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GLA update – AEB Grant Final Claims 2019/20 and funding information for 2020/21

Introduction

This update sets out information and guidance about the final return of ILR data and the Final Funding Claim return for Adult Education Budget (AEB) Grant funded provision in 2019/20. It also provides an update on funding information for 2020/21.

2019/20 R14 ILR return and Final Claims timetable

In line with the national timetable for returns, the closure of the 2019 to 2020 Individual Learner Record (ILR) is 22 October 2020. This is the final return for ILR data for GLA funded provision in 2019/20.

GLA AEB providers are also required to submit Final funding claim returns for the 2019 to 2020 funding year, to the following deadlines:

Funding claim	Deadline to provide individualised learner records (ILR)	Claim block available on GLA OPS	Deadline to submit funding claim	Deadline to sign funding claim
Final claim	22 October 2020	28 October 2020	5 November 2020	5 November 2020

Where to complete and submit a claim

You must complete and submit your funding claim in the GLA Open Project System (OPS). The Final Claims should be returned by 5th November 2020 via the GLA Open Project System (OPS) platform. The system will open for returns from 28th October and will close on 5th November. The GLA will shortly issue detailed guidance about the completion of Final Claims in OPS.

Completing the Claim

Your AEB funding claim will show relevant sections for you to complete from the following:

- GLA AEB Adult Skills – programme funding
 - Of which,
 - GLA AEB Innovation Fund – programme funding
 - GLA AEB Response Fund – programme funding
- GLA AEB Adult Skills – learning support
- GLA AEB Learner Support – 19+ hardship
- GLA AEB Learner Support – 20+ childcare

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- GLA AEB Learner Support – residential access funding
- GLA AEB Learner Support – administration expenditure
- GLA AEB Adult Skills of which Community Learning
- GLA AEB Innovation Fund – Non Formula

In your final funding claim, you only need to agree the figures for GLA AEB Adult Skills programme and learning support funding, as we will use your ILR and EAS to pull through your actual delivery figures.

You will need to enter figures from your own records for all non-formula funded deliverable lines, for example, community learning, or other GLA-specific funds. Please note you will be required to keep evidence for claiming this and we may request this evidence to substantiate your claim.

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

Community Learning

For GLA non-formula funded community learning, your claim should include your fixed costs for maintaining your delivery infrastructure during the COVID-19 period where these costs cannot be attributed to the delivery to specific learners. This may include costs for unfurloughed staff and costs you were obliged to pay to subcontractors. You must maintain the evidence to support this claim for audit. Any over delivery for Community Learning against your Community Learning allocation will be included within your final delivery percentage.

Innovation Fund

The figures you enter for GLA Innovation Fund must be the R14 ILR earnings value, or value for non-formula funded delivery costs, for learning delivered under the fund, which must be coded with DAM code 003.

Response Fund

The figures you enter for GLA Response Fund must be the R14 ILR earnings value for learning delivered under the fund, which must be coded with LDM code 369.

Signing the claim

An authorised person in your organisation must sign final funding claims. This can be the principal or another senior post holder who has the delegated authority.

The claim is signed by the authorised person submitting the project with Final Funding Claim via GLA OPS. Detailed guidance to follow in due course.

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Final Funding Claims must be signed by 5th November.

Audit

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

If your claim is selected for audit, we will inform you in 2020. You need to share your ILR and EAS data with the auditors in advance.

If your auditor tells you that you must make an adjustment to your funding claim as a result of an audit, we will review this with you.

Reconciliation Statements

We will issue a final reconciliation statement after your submitted and signed your final funding claim. The final statement will include adjustments for any errors identified through the funding rules monitoring (FRM) reports. For more information on these reports and the FRM process, please refer to [Financial assurance: monitoring the funding rules for post-16 funding for 2019 to 2020](#). We will write to you confirming any recoveries we are making from the FRM process.

If you have to pay amounts back to us, we will schedule those repayments from December 2020 in discussion with you.

If you have an issue with your reconciliation value, you must tell us by 31 December 2020.

Exceptional Learning Support (ELS)

If you need to claim for learning support costs over £19,000 then you will need to go through the ELS process at the beginning of the learner's programme. You can submit estimated costs and final claims for exceptional learning support.

Please contact your Provider Manager where you need to claim ELS. The deadline for submitting a claim is 29 October 2020.

Recording GLA funded AEB provision in the Final ILR return (R14) for 2019/20

The R14 ILR data return for 2019/20 is a hard close, after which no further corrections can be made to submitted data. Your final ILR and other returns should be an accurate record of all eligible provision for which you are claiming funding in 2019/20.

Please ensure that 2019/20 data is correctly coded using the Devolved Area Monitoring and Learning Delivery Monitoring codes:

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DAM 003	Devolved AEB Innovation Fund. This code should be used to identify learning that is funded through the Skills for Londoners Innovation Fund.
DAM 009	Devolved AEB British Sign Language Entitlement. Please use this code where provision relates to the BSL entitlement.
DAM 010	Devolved AEB London Living Wage (Low Wage Pilot). This code should be used to identify provision which is fully funded where learners earn below the London Living Wage (LLW)
LDM 369	Covid-19 New Programme Starts. Please use this code to identify new starts under the Covid-19 AEB Response Fund Strand 1.

The *Funding Line Type* of learning delivery records in the R14 ILR must reflect Grant-funded delivery. Codes DAM 002 for AEB Procured, and DAM 004 for Flexible Allocation, apply only to learning delivery under a procured contract and must not be used for Grant-funded delivery.

Where full funding for GLA initiatives is being claimed using the *Other Funding Adjustment factor* method, the factor must be calculated using the [GLA Other Funding Adjustment Tool](#). If *Occupancy Report* data shows that use of the factor is resulting in capping of funding for some learners, consideration should be given to re-coding delivery to use the alternative DAM 023 claim method described in the [GLA AEB Technical Guidance Note for 2019/20 Academic Year](#).

ILR data should additionally be cleansed using the [provider data self-assessment toolkit \(PDSAT\)](#) and [Funding Rules Monitoring](#) reports, to ensure that funding is only claimed for eligible delivery.

Additional AEB Funding Allocation for 2020/21

In September the Mayor issued £14.9m of additional AEB allocations to support the London recovery. These allocations support the delivery of high value courses for 19-year olds, sector-based work academies and skills to support the London Recovery. The arrangements for recording delivery under this allocation are set out as follows:

ILR Delivery Monitoring code	Additional AEB allocation strands
LDM 376	High Value Courses - Classroom based 18/19 Offer
LDM 375	Sector Based Work Academies Programme
DAM 040	London skills recovery - JCP or Work and Health Programme

Allocations are formula-funded under the funding arrangements set out in the GLA AEB Grant Funding Rules 2020/21. In line with the published funding rules, to adapt provision and respond flexibly to the London recovery skills needs in each local area, providers may use up to 10% of their additional AEB formula funded allocation in 2020/21 for non-formula funded provision.

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Version 2 of the AEB Grant Funding Rules 2020/21 is expected to be published at the end of November.

Learner support

AEB providers may use Learner Support Funds to provide financial support for learners with a specific financial hardship preventing them from taking part or continuing in learning. Flexibility is possible within the application of these rules to fund needs beyond childcare or travel, as described in section 233.6 of the [GLA AEB Grant Funding Rules 2020/21](#). This may include support required to access remote provision such as course-related books or a suitable device. Where a device is purchased from Learner Support funds to support access by an individual, this equipment should be retained by the provider at the completion of the course in order to support future learning.

Universal Credit

In some cases, the DWP has temporarily increased the standard Universal Credit allowance from £338 a month (sole adult in their benefit claim) to £409 a month for 2020/21 in the light of the pandemic. Please note that under paragraph 151.3 of the GLA AEB Grant Funding Rules 2020/21, benefits are disregarded in the calculation of take home pay and therefore learners continue to be fully funded, where eligible.

Contact

If you have any queries about the recording of codes, please contact your Provider Manager.

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www.london.gov.uk
enquiries 020 7983 4000
minicom 020 7983 4458
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Greater London Authority
City Hall
The Queen's Walk
More London
London SE1 2AA

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