



GREATER MANCHESTER COMBINED AUTHORITY

ADULT EDUCATION BUDGET: ILR SUBMISSION GUIDANCE

Of interest to all providers, delivering GMCA AEB funded provision

Version 4

March 2021



ILR Submission Guidance for GMCA Adult Education Providers for 2020/21 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 6 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 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 6 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 and DAM code 023 must be inputted into the DAM code fields available against the relevant learning aim. You will be able to claim Full Funding for this learning aim using FFI: 1

In conjunction with GMCA's Devolved AEB funding and performance management rules 2020-2021, this flexibility is available only where:

- The learner is eligible for Co-Funding for the aim;
- The learner is employed and earns less than £18,135.00 per annum; and
- The learner is enrolled on a learning aim up to and including Level 2.

For all Community Learning aims (FM:10), the use of the Low Wage Pilot should **NOT** be used, as this does not affect the funding received.

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 and DAM code 023 must be inputted into the DAM code fields available against the relevant learning aim. You will be able to claim Full Funding for this learning aim using FFI: 1

In conjunction with GMCA's Devolved AEB funding and performance management rules 2020-2021, 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).

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 2020-2021, the provider must record this 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 2020-2021.

Fully Funded Level 2 Aims for 24+ Learners Flexibility

Where a provider wishes to fully fund an aim through the fully funded Level 2 aims, in conjunction with GMCA's Devolved AEB funding and performance management rules 2020-2021, the DAM code 036 and DAM code 023 must be inputted into the DAM code fields available against the relevant learning aim. You will be able to claim Full Funding for this learning aim using FFI: 1

Level 3 Units Flexibility

Where a provider wishes to fully fund an aim through the fully funded Level 3 units, in conjunction with GMCA's Devolved AEB funding and performance management rules 2020-2021, the DAM code 035 and DAM code 023 must be inputted into the DAM code fields available against the relevant learning aim. You will be able to claim Full Funding for this learning aim using FFI: 1

If you have identified a learning aim for a Level 3 Unit but it is not currently funded via the LARS, please contact your Performance and Contract Officer. All these aims will be forwarded to the ESFA for the LARS to be amended.

Learners from the Liverpool City Region

Some grant providers have been given an allocation for delivery to learners from the Liverpool City Region. This allocation has been identified on your allocation figures.

Where an eligible provider wishes to deliver learning to a resident of the Liverpool City Region, in conjunction with GMCA's Devolved AEB funding and performance management rules 2020-2021, the DAM code 001 must be inputted into the DAM code fields available against the relevant learning aim.

This code is not to be used if:-

- **The learner is a GM resident**
- **The learner is a non GM or non LCR resident**
- **You do not have an allocation to engage with LCR residents**

Sector Based Work Academies

As we are looking to gain a clear understanding of what the devolved AEB is positively supporting and funding, we are starting to monitor unidentifiable learning aims. For providers who provide a provision, that meets the definition of a Sector Based Work Academy (SBWA), for residents to access, the use of DAM Code 013 should be used. Normal funding rules will apply for all learning aims.

Expression of Interest Funding

If you have been successful in your bid for the EOI request, we have asked you for the learning aims that will be used against these monies. We will be monitoring the activity by using these aims and the use of the LDM code: 369.

No other learners should be assigned this code.

Economically Inactive

Where a provider wishes to fully fund an aim for a learner who is unemployed but not claiming at benefits, the DAM code 022 and DAM code 023 must be inputted into the DAM code fields available against the relevant learning aim. You will be able to claim Full Funding for this learning aim using FFI: 1

Full Funding can only be claimed if the learner is 'Available and Looking for Work' – Employment Status: 11

Legal Entitlement for Digital

Where a provider wishes to fully fund an aim which would normally fall under the 'Digital – Legal Entitlement' category but, due to the delay in the approval of the qualifications, the DAM code 007 and DAM code 023 must be inputted into the DAM code fields available against the relevant learning aim. You will be able to claim Full Funding for this learning aim using FFI: 1

These codes should only be used for aims awaiting to be approved and, once they are on the 'Legal Entitlement' list, the DAM codes will need to be removed.

National Level 3 Qualification

Where a provider wishes to fully fund an aim through the National Level 3 allocation, in conjunction with ESFA's AEB Funding Rules 2020-2021 and the National Level 3 guidance, the LDM 378 must be inputted into the LDM code fields available against the relevant learning aim. You will be able to claim Full Funding for this learning aim using FFI: 1

You can only use this funding if you have received an allocation to deliver these courses.

Local Level 3 Qualification

Where a provider wishes to fully fund an aim through the Local Level 3 allocation, in conjunction with GMCA's AEB Funding and Performance Rules 2020-2021 and the Local Level 3 guidance, the DAM 035 must be inputted into the DAM code fields available against the relevant learning aim. You will be able to claim Full Funding for this learning aim using FFI: 1

You can only use this funding if you have received an allocation to deliver these courses.