

Adult Education Budget Technical Guidance Note

2020/21 Academic Year



European Union

European
Social Fund

COPYRIGHT

Greater London Authority August 2020

Published by
Greater London Authority
City Hall
The Queen's Walk
More London
London SE1 2AA
www.london.gov.uk
enquiries 020 7983 4000
minicom 020 7983 4458
Copies of this report are available
from www.london.gov.uk

Issue date	August 2020
Amendments made from previous version	First version
Review date	September 2020
Senior owner	Michelle Cuomo Boorer, Assistant Director, Skills and Employment
Document owner	Caroline Jackson, Skills Funding Systems Manager, Skills and Employment

CONTENTS

About this document	2
Guidance for all providers	4
Core coding of all GLA funded learning delivery	4
Key changes for recording full funding of GLA initiatives	4
Low Waged learners	4
British Sign Language qualifications	5
Upskilling of teaching staff to deliver improved specialist provision for learners with SEND	6
London Recovery Flexibility – Level 3	6
English and mathematics funding uplift	7
LDM 368 COVID-19 Temporary or Permanent Withdrawals	7
Guidance for grant-funded providers	8
Skills for Londoners Innovation Fund	8
London Recovery Flexibility – non-formula funding	8
Skills for Londoners COVID-19 Response Fund – Strand 1	9
Guidance for Procured providers	9
DAM code for Procured provision	9
Flexible Allocation	9

About this document

This document provides technical guidance to AEB Providers on monitoring codes in the ILR 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 2020 to 2021](#)
- [ESFA Provider Support Manual for 2020 to 2021](#)
- [GLA AEB Funding Rates and Formula 2020/21](#)
- [GLA AEB Grant Funding and Performance Management Rules 2020/21](#)
- [GLA AEB Procured Funding and Performance Management Rules 2020/21](#)

This guidance relates to the 2020/21 academic year and applies to GLA-funded AEB provision, being delivered to learners with a London home postcode at the start of each learning aim undertaken.

The Learning Start Date Postcode for GLA funded delivery must be the postcode of the learner at the start of the learning aim. To be eligible for GLA AEB funding this must be listed as a London postcode in the AEB devolution postcode data file published by the ESFA <https://www.gov.uk/government/publications/adult-education-budget-aeb-postcode-files>.

This guidance refers to the use of Devolved Area Monitoring (DAM) codes, which are used to monitor delivery of specific GLA priorities or initiatives in a similar way to the Learning Delivery Monitoring (LDM) codes used for ESFA funded learners.

For the 2020/21 academic year there will be six DAM code fields available to be used for each learning aim.

A new DAM Code 023 has been introduced, the purpose of which is to remove some current ESFA validation rules, to enable the GLA to fund initiatives that would otherwise be co-funded or unfunded.

The use of DAM code 023 removes the need for providers to calculate and record the Other Funding Adjustment Factor, simplifying the process of claiming full funding.

This guidance explains the circumstances when DAM code 023 can be used.

In addition to the changes noted above, there is guidance on how to use the COVID-19 Learning Delivery Monitoring codes introduced by the ESFA.

Guidance for all providers

Core coding of all GLA funded learning delivery

All providers must code all GLA funded learning delivery as follows:

ILR Field	ILR code	Notes
FundModel	35 or 10	Adult Skills, Community Learning or non-formula funded
SOF	116	Source of Funding is GLA
LSDPostcode	Learner postcode	London postcode listed as eligible for GLA funding

Key changes for recording full funding of GLA initiatives

A new DAM Code 023 has been introduced, the purpose of which is to enable providers to selectively bypass specific ILR validation rules, to enable them to be fully funded for learning delivery that would otherwise be co-funded or unfunded. This code should only be used where permitted under the initiatives set out in this guidance.

The use of DAM code 023 removes the need for Providers to calculate and record the Other Funding Adjustment Factor, i.e. OtherFundAdj should now be left blank. The Full or Co-funding indicator field can now also be accurately recorded.

Changes for recording learning delivery fully funded by the GLA in 2020/21 are as follows:

ILR Field	2019/20	2020/21	Change notes
FFI	2	1	Full or Co-funding indicator for full funding
OtherFundAdj	OFA factor	null	OFA Factor not required
DAM		023	Prevents ILR validation error

Using the above coding, in combination with other DAM coding to monitor specific initiatives, will enable providers to be fully funded for the GLA initiatives listed in this guidance.

Use of the FFI for full funding without using DAM code 023 will result in an ILR error, where GLA funding eligibility criteria are different to those applied by the ESFA.

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.

Low Waged learners

All providers who fully fund employed learners need to flag learning delivery with

DAM code 010 Devolved AEB Low Wage Pilot

This DAM code can be used for learners with evidenced low wage, who are:

- Employed or self-employed; and
- Eligible for co-funding; and
- Earning less than the London Living Wage on their learning start date; and
- Enrolled to learning up to and including Level 2.

The ILR must be coded as follows:

ILR Field	ILR code	Notes
EmpStat	10	Employment Status at the start of the learning aim
FFI	1	Fully Funded learning aim
DAM	023	Prevents ILR validation error
DAM	010	Low Waged learner earning less than London Living Wage

British Sign Language qualifications

All providers who fully fund learners under the British Sign Language entitlement need to flag learning delivery with

DAM code 009 Devolved AEB British Sign Language Entitlement

This DAM code can be used for learners with evidenced:

- First or preferred language of British Sign Language (BSL), or
- Who cannot access spoken language because of their deafness and would benefit from BSL.

This entitlement applies to study of BSL qualifications up to and including Level 2:

- Entry level award in BSL (accredited by iBSL or ABC);
- Level 1 certificate in BSL (accredited by Signature, iBSL or ABC); and
- Level 2 certificate in BSL (accredited by Signature, iBSL or ABC).

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

Upskilling of teaching staff to deliver improved specialist provision for learners with SEND

The SEND funding flexibility enables providers to apply for permission to fully fund delivery of learning that upskills teaching and learning support staff to deliver improved provision for adult learners with Special Educational Needs and Disabilities (SEND).

All providers who fully fund learners under the SEND funding flexibility need to flag learning delivery with

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

The SEND flexibility has been made available as a two-year pilot. Provider approved learning aims will remain eligible through the 2020/21 and 2021/22 academic years.

Only learning aims approved by the GLA will be fundable within this flexibility. A list of the learning aims for which each Provider has been approved will be published on the GLA website.

London Recovery Flexibility – Level 3

The London Recovery Flexibility enables providers to fully fund Level 3 vocational qualifications beyond the legal entitlements which support London recovery in respect of the COVID-19 pandemic. Learning programmes must be completed within the 2020/21 academic year and should be designed to provide progression into work.

All providers who fully fund Level 3 qualifications through the London Recovery Flexibility need to flag learning delivery with

DAM code 035 Level 3 expansion initiative

This DAM code can be used for learners who are:

- Unemployed; or
- In receipt of a low wage; and
- Enrolled to vocational learning at Level 3.

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

Learning delivered through the London Recovery Flexibility must have a Planned End Date, and be Completed, within the 2020/21 academic year.

English and mathematics funding uplift

English and maths learning aims at Level 1 and Level 2 which are fully funded under the legal entitlement are eligible for a flat rate uplift of £77 for each funded enrolment.

Providers can claim their uplift funding through the Earnings Adjustment Statement process, using **MCA/GLA Defined Adjustment 1**.

LDM 368 COVID-19 Temporary or Permanent Withdrawals

LDM code 368 is available for Providers to identify learners who are currently unable to continue their learning as a direct result of COVID-19 and who take a Break in Learning or are Withdrawn. This code is not limited to ESFA-funded learning delivery and so can be used for GLA-funded provision, although the GLA is not mandating its use.

Guidance for grant-funded providers

Skills for Londoners Innovation Fund

Providers were able to apply for additional funding through the Innovation Fund, to support additional activity and develop provision, aligned to the Mayor’s priorities for education and skills, which demonstrates innovation and delivers tangible outcomes.

All Providers who received an Innovation Fund allocation need to flag their additional learning delivery with

DAM code 003 Devolved AEB Innovation Fund

London Recovery Flexibility – non-formula funding

The London Recovery Flexibility enables Grant funded Providers to use up to 10% of their AEB formula funded allocation for non-formula funded provision which supports London recovery in respect of the COVID-19 pandemic. Learning programmes should be designed to respond to local skills needs, such as short courses to enable Londoners to progress into work.

All providers who use the 10% non-formula funded London Recovery Flexibility need to flag learning delivery with

DAM code 028 Category of Adult Education: Employability

As learning delivered through this flexibility is not categorised as Community Learning, Community Learning provision type data does not need to be collected.

The ILR must be coded as follows:

ILR Field	ILR code	Notes
Funding Model	10	Non-formula funded learning delivery
DAM	028	Category of Adult Education: Employability
LearnDelFAMType.ASL	Not required	Community Learning provision type

Learning delivered through the London Recovery Flexibility must have a Planned End Date, and be Completed, within the 2020/21 academic year.

Skills for Londoners COVID-19 Response Fund – Strand 1

Providers were able to apply for additional funding through the Skills COVID-19 Response Fund – Strand 1, to enable them to meet immediate demand for learning and skills in light of the pandemic.

Any providers who received a COVID-19 Response Fund Strand 1 allocation need to flag their responsive learning delivery with

LDM code 369 COVID-19 new programme starts

Guidance for Procured providers

DAM code for Procured provision

All AEB Procured providers must record learning delivered under their contract using

DAM code 002 Procured Devolved Adult Education

Flexible Allocation

AEB learning delivery which does not also fully meet ESF eligibility, for which the Provider wishes to apply to their 15% 'Flexible Allocation', needs to be flagged with

DAM code 004 Devolved AEB flexible allocation provision

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:

Greater London Authority
City Hall
The Queen's Walk
More London
London SE1 2AA

Telephone **020 7983 4000**
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.