CELTA) qualification to eligible learners, where they meet the eligibility criteria of being unemployed or below the London Living Wage earnings threshold.

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	MCA/GLA Delivery Exclusion (allows provision to be fully funded)

## Trade Union flexibility

All ASF eligible learners aged 19 and over wishing to undertake an approved Trade Union qualification/unit, as identified on the published list of [learning aims eligible for GLA Trade Union flexibility](#), will be fully funded irrespective of the London Living Wage threshold.

The ILR must be coded as follows:

ILR field	ILR code	Notes
Learning Aim	See Notes	An approved learning aim eligible for the GLA Trade Union flexibility
Funding Model	38	Adult Skills Fund
FFI	1	Fully funded learning aim
DAM	023	MCA/GLA Delivery Exclusion (allows provision to be fully funded)

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 who 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 2025-26 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 licence 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 licence 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
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The GLA expects delivery of SWAP programmes to be ASF core formula-funded learning aims.

## 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 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 tailored learning aims for 2025-26 can be accessed 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
LDM	399, 400 or 401	LDM 399 – No external contribution to cost, LDM 400 – Employer contributed to cost or LDM 401 – Learner contributed to cost
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 for learning activities for the learning aim

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 annex 3 table 2 of the [GLA ASF grant funding and performance management rules](#) for details).

For the 2025-26 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 issue 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.

JSFL funding agreements end in 2025-26. All associated delivery and outcomes must be recorded in the final R14 ILR return and claims completed in accordance with arrangements for its closure.

### ASF job outcomes

JSFL programme providers are eligible to claim ASF payments for job outcomes gained by ASF funded learners which meet the definition of ‘good work’ described in 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. This must be within 6 months of completion of the last finishing learning aim if before 31 July 2026, or recorded as 31 July 2026 if on or after (see below for additional detail)
Learning Planned End Date	YYYY-MM-DD	Employment start date. This must be within 6 months of completion of the last finishing learning aim if before 31 July 2026, or recorded as 31 July 2026 if on or after (see below for additional detail)
Learning Actual End Date	YYYY-MM-DD	Employment start date. This must be within 6 months of completion of the last finishing learning aim if before 31 July 2026, or recorded as 31 July 2026 if on or after (see below for additional detail)
Completion Status	2	Completed
Outcome	1	Achieved
FFI	1	Fully funded
Funding Model	38	Adult Skills Fund
DAM	002	Procured Devolved Adult Education (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 (unless this date is after 31 July 2026). ASF job outcomes that predate the corresponding learning aim achievement end date in the ILR for that learner will not be eligible.

Due to the end of the JSFL funding agreements in 2025-26, all eligible ASF job outcomes must be returned by R14. If the employment start date of the eligible job outcome is after 31 July 2026, then the learning Start, Planned End and Actual End dates must all be recorded as 31 July 2026 to enable the JSFL programme outcome payment learning aim to be included in the 2025-26 ILR.

Only one JSFL programme outcome payment 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.

If a learner's last finishing JSFL AEB-funded learning aim ended in the 2024-25 academic year but their eligible employment started on or after 1 August 2025, the job outcome must be reported in the 2025-26 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 2025-26 ILR must match those of the enabling AEB-funded 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.

## GLA reporting of delivery earnings and data validation issues

The GLA processes monthly Occupancy Report data received from the DfE 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 ASF FSR**) and Occupancy Report (**GLA ASF OCC**) are produced monthly. Both reports are made available for download via the GLA Skills Gateway reports menu.

Clearing data issues 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 **ASF 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 DfE 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**

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

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

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

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