

Adult Education Budget Technical Guidance Note

2020/21 Academic Year

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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	5
British Sign Language qualifications	5
Upskilling of staff delivering specialist provision to SEND learners	6
London Recovery Flexibilities – Level 3	7
National Skills Fund Level 3 Adult Offer	8
English and mathematics funding uplift	8
COVID-19 Skills Recovery Package	8
LDM 368 COVID-19 Temporary or Permanent Withdrawals	11
Guidance for Grant-funded providers	11
Skills for Londoners Innovation Fund	11
Skills for Londoners COVID-19 Response Fund Strand 1	12
London Recovery Flexibilities – non-formula funding	12
Guidance for Procured providers	13
DAM code for Procured provision	13
Flexible Allocation	14
Supplementary Data Collection	14

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](#); and
- [ESFA Provider Support Manual for 2020 to 2021](#); and
- GLA guidance documents published on the [Information for AEB Providers portal](#):
 - [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.

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 learning.

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

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 coding GLA funding flexibilities for 2020/21, and on how to use 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

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 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.

Use of DAM code 023 removes the need for providers to calculate and record the Other Funding Adjustment Factor for learning delivery which is fully funded by a GLA initiative, i.e. OtherFundAdj should now be left blank for new starters in 2020/21 academic year, and 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 applicable 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 eligibility criteria for full funding 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 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, usually in November. The 2020/21 rate applies to starts from 9 November 2020 onwards, as detailed in the [GLA AEB Action Note – London Living Wage](#). For starts prior to that date, the 2019/20 threshold would have applied.

British Sign Language qualifications

All providers who fully fund learners under the British Sign Language entitlement need to code 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 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 under the SEND funding flexibility need to code 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 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. A list of the learning aims for which each provider has been approved will be published on the GLA website.

London Recovery Flexibilities – 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 through 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 London Recovery Flexibility must be listed on the [Find a learning aim](#) service as available to new starters in the 2020/21 academic year, and be Adult Skills fundable. Learning must start within 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.

The GLA Level 3 flexibility is available in conjunction with the statutory entitlements to a fully funded first full Level 3 qualification for 19-23 year olds or, from April 2021, for learners aged 24 and over under the new National Skills Fund Level 3 Adult Offer.

National Skills Fund Level 3 Adult Offer

From April 2021, 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 learning aim, based on published Guided Learning Hours (GLH) for the qualification. Qualifications of 360 GLH or more will receive a funding uplift of £600. Qualifications of 359 GLH or less will receive a funding uplift of £150. GLH of individual learning aims can be checked in the [Find a learning aim](#) service on GOV.UK.

Learners aged 19-23 will continue to be eligible for full funding under the existing statutory 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.

All providers who fully fund Level 3 qualifications through the NSF Level 3 Adult Offer will need to code learning delivery appropriately. A technical update will be issued when ILR coding arrangements are finalised.

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. Adding new qualifications to the list of eligible qualifications is at the discretion of the ESFA.

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**.

No additional DAM coding is required.

COVID-19 Skills Recovery Package

The COVID-19 Skills Recovery Package made funding available to support London recovery by enabling providers to meet demand for learning and skills to protect, support and create jobs, under three programme strands.

Summary of ILR codes for recording delivery under the COVID-19 Skills Recovery Package:

COVID-19 Skills Recovery Package - AEB London Recovery programme type	ILR Delivery Monitoring code type	ILR Delivery Monitoring code
London Recovery programmes	DAM	040
Sector Based Work Academies pre-employment training	LDM	375
High Value Courses one year offer for 19-year olds	LDM	376

COVID-19 Skills Recovery Package learning delivery can only be coded for one of the three programme types, i.e. LDM 375, LDM 376 or DAM 040.

They must also not be coded under any other initiative, e.g. learning delivery coded LDM 375, LDM 376 or DAM 040 cannot also be coded DAM 003 for Innovation Fund.

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 the 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 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

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.

High value courses for 19-year olds

As part of the government response to COVID-19, from September 2020 a one-year High Value Course offer (HVC) of Level 2 and Level 3 qualifications has been made available to fully fund 19-year olds who would otherwise be at risk of becoming not in education, employment and training (NEET).

For learning aim starts from 1 September 2020 to 31 July 2021 this offer can be used to fully fund Level 2 and Level 3 qualifications included in the [HVC offer list](#), for 19-year old learners who cannot find employment or work-based training.

Learning aims delivered as part of this offer will be funded with an uplift of £400 compared to the weighted and unweighted rates for each qualification. Fully evidenced job outcomes for any eligible learners who leave their training early to start a job will be funded for the full 20% achievement element.

All providers need to code HVC learning delivery with

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

The ILR must be coded as follows:

ILR Field	ILR code	Notes
FFI	1	Fully Funded learning aim
LDM	376	High Value Courses one year offer for 19-year olds
		Qualification is a Level 2 and Level 3 included in the HVC offer list
		Planned duration of learning must not exceed 12 months

The evidence pack must include:

- a self-declaration from the learner that they have been unable to secure employment prior to enrolment
- a declaration from the provider that you are unable to offer alternative work-based learning opportunities at the point of enrolment

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 code their additional learning delivery with

DAM code 003 Devolved AEB Innovation Fund

Innovation Fund delivery must not be coded under any other initiative, e.g. learning delivery records coded DAM 003 cannot also be coded LDM 369 for COVID-19 Skills Response Fund – Strand 1.

The GLA expects the majority of delivery through the Innovation Fund to be of Adult Skills formula fundable learning aims, in line with the provider's agreed learning delivery proposal. Providers may apply for permission to deliver outside the agreed arrangements by exception, by submitting 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.

Innovation Fund allocations have been made available for a two-year period, for learning delivery taking place during the 2019/20 and 2020/21 academic years. All learning delivery funded through the Innovation Fund must be completed by 31 July 2021.

Skills for Londoners COVID-19 Response Fund Strand 1

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

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

LDM code 369 COVID-19 new programme starts

COVID-19 Response Fund Strand 1 delivery must not be coded under any other initiative, e.g. learning delivery records coded LDM 369 cannot also be coded LDM 376 or 375 for COVID-19 Skills Recovery Package programmes.

The GLA expects the majority of delivery through Response Fund Strand 1 to be of Adult Skills formula fundable 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.

COVID-19 Response Fund Strand 1 allocations have been made available for a two-year period, for learning delivery taking place during the 2019/20 and 2020/21 academic years. All learning delivery funded through the COVID-19 Response Fund Strand 1 must be completed by 31 July 2021.

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.

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

If this code is not used, delivery records will come through in *Funding Summary* and *Occupancy* reports with a *Funding Line Type* of non-procured. This will result in the learning delivery records generating a data validation error, 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 Collection

All AEB Procured providers are required to collect and return supplementary data to the GLA, beyond that collected in the ILR. This data is required to evidence ESF-match funding eligibility.

The required data fields are detailed in the [GLA Supplementary Data Collection Template](#). The GLA expects majority of providers will provide this information on a monthly basis, but as a minimum requirement this data must be returned every 3 months, for all ESF-match eligible learners.

Supplementary Data must not be returned for learners who have learning delivery which the provider has coded as counting towards their Flexible Allocation.

Providers must submit data files in csv format to their [ownCloud portal](#).

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