



GREATER MANCHESTER COMBINED AUTHORITY

ADULT EDUCATION BUDGET: ILR SUBMISSION GUIDANCE

Of interest to all providers, delivering GMCA AEB funded provision

Version 1

August 2019



ILR Submission Guidance for GMCA Adult Education Providers for 2019/20 Academic Year

This document provides guidance on ILR submissions for Adult Education Budget (AEB) providers with funding agreements in place with Greater Manchester Combined Authority (GMCA).

This document will refer to the use of Devolved Area Monitoring (DAM) codes. These codes will be used largely to monitor delivery of GMCA AEB funding flexibilities. DAM codes are similar to Learning Delivery Monitoring (LDM) codes (used for ESFA funded learners) but are to be used by devolved areas only. There will be 4 available fields in which to input DAM codes against each learning aim.

A list of all available DAM codes has been published by the ESFA, however, only those contained within this document will be able to be used by providers delivering to GM residents.

Please note that unless a provider has specifically specified in their delivery plan – or confirmed with GMCA through other avenues – that they will be utilising GMCA’s flexibilities, they will not receive funding for these flexibilities where they do so.

As a result, much of this guidance will only be relevant to providers who have indicated they will provide these flexibilities to learners; the first 4 sections of this document, however, are relevant for all providers with a funding agreement with GMCA to deliver AEB.

Source of Funding

For all GMCA funded AEB provision, providers must use the Source of Funding (SOF) code 110 to designate the relevant provision as delivery to a GM resident.

Learning Start Date Postcode

For all GMCA AEB provision, the Learning Start Date Postcode field (LSDPostcode) must be a GM postcode.

The list of all postcodes by devolved area can be found at: <https://www.gov.uk/government/publications/adult-education-budget-aeb-postcode-files>

This list will be updated on a quarterly basis

Additionally, GMCA will provide an Excel document containing all GM postcodes derived from the list above.

Due to the quarterly update of this reference data, GMCA will allow the use of a generic postcode, ZZ99 9ZZ, to be used for cases where a postcode has not yet appeared on this list (in the case of new builds, for example). **However, providers should speak to GMCA before they submit an ILR return with this code.**

GMCA expects this generic postcode to be updated during the academic year to one on the list and its use will be heavily monitored.

Procured Provision

All providers that hold a contract for services arrangement with GMCA (as opposed to a grant funded agreement) must input the DAM code 002 in one of the 4 DAM code fields available against all their GMCA funded AEB learners.

The purpose of this code is to distinguish between grant and procured AEB provision.

As a result, providers with grant funded agreements with GMCA should not input this code against GM learners they deliver to.

Low Wage Pilot Activity

Please note the Learning Delivery Monitoring (LDM) code 363 that previously identified low wage provision should only now be used for non-devolved learners funded by the ESFA with SOF 105, not GMCA funded learners.

Where a provider wishes to fully fund an aim through the low wage pilot, the DAM code 010 must be inputted in one of the 4 DAM code fields available against the relevant learning aim.

In conjunction with GMCA's Devolved AEB funding and performance management rules 2019-2020, this flexibility is available only where:

- The learners is eligible for Co-Funding for the aim;
- The learner is employed and earns less than £17,550.00 per annum; and
- The learner is enrolled on a learning aim up to and including Level 2.

Due to ESFA ILR validation rules, aims with the low wage pilot applied cannot currently be recorded as Fully-Funded. As an interim solution, providers should record these aims as Co-Funded and then use the Other Funding Adjustment (OFA) field to uplift the funding of the aim to the Fully-Funded level.

This will be the case for at least the first two quarters of the 19/20 academic year; after this there will be a permanent solution in place to allow providers to input these aims as Fully-Funded.

GMCA will provide an Excel document that allows providers to bulk calculate the value they will need to input into the OFA field for each learning aim where funding needs to be uplifted to the Full-Funded level.

When a permanent solution is put into place, providers will have to amend any use of this interim measure to the new solution in which p can be put on the ILR without the use of the OFA field. Providers may therefore wish to hold off inputting any of these aims into their ILR submission until then. Please refer to your GMCA Strategy and Partnership Manager for advice around this process.

British Sign Language Flexibility

Where a provider has permission to Fully-Fund an aim using GMCA's British Sign Language (BSL) flexibility, the DAM code 009 must be used in one of the 4 DAM fields available against the relevant learning aim.

In conjunction with GMCA's Devolved AEB funding and performance management rules 2019-2020, this flexibility is available only where the learner is enrolled on:

- 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).

Due to ESFA ILR validation rules, aims with the BSL flexibility applied cannot currently be recorded as Fully-Funded. As an interim solution, providers should record these aims as Co-Funded and then use the Other Funding Adjustment (OFA) field to uplift the funding of the aim to the Fully-Funded level.

This will be the case for the at least the first two quarters of the 19/20 academic year; after this there will be a permanent solution in place to allow providers to input these aims as Fully-Funded.

GMCA will provide an Excel document that allows providers to bulk calculate the value they will need to input into the OFA field for each learning aim where funding needs to be uplifted to the Full-Funded level.

When a permanent solution is put into place, providers will have to amend any use of this interim measure to the new solution in which aims can be put on the ILR without the use of the OFA field. Providers may therefore wish to hold off inputting any of these aims into their ILR submission until then. Please refer to your GMCA Strategy and Partnership Manager for advice around this process.

Licence to Practise Flexibility

Where a provider has permission to fund a licence to practise in conjunction with GMCA's Devolved AEB funding and performance management rules 2019-2020, the provider must record this via as a separate learning aim in the ILR.

The Learning Aim Reference for this aim is **Z1100001**

Learners enrolled on this aim must also be enrolled for relevant additional aims as per GMCA's Devolved AEB funding and performance management rules 2019-2020.

Fully Funded Level 2 Aims for 24+ Learners Flexibility

Due to ESFA ILR validation rules, a temporary solution has been devised to fund this flexibility.

This will be the case for the at least the first two quarters of the 19/20 academic year; after this there will be a permanent solution in place to allow providers to use the learning aim being delivered and without the use of the OFA field.

As an interim solution, where a provider has permission to Fully-Fund Level 2 aims for employed learners over 24 who are not on a low wage, the DAM code 011 must be used in one of the 4 DAM fields available against the relevant learning aim.

Further to this, providers must input a dummy learning aim in place of the learning aim actually being delivered. This dummy aim is **ZD000001** which has a default funding value of £1,000.

Providers must then use the OFA adjust the funding to match the LARS weighted rate of funding associated with the relevant learning aim.

For example, if an aim's weighted LARS value is £941, then 94 must be used in the OFA field to downgrade the funding to £940.

When a permanent solution is put into place, providers will have to amend any use of this interim measure to the new solution in which aims can be put on the ILR without the use of the OFA field and dummy aim. Providers may therefore wish to hold off inputting any of these aims into their ILR submission until then. Please refer to your GMCA Strategy and Partnership Manager for advice around this process.

Level 3 Units Flexibility

Due to ESFA ILR validation rules, a temporary solution has been devised to fund this flexibility.

This will be the case for the at least the first two quarters of the 19/20 academic year; after this there will be a permanent solution in place to allow providers to use the learning aim being delivered and without the use of the OFA field.

As an interim solution, where a provider has permission to Fully-Fund Level 3 units in conjunction with GMCA's Devolved AEB funding and performance management rules 2019-2020, the DAM code 012 must be used in one of the 4 DAM fields available against the relevant learning aim.

Further to this, providers must input a dummy learning aim in place of the learning aim actually being delivered. This dummy aim is **ZD000001** which has a default funding value of £1,000.

Providers must then use the OFA to adjust the funding to match the LARS weighted rate of funding associated with the unit.

For example, if a unit's weighted LARS value is £1,645, then 165 must be used in the OFA field to upgrade the funding to £1,650.

When a permanent solution is put into place, providers will have to amend any use of this interim measure to the new solution in which aims can be put on the ILR without the use of the OFA field and dummy aim. Providers may therefore wish to hold off inputting any of these aims into their ILR submission until then. Please refer to your GMCA Strategy and Partnership Manager for advice around this process.