GREATER MANCHESTER COMBINED AUTHORITY

ADULT EDUCATION BUDGET:

ILR SUBMISSION GUIDANCE

Of interest to all providers, delivering GMCA AEB funded provision

Version 2

September 2023

ILR Submission Guidance for GMCA Adult Education Providers for 2023/24 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. Annex 1 details the codes valid for GM AEB delivery.

Providers should use ALL codes relevant to the learner for the delivery. Example: A learner in receipt of Low Wage on a Fully Funded Level 2 aim – DAM Codes: 010, 036 and 023 should be used.

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 on the [Gov.uk website](Gov.uk). This list will be updated on a quarterly basis.

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 ones 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

Where a provider wishes to fully fund an aim through the low wage pilot, 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 2023-2024, this flexibility is available only where:

- The learner is eligible for Co-Funding for the aim;
- The learner is employed and earns less than £23,104 per annum.

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, DAM code **009** and DAM code **023** must be inputted into in 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 2023-2024, 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 2023-2024, 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 Construction aims as per GMCA's Devolved AEB funding and performance management rules 2023-2024.

Disclosure and Barring Service (DBS)

GMCA will trial making funding available for providers to obtain the DBS check for residents where this is a requirement of their course. The provider must record this as a separate learning aim in the ILR. The Learning Aim Reference for these aims are:

Z0009324 – For course in Health and Social Care SSA

Z0009972 – For courses in Education SSA

Learners enrolled on these aims **must** also be enrolled for relevant learning aim as per GMCA's Devolved AEB funding and performance management rules 2023-2024.

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 2023-2024, 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

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 2023-2024, 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.

- The learner is enrolled with a Subcontractor of the Prime

Sector Based Work Academy Programmes

For providers who provide a provision, that meets the definition of a Sector Based Work Academy (SWAP), for residents to access, the use of DAM Code **013** should be used. Normal funding rules will apply for all learning aims.

GMCA definition of a SWAP is: -

- Employer identified, or

- Multiple employers identified in the same sector, and

- Vacancies identified, and

- Referral notice from Job Centre Plus.

Economically Inactive

Where a provider wishes to fully fund an aim for a learner who is unemployed, looking for work but not claiming any benefits, 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

ESOL

Where a provider wishes to fully fund an **ESOL aim** for a learner who is unemployed, not claiming any benefits, and/or not allowed to look for work, DAM code **056** 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: -

Enrolled on a ESOL qualification

Level 3 Free Courses For Jobs

Where a provider wishes to fully fund an aim through the Level 3 Free Courses For Jobs offer, in conjunction with ESFA's AEB Funding Rules 2023-2024 and the Level 3 Free Courses For Jobs 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

These aims are also available for learners who are **19-23 years of age**.

Where the learner is enrolled on a Level 3 Free Courses For Jobs qualification and they are utilising the National low wage eligibility criteria, the **LDM 382** must be inputted into the LDM code fields available against the relevant learning aim.

Eligible Learning Aims must be detailed on the Level 3 Free Courses For Jobs Learning Aims list.

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

GM FCFJ Level 3 Local Funding Flexibility

Where a provider wishes to fully fund an aim through the GM FCFJ Level 3 Local Funding Flexibility, this offer is part of the Level 3 Free Courses For Jobs allocation. Learners must use these codes if it is their **FIRST** Level 3

These aims are only available to learners who are 24+ years of age.

The **LDM 378** must be inputted into the LDM code fields and **DAM 030** in 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

Where the learner is enrolled on a GM FCFJ Level 3 Local Funding Flexibility qualification and they are utilising the low wage eligibility criteria, the local Low Wage threshold of £23,104 per annum can be used.

The **LDM 382** must be inputted into the LDM code fields available against the relevant learning aim.

Eligible Learning Aims must be detailed on the GM Local Level 3 Learning Aims list.

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

GM Local Level 3 for Adults

This should **only** be used if: -

- The learning aim is NOT on the FCFJs Aims List
- The learning aim IS on the GM Local Level 3 Learning Aims List

  and

- The learner is aged between 19 – 23 years of age – 1st or 2nd Level 3
- The 24+ Learner is enrolling on their 2nd Level 3

DAM **035** and DAM **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

You may be advised at some point in the 2023-2024 academic year to use the codes above. This will be determined by the spend of our Local Flexibility within the FCFJs allocation.

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

Version 2 – September 2023

Locally Approved Learning Aims

Where a provider wishes to continue to use a learning aim that was requested during the Response to COVID-19, DAM 055 and DAM023 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

A full list of newly created codes can be found in **Annex 2** and will be monitored throughout 2023-2024.

Other codes may have been created during this time by other Devolved Authorities but only the new ones on the GM list will be funded.

Digital Skills Legal Entitlement

Where a provider wishes to deliver a Level 2 ICT for User qualification, DAM **058** and DAM **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

A full list eligible codes can be found in **Annex 3** and will be monitored and updated accordingly throughout 2023-2024.

Alternative Delivery Model

Where a provider has requested courses to be delivered under an Alternative Delivery Model, DAM 057 must be inputted into the DAM code fields available against the relevant learning aim.

Current proposed models which these will apply to are:

- Sector-based Work Academy Programmes (SWAPS)

- Part-time / evening courses or non-technical delivery (supporting rationale required).

- Hybrid distance learning

GMCA for approval prior to the start of the year for these alternative course types to be considered as outside the normal GLH expectations. Any provider using this DAM Code without prior approval will have the learning aims rejected for funding, until the code has been removed.

Version 2 – September 2023

Annex 1 – List of GM Codes with usage description

Description	Code	Existing/New
Source of Funding	SOF 110	Remains the same for 2023-2024
Learners from the Liverpool City Region	DAM 001	Remains the same – Only used for LCR residents & if you have an allocation
Procured Provision	DAM 002	Remains the same for 2023-2024
British Sign Language Flexibility	DAM 009 & 023	Remains the same for 2023-2024
Low Wage Pilot Activity	DAM 010 & 023	Remains the same for 2023-2024
Sector Based Work Academies	DAM 013	Remains the same for 2023-2024
Economically Inactive Learners	DAM 022 & 023	Remains the same for 2023-2024
GM Local Level 3	DAM 035 & 023	Only to be used against GM Local Level 3 Qualifications
Fully Funded Level 2 Aims for 24+ Learners Flexibility	DAM 036 & 023	Remains the same for 2023-2024
Locally Approved Learning Aims	DAM 055 & 023	Remains the same for 2023-2024
ESOL Provision	DAM 056 & 023	Remains the same for 2023-2024
Alternative Delivery Model	DAM 057	Remains the same for 2023-2024 – Only to be used for agreed delivery
Digital Skills Legal Entitlement	DAM 058 & 023	Remains the same for 2023-2024
Level 3 Free Courses For Jobs	LDM 378 LDM 382	Only to be used against Level 3 Free Courses For Jobs Qualifications To be used to identify learners utilising the National low wage eligibility criteria
GM FCFJ Level 3 Local Funding Flexibility	LDM 378 & DAM 030 LDM 382	Only to be used against GM FCFJ Level 3 Local Funding Flexibility Qualifications To be used to identify learners utilising the Local low wage eligibility criteria
Licence to Practise Flexibility	Z1100001	Remains the same for 2023-2024 – to be used with a valid Construction Learning Aim
Disclosure and Barring Service (DBS)	Z0009324 Z0009972	Remains the same for 2023-2024 – For course in Health and Social Care SSA – For courses in Education SSA

Annex 2 – Locally Agreed Learning Aims

Learning Aim Reference	Learning Aim Title
Z0009163	Care Certificate for Health and Social Care sector
Z0009164	Emergency 1st Aid at Work Certificate
Z0009165	Hospitality, Catering and Retail Infection Prevention
Z0009166	FLT novice operator training
Z0009167	PCV Cat D Driver Training
Z0009168	LGV Cat C Driver Training
Z0009371	Reach FLT
Z0009751	Fire, Emergency and Security Systems

Annex 3 - Digital Skills Legal Entitlement

Learning Aim Reference	Learning Aim Title
60363113	Ascentis Level 2 Certificate in Digital Skills for Business
50062426	BCS Level 2 Certificate in IT User Skills (ECDL Extra) (ITQ)
60106347	BCS Level 2 ECDL Award in IT User Skills
60112372	BCS Level 2 ECDL Certificate in IT User Skills
60182404	BCS Level 2 Certificate in IT User Skills (ECDL Core)
60164621	BIIAB Level 2 Diploma In IT User Skills (ITQ)
60164943	BIIAB Level 2 Certificate In IT User Skills
50067060	City & Guilds Level 2 Award for IT Users (ITQ)
50067242	City & Guilds Level 2 Certificate for IT Users (ITQ)
50067606	City & Guilds Level 2 Diploma for IT Users (ITQ)
60009937	City & Guilds Level 2 Diploma in IT User Skills
60097759	Gateway Qualifications Level 2 Award In IT User Skills (ITQ)
60097772	Gateway Qualifications Level 2 Diploma In IT User Skills (ITQ)
60124696	Gateway Qualifications Level 2 Award In E-Safety
60140483	Gateway Qualifications Level 2 Certificate In IT User Skills (ITQ)
60342432	Gateway Qualifications Level 2 Award in Digital Skills for Work
60349578	Highfield Level 2 Award in Digital Skills for the Workplace (RQF)
60349608	Highfield Level 2 Certificate in Digital Skills for the Workplace (RQF)
60363708	Highfield Level 2 Award in IT User Skills (RQF)
60363733	Highfield Level 2 Diploma in IT User Skills (RQF)
6036371X	Highfield Level 2 Certificate in IT User Skills (RQF)
60162739	iCQ Level 2 Certificate for IT Users (ITQ) (RQF)
60177421	iCQ Level 2 Diploma for IT Users (ITQ) (RQF)
6014211X	iCQ Level 2 Award in Digital Marketing Using Social Media (RQF)
60075508	IAO Level 2 Certificate In IT User Skills (ITQ)
50112399	NCFE Level 2 Certificate in IT User Skills (ITQ)
60331148	NCFE Level 2 Certificate in Digital Skills for Work
60339160	NCFE Level 2 Certificate in Data Analysis
6002012X	NCFE Level 2 Diploma in IT User Skills
50078148	NOCN Level 2 Certificate in IT User Skills (ITQ)
60341051	NOCN Level 2 Award in Digital Productivity Skills
60341063	NOCN Level 2 Certificate in Digital Productivity Skills
60361529	NOCN Level 2 Award in Digital Skills
60361530	NOCN Level 2 Certificate in Digital Skills
50066857	OCR Level 2 Award in IT User Skills (ITQ)
50067436	OCR Level 2 Certificate in IT User Skills (ITQ)
50067448	OCR Level 2 Diploma in IT User Skills (ITQ)
60010629	OCR Level 2 Extended Certificate in IT User Skills (ITQ)
60093389	OCNLR Level 2 Award in IT User Skills (ITQ)
60093390	OCNLR Level 2 Certificate in IT User Skills (ITQ)
60093407	OCNLR Level 2 Diploma in IT User Skills (ITQ)
60329518	OCNLR Level 2 Award in Digital Skills

60336675	OCNLR Level 2 Award in Digital Literacy
6032952X	OCNLR Level 2 Certificate in Digital Skills
60166058	OCN NI Level 2 Award in Geographical Information Systems
60103334	Open College Network West Midlands Level 2 Certificate in IT User Skills
50078197	Pearson BTEC Level 2 Diploma for IT Users (ITQ)
50078203	Pearson BTEC Level 2 Award for IT Users (ITQ)
60016334	Pearson BTEC Level 2 Diploma in IT User Skills (ITQ)
5007832X	Pearson BTEC Level 2 Certificate for IT Users (ITQ)
6018257X	ProQual Level 2 Award in Cyber Security Awareness for Business
60336468	TQUK Level 2 Certificate in IT User Skills (RQF)
60344805	TQUK Level 2 Certificate in Principles for Digital Skills in Employment (RQF)
50080738	TLM Level 2 Certificate in IT User Skills in Open Systems and Enterprise (ITQ)
50098883	TLM Level 2 Award in IT User Skills in Open Systems and Enterprise (ITQ)
50100336	TLM Level 2 Diploma in ICT Open Systems and Enterprise (ITQ)
50104354	TLM Level 2 Extended Certificate in IT User Skills in Open Systems and Enterprise (ITQ)
6006688X	TLM Level 2 Certificate for IT User Skills in Open Systems and Enterprise
6031204X	TLM Level 2 Certificate in Open Platforms and Digital Skills
60328174	TLM Level 2 Certificate in User Skills and Digital Technologies