

# MAYOR OF LONDON

Adult Education Budget –Technical Guidance Note

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# Adult Education Budget Technical Guidance Note

2021/22 Academic Year

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More London  
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**www.london.gov.uk**  
enquiries 020 7983 4000  
minicom 020 7983 4458  
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Senior owner	Michelle Cuomo Boorer, Assistant Director, Skills and Employment
Document owner	Caroline Jackson, Skills Funding Systems Manager, Skills and Employment

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## About this document

This document provides technical guidance to GLA Adult Education Budget (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 2021 to 2022](#); and
- [Provider Support Manual for 2021 to 2022](#); and
- GLA guidance documents published on the [Information for AEB Providers portal](#):
  - GLA AEB Funding Rates and Formula 2021/22
  - GLA AEB Funding and Performance Management Rules for Grant-funded Providers 2021/22
  - GLA AEB 2019-23 Funding and Performance Management Rules for Procured Providers 2021/22

This guidance note relates to the 2021/22 academic year and applies to GLA funded AEB and National Skills Fund (NSF) 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 AEB or NSF funding this must be listed in the national [Devolved AEB 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 2021/22 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 similar way to the Learning Delivery Monitoring (LDM) codes used for ESFA funded learning. Any circumstances where national Learning Delivery Monitoring codes must be used are also described.

Additional guidance has been included for AEB Procured providers, describing how ILR data coding is interpreted in relation to the ESF target delivery element of their contract.

## Guidance for all GLA funded 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; or Community Learning or non-formula funded
SOF	116	Source of Funding is GLA
LSDPostcode	Learner postcode	London postcode listed as eligible for GLA funding

### Recording full funding of GLA initiatives

DAM code 023 enables providers to selectively bypass specific 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 other DAM coding to monitor specific initiatives, will generate full funding for the applicable GLA initiatives listed in this guidance.

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 earning a low wage need to code 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

The London Living Wage threshold is updated annually in November. For starts between August 2021 and the end of October 2021, the 2020/21 threshold of £10.85 will continue to apply. For starts from November 2021 onwards, the threshold is £11.05.

### British Sign Language (BSL) qualifications

All providers who fully fund learners using the BSL entitlement need to code delivery as:

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 staff delivering specialist provision to SEND learners

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

All providers who fully fund learners using the SEND funding flexibility need to code learning delivery with

DAM code 038      Upskilling of staff delivering to SEND learners

Formula-funded delivery must be coded in the ILR 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

Non-formula funded delivery must be coded in the ILR as follows:

ILR Field	ILR code	Notes
Funding Model	10	Non-formula funded delivery
DAM	038	Upskilling of staff delivering to SEND learners
LearnDelFAMType.ASL	1	Community Learning provision type: personal and community development learning

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

Only learning aims approved by the GLA in advance of enrolment will be fundable within this flexibility. To add a learning aim to this list of eligible learning aims, providers must use the [GLA AEB SEND Flexibility Application Form](#) to submit a short business case to their GLA Provider Manager via the AEB Inbox [AEB@london.gov.uk](mailto:AEB@london.gov.uk). 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 for level 3 was introduced to support London recovery in respect of the COVID-19 pandemic. The flexibility enables providers to fully fund Adult Skills fundable level 3 vocational qualifications beyond the legal entitlements, on learning programmes of less than 12 months duration which are designed to provide progression into work.

All providers who fully fund level 3 qualifications using the London recovery flexibility need to code 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 level 3 vocational learning of a maximum planned duration of 12 months.

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

Qualifications delivered through the level 3 flexibility must be listed on the [Find a learning aim](#) service as Adult Skills fundable in the 2021/22 academic year. Learning must start within the 2021/22 academic year, or be continuing from the 2020/21 academic year, with a planned duration of no longer than 12 months.

Providers may apply for permission to deliver qualifications that fall outside the above arrangements, where exceptional circumstances may apply, for example, to meet local employment priorities. Providers must submit a short business case, including learning aim(s) and planned delivery hours, to their GLA Provider Manager via the AEB Inbox [AEB@london.gov.uk](mailto:AEB@london.gov.uk).

The GLA level 3 flexibility is available in conjunction with the legal entitlement to a fully funded first full level 3 qualification for 19-23 year olds, and the National Skills Fund level 3 adult offer.



### National Skills Fund Level 3 Adult Offer

The National Skills Fund (NSF) level 3 adult offer entitles any adult aged 24 and over to be fully funded for a first full level 3 [eligible qualification](#).

Providers will be paid a funding uplift for each eligible NSF learning aim, which will vary in rate based on published Guided Learning Hours (GLH) for the qualification. Qualifications of 360 GLH or more will receive a funding uplift of £600, with an uplift of £150 for qualifications of 359 GLH or less. GLH of individual learning aims can be checked in the [Find a learning aim](#) service on GOV.UK.

The ILR must be coded as follows:

ILR Field	ILR code	Notes
FFI	1	Fully Funded learning aim
LDM	378	Adult Level 3 Offer

Learners aged 19-23 continue to be eligible for full funding under the existing legal entitlement to a first full level 3 but will also be eligible to be funded for any additional qualifications made available through the NSF level 3 adult offer.

NSF qualifications delivered to 19-23 year old learners are funded out of AEB allocations. Only GLA funded providers with an AEB allocation may deliver NSF qualifications to 19-23 year olds.

The GLA may apply for qualifications of importance to London to be added to the national list of NSF-eligible qualifications. Providers who identify qualifications of particular importance, for example, to meet local employment priorities, can submit a short business case to their GLA Provider Manager via the AEB Inbox [AEB@london.gov.uk](mailto:AEB@london.gov.uk). Adding new qualifications to the list of eligible qualifications is at the discretion of the Department for Education.

### London Factor – 10% funding uplift

For funded starts from the 1 August 2021, AEB formula-funded learning aims at level 2 or below are eligible for the London Factor funding uplift.

The London Factor is an uplift of 10% to the weighted base rate of any eligible qualification, excluding any Learning Support, which can be claimed through the Earnings Adjustment Statement.

Learning delivery records eligible for the London Factor uplift are:

- Funded starts on or after 1 August 2021, on
- AEB formula-funded qualifications, at
- Level 2 or lower.

The London Factor claim amount must be calculated by multiplying earnings generated by the national AEB funding formula in the Occupancy Report for eligible learning aims, excluding any Learning Support, by 10%, to establish the aggregate amount of uplift funding which can be claimed. i.e.:  $(Total\ earned\ cash - Total\ learning\ support\ earned\ cash) \times 0.1$

The timing of making claims towards the London factor uplift category is for providers to decide. The priority is to ensure that the total amount claimed through EAS concurs with the final R14 delivery amount.

London Factor uplift funding claimed through the Earnings Adjustment Statement must be recorded with the appropriate Category for your funding agreement or contract type:

GLA funding agreement type	EAS adjustment type
AEB Grant	MCA/GLA Defined Adjustment 1
AEB Grant paid on actuals ( <i>Good Work for All</i> )	MCA/GLA Defined Adjustment 4
AEB Procured	MCA/GLA Defined Adjustment 1

The London Factor funding uplift replaces the English and mathematics uplift which applied in 2020/21, and must not be claimed for qualifications continuing from the 2020/21 academic year.

The London Factor does not apply to National Skills Fund (NSF) learning delivery, as this is already subject to a nationally-applied funding uplift.

### **London recovery programmes**

London recovery programmes must be focussed on supporting unemployed Londoners, or Londoners at risk of becoming unemployed, to undertake skills that will support them into employment.

All providers need to code London Recovery Programme learning delivery with

DAM code 040      Devolved Area Skills Projects

### **Sector-based work academy programmes (SWAP)**

Sector-based work academy programmes (SWAP) are short employability focussed programmes coordinated by Jobcentre Plus (JCP), which have 3 main components:

- pre-employment training
- work experience placement
- a guaranteed job interview

AEB learning providers can expect to be informed of when to expect referrals and how many as part of a JCP coordinated local SWAP design process. JCP fund most SWAP components and other costs, such as travel or childcare.

Providers will only be AEB-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 employment training element normally lasting 2-3 weeks.

All providers need to code learning delivered as part of a SWAP with

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 the majority of delivery of London recovery and SWAP programmes to be of Adult Skills formula funded learning aims. Providers may apply for permission to deliver qualifications or non-formula funded provision that fall outside the above arrangements, where exceptional circumstances may apply, for example, to meet local employment priorities. Providers must submit a short business case, including learning aim(s) and planned delivery hours, to their GLA Provider Manager via the AEB Inbox [AEB@london.gov.uk](mailto:AEB@london.gov.uk).

Recovery-related delivery can only be coded for one of these programme types, i.e. either LDM 375 or DAM 040.

### **High value courses for 19-year-olds – one year offer 2020 to 2021**

This offer closed to new starts from 1 August 2021, but learners continuing on High Value Courses (HVC) learning delivery which started in 2020/21 need to remain coded with

LDM code 376      High Value Courses one year offer for 19-year-olds

Learners must complete before 31 March 2022.

### **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.

### **GLA reporting of delivery earnings**

Introduction in 2021/22 of the Good Work for All (GWfA) funding agreement requires the GLA to process monthly *Occupancy Report* data received from the ESFA after each Return, to ensure that GWfA records are allocated to the correct project in the GLA OPS system for payment purposes.

To enable providers to understand the how their data has been processed, GLA-specified versions of the *Funding Summary Report* and *Occupancy Report* have been created. Reports will be released to providers on a monthly basis, through the GLA Skills Gateway.

## Additional guidance for Grant-funded providers

Providers with a GLA Grant funding agreement for delivery of AEB and/or NSF are paid for their learning delivery on the AEB block grant standard national profile (see Annexe 4 Table 1 of the GLA AEB Funding and Performance Management Rules for Grant-funded Providers for details).

### London recovery flexibilities – non-formula funding

This London recovery flexibility enables Grant funded providers to use up to 10% of their AEB formula funded allocation for delivery of 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 code learning delivery with

DAM code 028      Category of Adult Education: Employability

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	1	Community Learning provision type: personal and community development learning

The GLA expects providers to be able to demonstrate good value for money when applying this flexibility. Funding Claims for costs of delivery must be attributable to eligible learners reported in ILR data, with claims expected to be broadly aligned with Single Activity Matrix banded funding rates for evidenced delivery hours.

### National Skills Fund – allocation

Grant funded providers who wish to deliver level 3 adult offer qualifications funded through the NSF, i.e. to learners aged 24 or older, must have a GLA NSF allocation. This allocation can be used to fund both learning delivery of NSF qualifications, and any associated Learning Support or Learner Support.

### **Skills for Londoners Innovation Fund**

This two-year initiative closed to new starts from 1 August 2021, with all learning delivery expected to be completed by 31 July 2021. Any learners remaining in 2021/22 ILR data, for example to enable collection of achievement or destination outcomes, must remain coded with

DAM code 003      Devolved AEB Innovation Fund

### **Skills for Londoners COVID-19 Response Fund Strand 1**

This two-year fund closed to new starts from 1 August 2021, with all learning delivery expected to be completed by 31 July 2021. Any learners remaining in 2021/22 ILR data, for example to enable collection of achievement or destination outcomes, must remain coded with

LDM code 369      COVID-19 new programme starts

## **Additional guidance for Grant-funded providers paid on actuals**

This additional guidance applies to providers who successfully bid for a Good Work for All grant funding agreement, for delivery of AEB or NSF, or a combination of both, and to a small number of ITPs being grant-funded for delivery of National Skills Fund provision only.

These grant-funded providers are paid for the value of their actual earnings for learning delivery. Where the provider's allocation for either AEB or NSF includes Learner Support, funding for this element will be paid on profile (see Annexe 4 Table 2 of the GLA AEB Funding and Performance Management Rules for Grant-funded Providers for details).

Payments for this delivery is made through the AEB Good Work for All project on GLA-OPS (GWfA). All providers paid through the Good Work for All project on GLA-OPS must record learning delivered under their funding agreement using

DAM code 022      Non-standard contract management

If this code is not used, or if DAM code 002 is used, delivery records will come through in the GLA *Funding Summary* and *Occupancy* reports with an incorrect *Funding Line Type*. This will result in the learning delivery records generating a data validation error, and the GLA will not pay for any associated learning activity.

## Additional guidance for Procured providers

Procured providers with a GLA contract for delivery of AEB are paid for the value of their actual earnings for learning delivery. Where a provider's allocation includes a ringfenced amount for Learner Support, funding for this element will be paid on profile (see Annexe 4 of the GLA AEB 2019-23 Funding and Performance Management Rules for Procured Providers 2021/22 for details).

### DAM code for Procured provision

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

DAM code 002      Procured Devolved Adult Education

If this code is not used, or if DAM code 002 is used, delivery records will come through in the GLA *Funding Summary* and *Occupancy* reports with an incorrect *Funding Line Type*. This will result in the learning delivery records generating a data validation error, and the GLA will not pay for any associated learning activity.

DAM code 022 must not be used. Where a provider holds only a Procured contract, and learning delivery is either not coded with DAM 002, or is incorrectly coded with DAM 022, a data validation error will be generated and the GLA will not pay for any associated learning activity.

### Flexible Allocation

Providers may assign learning delivery, which is eligible for AEB funding, but which does not also fully meet ESF or contractual eligibility requirements, to their 15% 'Flexible Allocation'.

Learning delivery which is assigned to the Flexible Allocation needs to be coded with

DAM code 004      Devolved AEB flexible allocation provision

### Supplementary data advisory note

We are aware that national changes to prior attainment codes mean that ILR coding requirements are now not aligned with those required for the current GLA Supplementary Data submission template. We will issue an updated template and further coding advice once the appropriate analysis has been performed.

### **Interpretation of data for ESF results**

For learning delivery to count in ESF-match statistics, the learner must have funded AEB Procured learning aims in the ILR and be included in the Supplementary Data return.

Data from all academic years within the contract is used when counting ESF results.

A learner may be excluded from all ESF-match statistics where there is:

**No valid contract** – i.e. the provider does not have a contract with the GLA to deliver the Investment Priority reported for the learner in the Supplementary Data.

**A mismatch between employment status on starting and Investment Priority** – i.e.

- The learner is reported as Investment Priority 1.1 or 1.2 in Supplementary Data but is shown in the ILR as 'in paid employment' when they started the AEB Procured learning aim with the earliest start date. Or;
- The learner is reported as Investment Priority 2.1 in Supplementary Data but is not shown in the ILR as 'in paid employment' when they started the AEB Procured learning aim with the earliest start date.

**A mismatch between age on starting and Investment Priority** – i.e. the learner is reported as Investment Priority 1.2 in Supplementary Data but is shown in the ILR as aged 25 or older when they started the AEB Procured learning aim with the earliest start date.

**Records dropped from Supplementary Data** – i.e. the learner appears in Supplementary Data returned in a previous academic year, has not been reported as having left the ESF Programme, and does not appear in the current academic year's Supplementary Data.

Each learner may count towards only *one* of the ESF destinations below:

### **Learners progressing into job search within 4 weeks of the ESF leave date**

- The learner is reported as Investment Priority 1.1 in Supplementary Data.
- The learner's employment status is shown in the ILR as 'not in paid employment, not looking for work and/or not available to start work' when they started the AEB Procured learning aim with the earliest start date.
- The learner has left the ESF programme, according to Supplementary Data.
- Learner destination and progression outcome data in the ILR shows that they were 'not in paid employment, looking for work and available to start work' on or up to 4 weeks from the ESF leave date reported in Supplementary Data.



### **Learners progressing into employment within 4 weeks of the ESF leave date**

- The learner is reported as Investment Priority 1.1 or 1.2 in Supplementary Data.
- The learner's employment status is not shown in the ILR as 'in paid employment' when they started the AEB Procured learning aim with the earliest start date.
- The learner has left the ESF programme, according to Supplementary Data.
- Learner destination and progression outcome data in the ILR shows that they were in paid employment, including apprenticeships, on or up to 4 weeks from the ESF leave date reported in Supplementary Data.

### **Learners progressing into education or training within 4 weeks of the ESF leave date**

- The learner is reported as Investment Priority 1.2 in Supplementary Data.
- The learner is reported as having left the ESF programme in Supplementary Data.
- The learner is reported in Supplementary Data as progressing into education or training as an ESF result, with a start date that shows the learner is in education or training on or up to 4 weeks from the ESF leave date reported in Supplementary Data.

A single learner may be counted under more than one of the Gaining Skills results below, but each Gaining Skills result can be counted only *once* per learner:

### **Learners gaining basic skills**

- The learner is shown in the ILR as having achieved a basic skills qualification that is at a level higher than their highest attainment in that basic skills subject (literacy/ESOL or numeracy) at the ESF start, as reported in Supplementary Data.

### **Learners gaining a level 2 or below or a unit of a level 2 or below qualification (excluding basic skills)**

- The learner is reported as Investment Priority 2.1 in Supplementary Data.
- The learner is shown in the ILR as having achieved a non-basic skills learning aim at level 2 or below.

### **Learners gaining a level 3 or below or a unit of a level 3 or below qualification**

- The learner is reported as Investment Priority 2.1 in Supplementary Data.
- The learner is shown in the ILR as having achieved a learning aim at level 3.

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

Telephone **020 7983 4000**  
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