

Adult Education Funding

TECHNICAL NOTE 1: MONITORING FIELDS & CLASS CODES

VERSION 3
2023 / 24

VERSION 3 - 23/11/2023

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Purpose and Background

1. This technical note has been produced to provide additional guidance to Adult Education providers on the completion of the Individualised Learner Record (ILR) for West of England Combined Authority learners. This supplements guidance available on our website, in particular the Performance Management Funding Rules. Therefore, please refer to the website for further information on the areas covered. A summary of main changes is included at the end of this document.
2. Within the ILR, there are 6 data fields for Devolved Area Monitoring (DAM), which act similarly to the Learning Delivery Funding and Monitoring (LDM) fields. A list of codes applicable to these fields is published by the ESFA. The DAM codes are only to be used for learners residing in devolved areas, and only those specifically listed within this document are to be used in relation to West of England Combined Authority Adult Education learners.

Uplifts

3. Please note, all following uplifts relate solely to Adult Skills provision. This is because national funding rates do not apply to Community Learning.

Funding Rate Uplifts

4. Only the first applicable funding rate uplift will be applied to any aim, even if all apply. The order in which uplifts will be assessed for eligibility is as follows:
 - a) 50% uplift for Level 2 literacy, numeracy and ESOL
 - b) 20% uplift in 6 sector subject areas identified by the ESFA:
 - Engineering
 - Manufacturing Technologies
 - Transport Operations and Maintenance
 - Building and Construction
 - ICT for Practitioners
 - Mathematics and Statistics
 - c) 5% uplift for all other provision, excluding:
 - Aims started prior to 1st August 2022
 - Aims funded through Free Courses for Jobs, identified by LDM 378
 - Aims with category code 60 applied

5. The methodology for processing uplifts for starts from 1st August 2023 onwards has changed from the 2022/23 academic year. These are no longer to be processed manually, and as such there should not be any uplift related adjustment within the funding adjustment (OtherFundAdj) field. Instead, the uplifts will be applied automatically within your ILR submission as appropriate.
6. We will continue to honour the general 5% funding rate uplift applied from the beginning of the 2022/23 academic year. However, this will not be processed automatically. As such, this is to be manually processed via applying the rate through the funding adjustment field (OtherFundAdj), as with prior year.
7. 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
8. Please note, it will be necessary to update aims already entered for 2023/24 with start dates before 1st August 2023 to include this uplift.

Double Disadvantage Uplift

9. We will continue to double the disadvantage uplift applied to Adult Skills funding rates for the 2023/24 academic year. This will be applied automatically within the ILR where appropriate, and therefore there is no action required from providers.

Allowed Codes

10. For learners resident in the West of England Combined Authority area, the following DAM codes are available for use in the 2023/24 academic year:

DAM010	Devolved Area Low Wage Programme
DAM023	Override of validation rules (used in conjunction with another DAM code when needed, e.g. DAM010)
DAM024	Workplace-Based Provision
DAM045	Co-Funded Fee Waiver
DAM070	Primary Green Skills
DAM071	Secondary Green Skills

Details on all DAM codes for 2023/24 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 2023/24 can be found in the ILR specification [here](#).

11. For learners in the West of England Combined Authority area, the following Learning Aim Reference (LAR) Class Codes can be used in 2023/24:

Z0009121 - Z0009130	Work Experience / Work Placement (please refer to Work Experience Learning Aims later in this document for specifics)
Z0009255	WECA Enhanced Initial Assessment Offer
Z0009256	WECA Enhanced CEIAG Offer

Where further codes are published, the above list will be updated accordingly.

Technical Guidance on Using These Codes

Devolved Area Low Wage Programme

12. Employed learners in receipt of a Low Wage will be fully funded if you are satisfied they meet both of the following criteria:
- they are eligible for co-funding, **and**
 - their hourly rate of pay is less than:
 - £10.90 (equivalent to an annual gross salary of £21,255 for a 37.5 hour week), for starts before 24th October 2023
 - £12.00 (equivalent to an annual gross salary of £23,400 for a 37.5 hour week), for starts on or after 24th October 2023

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

To record learning aims for this programme:

- 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

13. Where you have agreed with the Combined Authority to deliver workplace provision, you must record DAM code 024 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:

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

Work Experience Learning Aims

14. Work Experience Placements and Work Tasters are directly fundable elements of adult education provision which providers are encouraged to incorporate into 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 as follows:

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

15. Where the publication of information for an awarding organisation accredited learning aim code in the LARS database is delayed, the nearest equivalent aim (by both 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 code, rather than the actual learning aim code, is being used. Once the actual information is published in the LARS database, the learning aim reference field must be updated and code LDM118 removed.

In all cases, either before the end of the teaching year or before the learner completes or withdraws from the aim, proxy details must be removed, and actual

details recorded. Where this is not done, 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

16. 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 eligible 19 to 25-year-olds being funded by the Combined Authority. Each 'team' recruits a mix of individuals of different abilities and backgrounds, including employer-sponsored employees, while 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.

To record learning aims for this programme:

- Record LDM331 against the Learning Aim

The relevant learning aims are as follows:

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

17. Our extended eligibility criteria offers some 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, undertaking a single additional full level 2 qualification (or a non-full level 2 included on the High Value Qualification List)
 - Learners aged 19 to 25 or 50 and over, already qualified at full level 3 but not at full level 4 or above, undertaking 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:

- 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

18. To supplement existing offers, enhanced CEIAG and Initial Assessment is available for all Adult Skills funded learners, except for those who are low priority residents. 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

Sector Based Work Academies

19. Our role within a sector based work academy programme (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:

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

National Skills Fund - Level 3 Adult Offer

20. As part of the Lifetime Skills Guarantee, a targeted level 3 adult offer has been developed to support adults who either do not have prior attainment at or above full level 3 or who are unemployed or earning below the national living wage, regardless of their prior attainment level. The Combined Authority funds this offer in the same manner as the ESFA.

To record learning aims for this initiative:

- 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
- Where applicable, also record the code LDM382 to reflect eligibility for Level 3 Free Courses for Jobs Offer as a Low Wage Learner

Co-Funded Fee Waiver

21. Providers are expected to collect all co-funded fee income they are entitled to. In exceptional circumstances (e.g. where 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 waved.

To record where the right to collect fees has been waved:

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

Green Skills

22. Green Skills have been introduced as part of Adult Education for the 2023/24 academic year to help ensure that our region has the right skills to meet the Combined Authority's target of net zero by 2030.

Green Skills have been divided into 'Primary' and 'Secondary', depending on the primary purpose of the course. We will not be publishing a list of aims which meet the criteria for Green Skills, and will instead rely upon the assessment of providers regarding their course content. Further details can be found within the 2023/24 Funding and Performance Management Rules [here](#).

Where an aim is Green Skills, one of the following codes must be recorded:

DAM070	Primary Green Skills
DAM071	Secondary Green Skills

Summary of Main Changes

We have highlighted the main changes made in this document compared to the version published for 2022 to 2023 in the table below. Please note, this is not an exhaustive list of all changes. If you have a specific query on this technical note, please email your enquiry to adulthoodeducation@westofengland-ca.gov.uk.

Section	Version Changed	Reference	Change
All	1.1	-	Removed highlights from the document, and instead indicate all changes within this table, in line with other published documents.
Uplifts	1.1	3 - 5	Added a section for 'Uplifts' to include all applicable uplifts.
Double Disadvantage Uplift	1.1	6	Added specific details for the 'Double Disadvantage Uplift'.
Allowed Codes	1.1	7	Removed the DAM codes relating to 'Categories' and 'Recruitment Pipeline' as they are no longer valid for use.
Devolved Area Low Wage Programme	1.1	9	Updated the low wage threshold for the latest applicable figure.
Categories of Adult Education	1.1	-	Removed entire section, as it is no longer applicable.
High Value Courses	1.1	-	Removed entire section, as it is no longer applicable.
West of England Combined Authority Recruitment Pipeline	1.1	-	Removed entire section, as it is no longer applicable.
Substantial Programme of Learning and Support	1.1	-	Removed entire section, as it is no longer applicable.
Green Skills	1.1	19	Added details for the new 'Green Skills' initiative.
Funding Rate Uplifts	2.1	4	Clarified aims which are not subject to any additional uplifts for the 2023/24 academic year.
Funding Rate Uplifts	3.1	4 - 8	Clarified the applicable dates for uplifts, as well as the process for applying the 5% uplift to starts between 1 st August 2022 and 31 st July 2023.

Devolved Area Low Wage Programme	3.1	12	Amended the applicable Low Wage values to reflect the latest update, as well as providing clarity on the hourly rate of pay applicable.
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