

WEST OF ENGLAND COMBINED AUTHORITY Adult Education Funding

**TECHNICAL NOTE 1:
MONITORING FIELDS & CLASS CODES**

**VERSION 2
2022 / 23**

VERSION 2 - 11/10/2022

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Purpose and Background

1. This technical note has been produced to provide guidance to Adult Education Providers on the use of monitoring fields and Learning Aim Class Codes in the Individualised Learner Record (ILR) for West of England Combined Authority learners. This supplements the guidance on our website, in particular the Performance Management Funding Rules. Therefore, please refer to the website for further information on the areas covered below. **Technical content changes from 2021/22 are highlighted in blue.** **Technical content changes made during 2022/23 are highlighted in green.**
2. To allow flexibility in monitoring new initiatives, there are 6 data fields for Devolved Area Monitoring (DAM) in the ILR, which act similarly to the Learning Delivery Funding and Monitoring (LDM) fields. A list of DAM codes, as well as LDM codes, is published by the ESFA. The DAM codes should only be used for learners residing in devolved areas, and only those listed within this document are to be used in relation to West of England Combined Authority AEB delivery.

Funding Rate Uplift

3. **As previously communicated, we are applying a flat 5% uplift to all Adult Skills funding rates from the beginning of the 2022/23 academic year. Note, this uplift applies to Adult Skills only as national funding rates do not apply to Community Learning. We will monitor the impact of the uplift and, if effective, we will consider the recommendation of further uplifts in future academic years.**

As this uplift is specific to the West of England Combined Authority, it is not automatically reflected within your ILR submission. Instead, it is to be processed via applying the rate through the funding adjustment field (OtherFundAdj).

To record the uplift you should:

- **Enter 105 in OtherFundAdj, where no other adjustments are required**
- **Where other adjustments are required, the figure to be recorded is the adjusted figure plus 5**

Please note, as this took effect from the start of the academic year, it will be necessary to update aims already entered for 2022/23 to include this uplift.

Allowed Codes

4. For learner's resident in the West of England Combined Authority area, the following DAM codes are available for use in the 2022/23 academic year:

DAM010	Devolved Area Low Wage Programme
DAM024	Workplace-Based Provision
DAM025	Category of Adult Education: Engagement
DAM028	Category of Adult Education: Employability
DAM029	Category of Adult Education: Foundation Skills for Work
DAM030	Category of Adult Education: Intermediate/Advanced Skills for Work
DAM031	Category of Adult Education: Learning for Personal Development
DAM023	Override of validation rules (used in conjunction with another DAM code when needed, e.g. DAM010)
DAM041	Progress to Work Extended Programme (used for West of England Combined Authority Recruitment Pipeline)
DAM045	Co-Funded Fee Waiver

Details on all DAM codes for 2022/23 can be found in the ILR specification [here](#).

There are 5 LDM codes that can be used for learners in devolved areas, in the same way they are used for non-devolved area learners:

LDM118	Proxy Learning Aims
LDM331	Prince's Trust Team Programme
LDM378	National Skills Fund - Level 3 Adult Offer
LDM382	Level 3 Free Courses for Jobs Offer - Low Wage Learners
LDM375	Sector Based Work Academies

Details on all LDM codes for 2022/23 can be found in the ILR specification [here](#).

5. For learners in the West of England Combined Authority area, the following Learning Aim Reference (LAR) Class Codes can be used in 2022/23:

Z0009121	Work Experience / Work Placement (3-4 hours)
Z0009122	Work Experience / Work Placement (5-6 hours)
Z0009123	Work Experience / Work Placement (7-12 hours)
Z0009124	Work Experience / Work Placement (13-20 hours)
Z0009125	Work Experience / Work Placement (21-44 hours)
Z0009126	Work Experience / Work Placement (45-68 hours)
Z0009127	Work Experience / Work Placement (69-92 hours)
Z0009128	Work Experience / Work Placement (93-100 hours)
Z0009129	Work Experience / Work Placement (101-196 hours)
Z0009130	Work Experience / Work Placement (197-292 hours)

Z0009255	WECA Enhanced Initial Assessment Offer
Z0009256	WECA Enhanced CEIAG Offer

As further codes are published, an updated list will be available on our [website](#).

Technical Guidance on Using These Codes

Devolved Area Low Wage Programme

6. Employed learners in receipt of a Low Wage will be fully funded if you (the provider) are satisfied they meet both of the following criteria:
- they are eligible for co-funding, **and**
 - their annual gross salary is less than:
 - £19,305, for start dates prior to 22nd September 2022
 - £21,255, for start dates on or after the 22nd September 2022

In these circumstances, you must have seen evidence of the learner's annual gross salary, with support needed for your decision to award full funding where learning would normally be co-funded. Examples of appropriate support include a recent wage slip or a Universal Credit statement, or a current employment contract.

To record learning aims for this programme you should:

- Enter 1 Fully-Funded in the Fully Funded Indicator field (FFI)
- Record DAM010 for Low Wage programme delivery against the Learning Aim
- Use the code DAM023 to override the validation rules - in this case, the rule that usually excludes employed learners from receiving full funding

Workplace-Based Provision

7. Where you have agreed with the Combined Authority to deliver workplace provision, you must record a DAM code for every learning aim delivered in the workplace. This code **cannot** be used without an agreement in place. We have extended this initiative to include, with some conditions, all provision delivered on a fully funded basis and co-funded provision in the workplace.

To record learning aims for this programme you should:

- Record DAM024 for Workplace-Based Provision against the Learning Aim

Categories of Adult Education

8. We recognise that assigning specific categories of adult education to provision may be complex as categorisation relates to individual learners rather than entire courses, meaning learners on the same course may be in different categories due

to their reasons for enrolment. Additionally, as categories are learner and course specific, an individual undertaking several aims may change categories in year.

The categories recorded must align with those profiled in your Curriculum & Delivery Plans. From R01, for each learning aim, you must record ONE of the following five codes:

DAM025	Category of Adult Education: Engagement
DAM028	Category of Adult Education: Employability
DAM029	Category of Adult Education: Foundation Skills for Work
DAM030	Category of Adult Education: Intermediate/Advanced Skills for Work
DAM031	Category of Adult Education: Learning for Personal Development

If you are unsure, please record the category you believe to be most appropriate.

Work Experience Learning Aims

- Work Experience Placements and Work Tasters are directly fundable elements of adult education provision, and providers are encouraged to incorporate these into all employability programmes for residents with little or no recent and / or good work experience. To access funding, providers are to use the specific learning aim references created by the Combined Authority to record this provision in the ILR.

The relevant learning aims are below, with details included in Appendix A.

Z0009121	Work Experience / Work Placement (3-4 hours)
Z0009122	Work Experience / Work Placement (5-6 hours)
Z0009123	Work Experience / Work Placement (7-12 hours)
Z0009124	Work Experience / Work Placement (13-20 hours)
Z0009125	Work Experience / Work Placement (21-44 hours)
Z0009126	Work Experience / Work Placement (45-68 hours)
Z0009127	Work Experience / Work Placement (69-92 hours)
Z0009128	Work Experience / Work Placement (93-100 hours)
Z0009129	Work Experience / Work Placement (101-196 hours)
Z0009130	Work Experience / Work Placement (197-292 hours)

Recording Proxy Learning Aims

- Where the publication of information in the LARS database for a learning aim code accredited by the awarding organisation is delayed, the nearest equivalent aim (by provision type and funding rate) can be temporarily recorded in the learning aim reference field. In these circumstances, LDM118 must be recorded against the aim to indicate that a proxy is being used, rather than the actual learning aim being undertaken. Once the actual information is published, the learning aim reference field must be updated and code LDM118 removed.

In all cases, proxy details must be removed and actual details recorded either before the end of the teaching year or before the learner completes or withdraws from the aim, otherwise the data will be rejected. Please note, there is no guarantee that aims accredited by the awarding organisation will be approved for funding, so proxy learning aims should always be used with caution.

Prince's Trust Team Programme

- The Prince's Trust Team Programme is a 12-week course designed to improve the confidence, motivation and skills of eligible 16- to 25-year-olds, with the Combined Authority funding the programme for eligible learners aged 19 to 25. Each 'team' recruits a mix of individuals of different abilities and backgrounds, including employer-sponsored employees, and providers, in partnership with the Prince's Trust, run and manage the programme on a local basis. You must get approval from the Prince's Trust to deliver the team programme.

Learners on this programme must be recorded using LDM331, and you can use the qualifications below:

Learning Aim Reference	Qualification Title
60023995	Certificate in Employment, Teamwork and Community Skills
60027629	Certificate in Employment, Teamwork and Community Skills (Entry 3)
60032121	Award in Employment, Teamwork and Community Skills
60032868	Award in Employment, Teamwork and Community Skills
60033344	Award in Employment, Teamwork and Community Skills (Entry 3)
60027307	Certificate in Employment, Teamwork and Community Skills

If the matrix rate is lower than the programme rate, additional funding up to the value of the programme rate should be entered on the Monthly Claim Report.

Increased Access to Full Funding

- Our eligibility criteria has been expanded to offer provision previously only available as co-funded or loan funded on a fully funded basis. This includes:
 - Learners aged 50 and over, already qualified at full level 2 but not at full level 3 or above, are fully funded to undertake a single additional full level 2 qualification (or a non-full level 2 qualification included on the High Value Qualification List)
 - Learners aged 19-25 or 50 and over already qualified at full level 3 but not at full level 4 or above, are fully funded to undertake a single additional

full level 3 qualification (or a non-full level 3 qualification included on the High Value Qualification List or National Skills Fund Level 3 Offer List)

To record learning aims for this initiative you should:

- Enter 1 Fully-Funded in the Fully Funded Indicator field (FFI)
- Use the code DAM023 to override the validation rules - in this case, the rule that usually excludes learners aged over 24 from receiving full funding

CEIAG and Initial Assessment

13. To supplement existing offers, enhanced CEIAG and Initial Assessment is available for Adult Skills funded learners from the groups of engagement, employability and foundation skills. Funded at a rate of £60 per learner, each aim is intended to be sufficient to offer a further hour of CEIAG or Initial Assessment in addition to that already offered for every priority learner prior to enrolment on their main aim.

The applicable learning aims are:

Learning Aim Reference	Qualification Title
Z0009255	WECA Enhanced Initial Assessment Offer
Z0009256	WECA Enhanced CEIAG Offer

High Value Courses

14. The High Value Courses for 19-year-olds was a programme offered for one year. **We no longer offer additional funding for these aims, but continue to allow full funding for learners eligible under the West of England L2 entitlement.**

Sector Based Work Academies

15. Our role within a sector based work academy (SWAP) is to fund the pre-employment training component. You must record in the evidence pack that you have seen the claimant's SWAP referral notification from Jobcentre Plus, setting out start date and times for their AEB funded pre-employment training.

To record learning aims for this initiative you should:

- Enter 1 Fully-Funded in the Fully Funded Indicator field (FFI)
- Complete the Benefit Status Indicator (BSI) as appropriate:
 - Claimant is in receipt of Jobseeker's Allowance (BSI 1)
 - Claimant is in receipt of Universal Credit (BSI 4)
 - Claimant is in receipt of Employment and Support Allowance (all categories) (BSI 5)

- Record the code LDM375 for Sector Based Work Academies against the Learning Aim (aligned with the ESFA monitoring code rather than DAM013)
- Use the code DAM023 to override the validation rules if necessary

West of England Combined Authority Recruitment Pipeline

16. The West of England Combined Authority Recruitment Pipeline is intended to complement the above DWP SWAP, and will draw upon an identical delivery model (a training package, a work experience placement and a guaranteed interview). However, it will focus on supporting progression into slightly higher-level employment opportunities requiring a slightly higher skill level.

To record learning aims for this initiative you should:

- Enter 1 Fully-Funded in the Fully Funded Indicator field (FFI)
- Record the code DAM041 for Progress to Work Extended Programme against the Learning Aim. Please note, this is the generic name for similar schemes across all devolved areas, and in our area it refers to all provision under the West of England Combined Authority Recruitment Pipeline funding
- Use the code DAM023 to override the validation rules if needed

National Skills Fund - Level 3 Adult Offer

17. As part of the Lifetime Skills Guarantee, a targeted level 3 adult offer has been developed to support adults without an existing full level 3 qualification, which the Combined Authority will fund in the same manner as the ESFA.

To record learning aims for this initiative you should:

- Enter 1 Fully-Funded in the Fully Funded Indicator field (FFI)
- Record the code LDM378 for National Skills Fund - Level 3 Adult Offer against the Learning Aim

From April 2022, the offer has also been available to adults who are unemployed or earning below the national living wage, regardless of prior attainment level.

To record learning aims in these circumstances you should:

- Additionally record the code LDM382 to reflect that they are eligible for Level 3 Free Courses for Jobs Offer as a Low Wage Learner

Co-Funded Fee Waiver

18. Providers are expected to collect all co-funded fee income they are entitled to. In exceptional circumstances (e.g. an evidenced inability to pay would prevent

participation, placing an individual at a significant disadvantage), the right to collect fees from priority learners may be waived.

To record where the right to collect fees has been waived, you should:

- Enter 2 Co-Funded in the Fully Funded Indicator field (FFI)
- Record the code DAM045 for co-funded fee waiver against the Learning Aim

Substantial Programme of Learning and Support

19. The Substantial Programme of Learning and Support initiative is intended to support learners to achieve and progress by creating a programme of aims unique to each learner informed by robust CEIAG and Initial Assessment. Some present programmes and initiatives incorporating multiple components will in future fall under the descriptor of a Substantial Programme, for example SWAP.

A Substantial Programme is any programme of at least 150 guided learning hours (GLH), based on actual hours delivered. These may be in a single qualification, but we anticipate most programmes will incorporate multiple components and draw upon various AEB funding lines to address all barriers identified. As not all funding lines show the associated GLH, you must ensure you have documentation of the actual hours of teaching and directed study in the learner records.

As part of our validation checks, we will use ILR data to confirm that learner programmes identified meet the minimum GLH. As we do not expect all aims to be studied concurrently, this check will be performed periodically and will generate a warning rather than an error. We will also incorporate validation of substantial programmes in our future audit and spot-check processes.

To record where an aim forms part of a Substantial Programme, you should:

- Create a record with Aim Type 1 for the Programme Aim, detailing the planned and actual start and end dates of the entire programme - this aim does not represent any actual learning in itself
- Record all learning aims forming part of the programme as Aim Type 3 for component learning aim within a programme, of which at least one must share a start date with the Programme Aim
- Record the applicable category DAM code - we would expect that the category applicable at the programme start would apply throughout, however different categories can be assigned to different aims if needed

Appendix A: Learning Aim Details

LearnAim Ref	LearnAimRefTitle	Notional NVQ Level v2	StartDate	Latest weighted rate	Latest unweighted rate	Latest pwf
Z0009121	Work Experience / Work Placement (3-4 hours)	X	08/01/2020	21	21	A
Z0009122	Work Experience / Work Placement (5-6 hours)	X	08/01/2020	35	35	A
Z0009123	Work Experience / Work Placement (7-12 hours)	X	08/01/2020	50	50	A
Z0009124	Work Experience / Work Placement (13-20 hours)	X	08/01/2020	100	100	A
Z0009125	Work Experience / Work Placement (21-44 hours)	X	08/01/2020	150	150	A
Z0009126	Work Experience / Work Placement (45-68 hours)	X	08/01/2020	30	30	A
Z0009127	Work Experience / Work Placement (69-92 hours)	X	08/01/2020	450	450	A
Z0009128	Work Experience / Work Placement (93-100 hours)	X	08/01/2020	600	600	A
Z0009129	Work Experience / Work Placement (101-196 hours)	X	08/01/2020	724	724	A
Z0009130	Work Experience / Work Placement (197-292 hours)	X	08/01/2020	1265	1265	A
Z0009255	WECA Enhanced Initial Assessment Offer	X	01/08/2020	60	60	A
Z0009256	WECA Enhanced CEIAG Offer	X	01/08/2020	60	60	A

Note: All rows in the above table have the CategoryRef 41, and the CategoryName Aims specific to Mayoral Combined Authorities (MCA) and Greater London Authority (GLA).

Summary of Changes from 2021/22 Version

Section	Version Changed	Change
All	1	The format of the document has been changed to align with other published documents. Content changes from 2021/22 are still indicated by highlighting.
All	1	Previous references to 'WECA' have been amended to 'West of England Combined Authority'.
Allowed Codes	1	High Value Courses have been removed from the list of LDM codes, as additional funding is no longer offered for courses within this list.
High Value Courses	1	Amended as we will no longer be offering additional funding for these aims, but will continue to allow full funding for learners eligible under our L2 entitlement.
National Skills Fund - Level 3 Adult Offer	1	Added details on the extension of the Level 3 offer to adults who are unemployed or earning low wages, even if they hold a full Level 3 qualification or higher.
Substantial Programme of Learning and Support	1	Added details regarding the newly implemented 'Substantial Programme of Learning and Support'.
Appendix A: Learning Aim Details	1	Columns 'CategoryRef' and 'CategoryName' have been removed from the table for simplification, with the applicable values included below the table.
Funding Rate Uplift	2	Added details regarding the recording of the previously communicated 5% uplift.