

WEST MIDLANDS COMBINED AUTHORITY

Skill Programme Coding Guidance 2025/2026

**(For the funding year 1 August 2025
to 31 July 2026)**



**West Midlands
Combined Authority**

This document sets out the Funding and Coding rules that apply to all providers of education and training who receive Skills programmes funding, including but not limited to Adult Skills Funding, Free Courses for Jobs (FCFJ) funding, UK Shared Prosperity Fund (UK SPF) and/or Skills Bootcamp funding for residents, residing in the West Midlands Combined Authority (WMCA) area. Providers must read these in conjunction with the Skills Programme Funding rules, Skills Programmes Provider Payment & Performance Management Framework, and any other related operational guidance, including contract specification.

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WMCA Skills programmes Coding Guidance. Key Changes for 2025/26

Area	Link	Overview of change	Version changed
Tailored Learning	Tailored Learning	New for 2025/26, the full or co-funded indicator should not be completed for Tailored Learning aims that start in the academic year. Providers should record the appropriate LDM code as listed in the Tailored Learning section.	1
Simplification of the Level 3+	Section 7 – Up-skilling and Re-skilling	<ul style="list-style-type: none"> All employed learners undertaking their first level 3 are fully funded, irrespective of their wage All employed learners who already have a level 3 or above and earn less than the earnings threshold will be fully funded. All unemployed learners, irrespective of their previous attainment level, will be fully funded. 	1
Destination reporting	WMCA Data Portal	Outcomes and Destinations must be reported to the WMCA via the WMCA Data portal.	1
Multiply		Removed Multiply, as this adult numeracy programme ended in March 2025	1
Inclusion of the Digital Divide programme	Digital Divide	Guidance around claims for the Digital Divide programme has been added to the guidance	1
Study Programme	WMCA Study Programme	Guidance around claims for the Study programme has been added to the guidance.	1
Wave 6 Skills Bootcamps	Skills Bootcamp DfE (Wave 6)	Guidance has been updated for Wave 6 to include event codes for Milestone 2 outcome and provide examples on ILR updates.	1
LDM 391		<p>Where learners are Unemployed/Inactive or earning below the earnings threshold, WMCA will use one code (LDM 391) to capture this information for all programmes.</p> <p>There is no longer a requirement to capture DAM 10 on the ASF programme separately.</p>	1

Section 1. Introduction and Conditions for Funding

1. Introduction

- 1.1. This document provides a technical specification of data collection requirements for those who make data returns, implement data specifications and design information systems, including management information (MI) managers, software writers and suppliers.
- 1.2. This guidance will also support providers who make ILR returns, with specific coding of fields, including DAM codes, relating to WMCA delivery.
- 1.3. The data collected is used to calculate funding due to providers, performance monitoring, future planning, and to ensure that public money is being spent in line with WMCA priorities.
- 1.4. The guidance referred to within this document will relate only to providers who have WMCA funding at the start of each learning aim.
- 1.5. The information here is in addition to ILR guidance provided by the Department of Education (“DfE”), please refer to the [ILR specification, validation rules and appendices](#)

2. Conditions of WMCA funding

- 2.1. Providers must ensure they have the appropriate funding and approvals within their delivery plans before enrolment. For Contract for Service delivery, providers should ensure delivery is in line with the specification.
- 2.2. Learning that started prior to the new academic year should continue to be funded via the original funding model.
- 2.3. This document has been written for new starts in the 2025/26 funding year; continuing learners should continue to be recorded in line with the appropriate Coding Guidance specification.
- 2.4. For WMCA funding, the provider must ensure they use the correct Source of Funding (“SoF”) as outlined below.
 - 2.4.1. 112 for Adult Skills Fund (ASF), Free Courses for Jobs (FCFJ) and Tailored Learning.
 - 2.4.2. 105 for Skills Bootcamps (the contract reference number of the Bootcamp identifies that it is West Midlands funded)
- 2.5. DfE will publish the WMCA postcode list on the 1st of August 2025 <https://www.gov.uk/government/publications/adult-education-budget-aeb-postcode-files>. Providers must ensure that residents are checked against this file when assessing WMCA funding.

Section 2 - Data Collection Requirements and Data Validation

3. Data Collection

- 3.1. As a provider, you must have the capacity and capability for accurate data and evidence collection, management, and reporting. You must be able to comply with the submission requirements of the WMCA and external funding agencies such as DfE. This will include, but is not limited to, the ILR or Earnings Adjustment Statement (EAS), WMCA portal, and any associated evidence.

- 3.2. WMCA requires that data be submitted monthly, for ASF, FCFJ and Skills Bootcamp or in line with your operational requirements for other WMCA employment and Skills Programme.
- 3.3. If you do not intend to submit a return for any reason, please notify your WMCA contact.
- 3.4. Providers must ensure that all claims are valid and accurate, and documentation relating to claims and enrolment of WMCA residents is retained and matches the claims made.

4. ILR Data Requirements

- 4.1. ILR data submitted for WMCA residents will continue to be sent to DfE through [Submit learner data](#)
- 4.2. ILR data must be sent to the DfE by uploading a file in XML (extensible markup language) format to the DfE's secure online portal, '[submit learner data portal](#)', and this should be submitted monthly, in line with the data collection timetable: guidance.submit-learner-data.service.gov.uk/25-26/data-collection-timetable
- 4.3. If you do not have an MI system capable of generating an XML file, then you should use the [ILR Learner entry tool](#), which will enable you to create an ILR file for upload to the '[submit learner data portal](#)'. DfE and the WMCA recommend uploading the data as compressed files.
- 4.4. As a provider, you must submit a single file containing all your learners and learning for all Skill programme funding for the year to date. Each file overwrites all previously submitted records by you. This means that you cannot split the data into separate files and transmit each file separately. You cannot send records for learners funded from different funding models in separate files, as these will overwrite one another.
- 4.5. Once you submit a file to [submit learner data](#), it cannot be deleted. If the file contains incorrect data, this can only be corrected by submitting another ILR file to overwrite. The last file submitted by you will be the one loaded into the national database for that return.
- 4.6. Providers should refer to the [ILR Specification, validation rules and appendices 2025 to 2026](#) to assist them with uploading the data correctly and in the format required by the DfE.
- 4.7. ILR files will be validated at the point of transmission against both definition and validation rules. If any data fails the validation checks, then the learner record and all associated records for that learner will be rejected. Rejected records are not loaded into the national ILR database and so do not generate funding; these records are reported on the rule violation report.

5. Data Validation undertaken by the WMCA

- 5.1. WMCA will carry out additional checks on data submissions to ensure they comply with the awarded funding and adhere to funding and coding guidelines.
- 5.2. If data does not meet the specified requirements or WMCA cannot match the funding to a contract, payments will be held against the individual claim line until the issue is corrected.
- 5.3. WMCA will contact you if we discover data issues arising from submissions that do not comply with our funding rules and requirements.
- 5.4. You will be required to correct any inaccurate data before submitting the following claim.
- 5.5. Additional quality checks will be carried out throughout the funding year in accordance with the [Quality and Standards Framework](#) to ensure the quality and compliance of your data submissions. We will ask you to correct any inaccurate data and will seek to resolve any overpayments.

Section 3 - Basic coding requirements

6. The requirements set out below support the coding for general delivery, and where learners meet specific eligibility criteria. This includes:

- 6.1. WMCA ILR requirements
- 6.2. Learners earning below the earning threshold
- 6.3. Learners who are unemployed and not in receipt of a benefit
- 6.4. Residential uplift
- 6.5. HS2 delivery
- 6.6. Health and Social Care plan

7. WMCA ILR requirements

7.1. For WMCA funding, the provider must ensure they use the correct contract coding as below for all programmes to enable WMCA funding to be generated.

7.2. ASF/FCFJ

ILR Name	ILR code	Mandatory	Notes
FundModel	38	Y	All Adult Skills funded learning aims (except Skills Bootcamps)
SoF	112	Y	Identifies West Midlands-funded (ASF, FCFJ, Tailored learning

7.3. Skills Bootcamps

ILR Name	ILR code	Mandatory	Notes
FundModel	37	Y	Skills Bootcamps
SoF	105	Y	Identifies West Midlands-funded (ASF, FCFJ, Tailored learning)
Contract reference		Y	This will be provided to Skills Bootcamp providers on an individual basis

8. All Skills Programmes

ILR Name	ILR code	Mandatory	Notes
LSDPostcode	Learner Postcode	Y	The learner must have a WMCA postcode
Employment status	10, 11 or 12	Y	Employment status at the start of the learning aim
PriorAttain		Y	In line with the Prior attainment levels table
FFI	1 – Full Funded 2- Co-funded	Y	Full Funding should only be returned where the resident is in <ul style="list-style-type: none"> Unemployed/inactive or Earning below the earning threshold or Meets the conditions of full funding eligibility
DAM code	023	N	Prevents validation error (Use where approved and applicable)

8.1. Where FFI is 'Full Funded', providers should hold evidence of their eligibility assessment.

9. Learners unemployed or earning below the earnings threshold

- 9.1. Residents who are unemployed or earn below the earnings threshold listed in the [Skills Programme funding rules](#) will be entitled to full funding.
- 9.2. This covers all Skills Programmes, including Skills Bootcamps and FCFJ
- 9.3. Providers who wish to apply full funding should code the ILR as follows

ILR Name	ILR code	Mandatory	Notes
FFI	1	Y	Full Funding Indicator
LDM	391	Y	Unemployed or below the earning threshold

- 9.4. Where the Earnings Threshold LDM code is used, providers should ensure evidence is available to satisfy that the residents meet the conditions set out in the [Skills Programme funding rules](#):

10. Learners who are Unemployed and NOT in receipt of Benefits

- 10.1. All unemployed residents, including those who are inactive, will be fully funded according to the [Skills Programme funding rules](#). Previously, providers were unable to process an unemployed resident unless they were claiming a benefit, due to validation rules.
- 10.2. For Providers who wish to fully fund unemployed residents, who are not in receipt of benefits (on aims up to and including level 3), the ILR must be coded as follows:

ILR Name	ILR code	Mandatory	Notes
EmpStat	11 or 12	Y	Employment status at the start of the learning aim
BSI	Null	Y	Benefit Status Indicator must be left blank or null
FFI	1	Y	Full Funding Indicator
DAM	023	Y	Prevents validation error

11. Residential uplift

- 11.1. Where approved, the WMCA will provide an uplift for specialist providers who offer residential opportunities for WMCA residents.
- 11.2. To identify courses that are being delivered to learners in residence. The provider will need to code the ILR as follows

ILR Name	ILR code	Mandatory	Notes
DAM	060	Y	Identifies residential learners

- 11.3. Where the residential code is used, providers should ensure evidence is available to satisfy that the residents meet the conditions of a residential learner.

12. HS2 delivery

- 12.1. The investment in HS2 in our region has created new roles and opportunities for West Midlands residents.

- 12.2. To test the impact of training by WMCA providers, we have created a DAM code to track training related to HS2. This could be a range of training from Rail to Administration, providing links to jobs for HS2.

ILR Name	ILR code	Mandatory	Notes
DAM	056	Y	Identifies the aim linked to HS2 jobs

13. Health and Social Care Plan

- 13.1. The WMCA will work with providers in the implementation and monitoring of enrolments linked to the 'Health and Social Care Plan'.
- 13.2. This initiative aims to enrol residents on more substantial Health and Social Care programmes that are flexible and provide real progression routes into jobs and further education.
- 13.3. A Health and Social Care Pan programme could have several different components and is made up of aims in different Sector Subject Areas.
- 13.4. Providers delivering aims linked to the Health and Social Care plan, where agreed by WMCA, the provider should code the ILR as below. This should include the main aims and component aims.
- 13.5. If this code is not used, then the WMCA will assume it is not part of a programme.

ILR Name	ILR code	Mandatory	Notes
DAM	061	Y	Identifies the aim as part of the Health and Social Care Plan programme

Section 4 – Building Strong Communities

14. The requirements set out below support the coding for programmes which fall under our Developing Stronger Communities strategy. This includes:
- 14.1. Tailored Learning.
- 14.2. Digital Divide

15. Tailored Learning

- 15.1. Tailored Learning (former Community learning) will use Funding Model 11 for new learning aims which started after 1st August 2024 onwards.
- 15.2. Any learning that started before August 2024 should continue to be coded to funding model 10 for Community Learning.
- 15.3. Learning that will be funded via Tailored Learning includes:
- 15.3.1. Tailored Learning, dedicated learning aims
- 15.4. Tailored Learning aims must have a purpose recorded. We recognise that a learner may have more than one purpose for enrolling on the Tailored Learning provision, so please attribute the main purpose for the learning.
- 15.5. Recording Family Learning: The (AFL) learning delivery funding and monitoring code should be added to the ILR when a Tailored Learning aim is being delivered as part of Family Learning.

- 15.6. New for 2025/26, the full or co-funded indicator should not be completed for Tailored Learning aims that start in the academic year. LDM codes will need to be added depending on the funding contribution as below.
- 15.6.1. LDM code 399 (no external contribution to cost) should be used where the Tailored Learning is fully funded with no external contributions made to the cost of the course.
- 15.6.2. LDM code 400 (Employer contributed to cost) should be used where a contribution to the cost of the provision is made by the employer.
- 15.6.3. LDM code 401 (Learner contributed to cost) should be used where a contribution has been made by the learner.
- 15.7. Each learner must have 1 Tailored Learning Outcome Area code recorded per learning aim. We recognise that a learner may achieve in more than one Outcome Area, so please attribute the primary outcome of the learning. Where the learner has not achieved in any of the Outcome Areas, please use code 11 – no outcome achieved, in the Tailored Learning Outcome field.
- 15.8. Planned hours for Tailored Learning enrolments should also be recorded. The hours returned for this field are the planned, timetabled learning hours for the learning aim. We expect providers to use the information they provide to learners, for example, in a course prospectus or on their websites, to complete this field. We do not expect providers to calculate or amend the hours for individual learners (for example, if a learner does not attend all the sessions) or adjust the return for any changes to the planned hours once learning has commenced.
- 15.9. WMCA will not apply flexibility to Grant providers to utilise ASF funding for Tailored Learning, and we will not fund beyond your contract agreement.

16. Digital Divide

- 16.1. The Digital Divide Programme aims to develop a route to accredited learning and ultimately good employment, reducing Digital Exclusion levels, through Community organisations
- 16.2. The Digital Divide programme will have the following components:
- 16.2.1. A Non-regulated learning aim to record a start on a Digital Divide programme
- 16.2.2. A Non-Regulated outcome aim to record transition onto an Education learning aim/programme
- 16.3. Guidance on each is outlined below:

17. Learning element

- 17.1. Digital Divide contracted Providers should code the ILR as follows when enrolling a resident into the programme.

Learning aim ref	Z0010674	Y	Identifies the learning element of the programme
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18. Progression into Education

- 18.1. Digital Dived contracted Providers should code the ILR as follows when a resident has progressed into Education.

Learning aim ref	Z0010731	Y	Identifies the transition into education following attendance on the Digital Divide programme
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Section 5 - Provide a Good Education up to Level 2

19. The requirements set out below support the coding for programmes which fall under our Providing Good Education up to level 2 strategy. This includes:

- 19.1. Vocational ESOL
- 19.2. Foundation Skills
- 19.3. Basic Skills package (Providers under DPS 2 Only)
- 19.4. Level 2 uplift (Construction and Health and Social Care)

20. Vocational ESOL

- 20.1. The Vocational ESOL programme aims to measure the impact of ESOL enrolments on the residents' ability to secure employment in their chosen vocational area.
- 20.2. A Vocational ESOL programme must have the following components:
 - 20.2.1. ESOL aim
 - 20.2.2. Vocational delivery aim
- 20.3. Providers have an option on how this will be coded in the ILR; this could include.
 - 20.3.1. Separate ESOL and vocational delivery aims or
 - 20.3.2. One learning aim, which incorporates both ESOL and vocational delivery.
- 20.4. Where providers use one learning aim to cover both elements, at least 50% of the 'learning aim' should be linked to the vocational learning element.
- 20.5. DAM code 054 will identify learners who are part of this programme. Please use this DAM code for any aims that are part of this programme, including ESOL aims.
- 20.6. Providers delivering aims linked to the Vocational ESOL, as agreed by WMCA, should code the ILR as outlined in the table below
- 20.7. If this code is not used, then we will assume it is not part of the ESOL Vocational programme.
- 20.8. Please ensure that you have permission from the WMCA to deliver ESOL as part of your delivery plan before enrolling learners on the programme.

DAM	054	Y	Identifies the aim as a component of a Vocational ESOL programme
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21. Foundation Skills Programme

- 21.1. The Foundation Skills Programme aims to focus on residents with no or low-level qualifications, to support progression to Level 2 provision that is aligned with our sector plans and labour market needs.
- 21.2. The Programme must include a good foundation offer to level two to include English, maths, language and digital skills provision with occupationally specific training up to and including level 2 and will consist of wrap-around support to develop the essential and transferable skills that will help learners attain and retain good work opportunities.
- 21.3. Delivery of the Foundation programme will only be approved where you hold a contract (contract for service providers) or where your Delivery plan includes approval for Foundation programmes (Grant Providers).

21.4. Providers may differ in terms of which aims they deliver, as it will depend on what has been agreed by the WMCA, listed in the Business Case schedule of your contract.

21.5. Providers delivering aims linked to the Foundation Skills Programme should code the ILR as follows:

22. Non-regulated learning aim recording:

22.1. Funding for the overall Programme will be recorded via two non-regulated learning aims, depending on the course length and the needs of the resident.

ILR Name	ILR code	Mandatory	Notes
Non-Regulated Learning Aim	Z0010554 Z0010555	Y	Each learner should be enrolled on one of the two specific Programme aims: <ul style="list-style-type: none"> Foundation Skills: Intensive, short course study programme Foundation Skills: Standard study programme
DAM code	055	Y	Identifies the Foundation Skills Programme

23. Regulated learning aim recording:

23.1. Regulated learning aims, which are delivered within the programme, should be recorded for information purposes only; no funding will be paid on top of the Non-regulated code.

23.2. WMCA will require providers to add the regulated aims that are included as part of the programme; however, these will need to be coded as null funded “0 in the other funding adjustment field.

ILR Name	ILR code	Mandatory	Notes
Regulated Learning Aim	<i>Dependent</i>	Y	Use a relevant regulated learning aim reference.
DAM code	055	Y	Identifies the Foundation Skills Programme
Other Funding adjustment field	0	Y	To ‘null’ fund the learning aim (Funding is paid via the non-regulated learning aims as detailed above)

24. Wrap Around

24.1. Providers delivering wrap-around as part of the Foundation Skills Programme should record all information on the wrap-around support provided to learners. There is no additional funding attached to this wrap-around support.

25. **Basic Skills Package DPS 2 (Contract for Service providers only)**

25.1. This is applicable for any contract for service providers who have been allocated the Basic Skills Package only.

25.2. The provision aims to establish a basic skills offer that increases levels of attainment, to support progression to level 2 and above, aligned with our sector plans and labour market needs.

25.3. The programme will consist of the delivery of

25.3.1. Digital, English, language (ESOL), and maths provision up to Level 1,

25.3.2. a vocational qualification at Level 1 and

25.3.3. wrap-around support offer that includes CEIAG support.

25.4. Wrap-around support can be used alongside these phases up to a maximum of £1,500 per learner, refer to [Basic Skills Wrap-Around Support](#).

25.5. Providers delivering aims linked to the Basic Skills package, as agreed by WMCA, should code the ILR as follows for every aim submission:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Learning Aim Reference	Y	Regulated qualification up to and including level 1
DAM	069	Y	Identifies the Basic Skills package.

26. Basic Skills Wrap-Around Support

26.1. Wrap-around Support funding will be available to cover the full live cycle of the learner's journey, including aftercare support, where needed.

26.2. Funding will be claimed through EAS relating to evidence held.

26.3. WMCA will request an additional document to be completed and returned each month, which records a detailed breakdown per learner of the funding provided. The funding identified should match EAS claims.

26.4. The maximum amount claimable per learner is £1,500.

26.5. Level 2 uplift

26.6. To support individuals with the opportunity to develop core occupational skills, WMCA has provided a 10% uplift to level 2 qualifications, which aligns with sector propositions for Health & Social Care and Construction

26.7. Providers will not be required to add any funding adjustments; uplifts have been automatically applied.

26.8. A list of the qualifications which will be subject to uplift includes:

27. Health and Social Care

Learning Aim	Learning aim reference
Extended Diploma in Health and Social Care	60188558
Diploma in Care (RQF)	60325549
Diploma in Care	60326116
BTEC Diploma in Care (England) (Ends 31/12/2025)	60327625
Diploma in Care (RQF)	60328253
Certificate in Preparing to Work in Adult Social Care (Ends 31/12/2025)	50115868
Certificate in Preparing to Work in Adult Social Care	60000478
Certificate in Preparing to Work in Adult Social Care (RQF)	60038251
Certificate in Understanding Working in the Health Sector	60141281

Certificate in Common Health Conditions	6014306X
Certificate in Customer Service for Health and Social Care Settings	60304832
Certificate in Common Health Conditions (RQF)	60330053
Certificate in Introducing Caring for Children and Young People (RQF)	60330089
Award in Customer Service for Health and Social Care Settings	60339949
BTEC First Extended Certificate in Health and Social Care	60063129

28. Construction

Learning Aim	Award Type
Brickwork Diploma Level 2	Diploma
Carpentry & Joinery Diploma Level 2	Diploma
Carpentry (Site) Diploma – Level 2	Diploma
Ceramic Wall & Floor Tiling Diploma Level 2	Diploma
Building Maintenance Operations Level 2	Diploma
Interior Systems NVQ	NVQ
Painting & Decorating Diploma Level 2	Diploma
Plastering Diploma Level 2	Diploma
Construction Industry Scaffolders Scheme (CISRS) Part 2 (Tube & Fitting)	License
Scaffolding NVQ Level 2	NVQ
Roof Slating and Tiling Level 2	Standard
Groundworks	NVQ
Cable Avoidance (Cat and Genny) NPORS	NPORS
Installing, Testing and Maintaining Air Conditioning Diploma (6187-01) Level 2	Diploma
Refrigeration Maintaining Systems Diploma (6187-02) Level 2	Diploma
F-Gases for Refrigeration and Air Conditioning City & Guilds Level 2	C & G
Electrical Installation (2365) Diploma Level 2	Diploma

29. WMCA Study Programme

- 29.1. We will fund eligible learners where the WMCA has formally approved a learning organisation to deliver Study Programmes.
- 29.2. Study Programmes are designed to support the learners to progress to further or higher education (HE) or employment
- 29.3. The programme should include
- 29.3.1. A core aim, which will be customised to meet the needs of the individual and generally include a substantial qualification (academic or technical) or preparation for employment.
 - 29.3.2. non-qualification activities that complement the other elements of the programme (These will not be funded separately but as part of the programme)
 - 29.3.3. Work experience. Which is a crucial part of a study programme. It aims to help young adults develop their career choices, gain work experience, and acquire critical employability skills. All learners are expected to do work experience or training.
- 29.4. Wrap-around support. This will enable transition into employment for those who are not in employment and offer transferrable skills that will allow learners to adapt to future changes in the labour market.
- 29.5. Each study programme will consist of a number of planned hours (meaning hours that have been timetabled and are supervised). You must ensure that the number of hours is realistic and deliverable. Programmes are designed to be flexible and should cover both full and part-time options that are suitable for the learner.
- 29.6. The funding will be determined by funding bands linked to the planned number of hours required to cover all course activities.
- 29.7. Providers delivering A Study programme, as agreed by WMCA, should code the ILR as follows

30. Study programme main aim:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Learning Aim Reference	Y	Must be one of the predefined non-regulated learning aims for the Study Programme as listed in Pre-defined non-regulated learning aims
DAM	TBC	Y	Identifies the programme

31. Pre-defined non-regulated learning aims

Aim reference	Aim title
Z0010818	WMCA Study Programme 580+ hours
Z0010819	WMCA Study Programme 485+ hours
Z0010820	WMCA Study Programme 385 to 484 hours
Z0010821	WMCA Study Programme 300 to 384 hours

Z0010822	WMCA Study Programme up to 299 hours
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32. Regulated learning aim recording:

- 32.1. Regulated learning aims, which are delivered within the programme, should be recorded for information purposes only; no funding will be paid on top of the Non-regulated code.
- 32.2. WMCA will require providers to add the regulated aims that are included as part of the programme; however, these will need to be coded as null funded “0 in the other funding adjustment field.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Learning Aim Reference	Y	Must be one of the predefined learning aims for the Study Programme as outlined in 31
DAM	TBC	Y	Identifies a component of the Study programme
Other funding adjustment	0	Y	Set to “0” as funding for the learning is paid via the non-regulated learning aim

Section 6 - Moving residents into good jobs

33. The requirements set out below support the coding for programmes which fall under our Moving Residents into Good Jobs strategy. This includes:

- 33.1. Into Employment (Grant Providers Only)
- 33.2. Employment Package (DPS1 only)
- 33.3. Employment Package – Service Enterprise (DPS7 only)
- 33.4. Path 2 Apprenticeships(DPS10 and Grant)
- 33.5. Adult Skills Consortium
- 33.6. Construction Gateway (DSP 14 and Grant)
- 33.7. Construction Gateways – Rail (Grant Provider Only)

34. Into-employment programmes (Grant Providers only)

- 34.1. The WMCA into employment programme funding methodology has been designed to drive better outcomes for learners in bespoke provision that moves them into employment.
- 34.2. This model will be the basis to expand the Into-employment programmes beyond the relatively small proportion of the population who are unemployed and out to the economically inactive, those in work without basic skills, and sections of the community who suffer from inequality in the workplace, for example, disabled residents.
- 34.3. Into-employment programmes will continue to be co-created with employers, which are designed to move residents into employment and to upskill and support the progression of those in low-paid jobs.
- 34.4. The programme will consist of:
- 34.5. Phase 1 delivery of a programme, either a 2-week or 4-week programme
- 34.5.1. License/exam registration (where required)
 - 34.5.2. Work Experience

- 34.5.3. Wrap-around support, which will cover the full life cycle of the learner's journey, including progression and tracking.
- 34.6. Day 1 job outcome payment (Where achieved)
- 34.7. Week 13 sustained employment (Where achieved)
- 34.8. Coding for each element is outlined below

35. Phase 1

- 35.1. The provision aims to deliver a skills training offer that will be responsive and flexible, providing transitional support from unemployment into sustainable employment, leading to further skills progression.
- 35.2. Phase 1 will be linked to vocational modules, WEX and License/exam registration (where required)
- 35.3. Providers delivering aims linked to Pre-Employment Programmes, as agreed by WMCA and in Delivery plans, should code the ILR as follows:

ILR Name	ILR code	Mandatory	Notes
Learning Aim ref	LARS code	Y	Must be one of the predefined aims for phase 1
DAM Code	013	Y	The main aim of a work programme

36. Phase 1 aim reference

- 36.1. Phase 1 will need to be coded as follows in line with the SSA of the course being undertaken.

Aim reference	Aim title
Z0010055	Into Employment - Health, Public Services and Care - 2-week programme
Z0010056	Into Employment - Agriculture, Horticulture and Animal Care - 2-week programme
Z0010057	Into Employment - Engineering and Manufacturing Technologies - 2-week programme
Z0010058	Into Employment - Construction, Planning and the Built Environment - 2-week programme
Z0010059	Into Employment - Information and Communication Technology (ICT) - 2-week programme
Z0010060	Into Employment - Retail and Commercial Enterprise - 2-week programme
Z0010061	Into Employment - Leisure, Travel and Tourism - 2-week programme
Z0010062	Into Employment - Arts, Media and Publishing In Work programme - 2-week programme
Z0010063	Into Employment - Social Sciences - 2-week programme

Z0010064	Into Employment - Languages, Literature and Culture - 2-week programme
Z0010065	Into Employment - Education and Training - 2-week programme
Z0010066	Into Employment - Business, Administration, Finance and Law - 2-week programme
Z0010067	Into Employment - Health, Public Services and Care - 4-week programme
Z0010068	Into Employment - Agriculture, Horticulture and Animal Care - 4-week programme
Z0010069	Into Employment - Engineering and Manufacturing Technologies - 4-week programme
Z0010070	Into Employment - Construction, Planning and the Built Environment - 4-week programme
Z0010071	Into Employment - Information and Communication Technology (ICT- 4-week programme)
Z0010072	Into Employment - Retail and Commercial Enterprise - 4-week programme
Z0010073	Into Employment -Leisure, Travel and Tourism - 4-week programme
Z0010074	Into Employment - Arts, Media and Publishing - 4-week programme
Z0010075	Into Employment - Social Sciences - 4-week programme
Z0010076	Into Employment - Languages, Literature and Culture - 4-week programme
Z0010077	Into Employment - Education and Training - 4-week programme
Z0010078	Into Employment - Business, Administration, Finance and Law - 4-week programme

37. Work Experience (WEX)

37.1. Delivery of WEX within a Phase 1 programme will need to be coded as follows.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010081	Y	Phase 1 Work experience
DAM	016	Y	Component Aim (016) of an in-work programme

38. Wrap-around.

38.1. Wrap-around Support funding will be available to cover the full live cycle of the learner's journey, including progression and tracking:

38.2. Funding will be claimed through EAS relating to direct guided learning evidence.

- 38.3. WMCA will request an additional document to be completed and returned monthly, which will record a full breakdown per learner on wrap-around support provided. The funding identified should match EAS claims.
- 38.4. A maximum cost, depending on the length of the programme, will be:
- 38.5. Up to 2-week maximum Wrap-around the cost of £750
- 38.6. Up to 4-week maximum Wrap-around cost of £1,500
- 38.7. Where residents have additional needs due to ill health and/or disability, the maximum cost, depending on the length of the programme, will be increased to:
- 38.8. Up to 2-week maximum Wrap-around the cost of £1,500
- 38.9. Up to 4-week maximum Wrap-around cost of £2,500
- 38.10. Evidence of assessment in these instances will be required

39. Job outcome

- 39.1. A day 1 job outcome can be claimed, where evidence is held showing progression into work, following an into-employment programme. This evidence will need to be kept in the resident's file and available for compliance reviews if required.
- 39.2. Only one job outcome can be claimed per funding year
- 39.3. WMCA requires providers to update the ILR and the [Outcomes and Destination portal](#).
- 39.4. To support the claim, the LR will be coded as below.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010079	Y	Into employment: Job Outcome: Day 1
DAM	016	Y	Identifies the Into-Employment programme

- 39.5. When submitting a Job Outcome aim in the ILR, please code it in the ILR with a one-day duration and the same Start date, Planned End date and Actual End.
- 39.6. The start, the planned, and the actual end dates in the ILR should be the first day of the job outcome.

ILR Name	ILR Code
LearnAimRef	Z0010079
Start Date	22/11/2025
Planned End Date	22/11/2025
Actual End Date	22/11/2025
Completion Status	2
Outcome	1

40. Week 13 Sustainment

- 40.1. A 13-week sustainability can be claimed, where evidence is held showing the learner has completed 13 consecutive weeks in employment, following a day 1 job outcome. This evidence will need to be kept in the resident's file and available for compliance reviews if required.
- 40.2. WMCA requires providers to update the ILR and the [Outcomes and Destination portal](#).
- 40.3. Only one 13-week sustainment can be claimed per funding year

40.4. The ILR will be coded as below.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010080	Y	Into employment: 13-week sustainment
DAM	016	Y	Identifies the Into-Employment programme
Destination and Progression	EMP	Y	Updates the validation for an outcome

40.5. The start, the planned, and the actual end dates in the ILR should all be the first day of the 13-week sustainment period.

40.6. This date should be 13 weeks after the day 1 job outcome was claimed.

ILR Name	ILR Code
LearnAimRef	Z0010080
Start Date	13/03/2026
Planned End Date	13/03/2026
Actual End Date	13/03/2026
Completion Status	2
Outcome	1

41. Employment package (DPS1 – April 2023) only

41.1. This is applicable to any contract for service providers who have been allocated an Employment Package (DPS1) which commenced in April 2023.

41.2. The provision aims to deliver a skills training offer that will be responsive and flexible, providing transitional support from unemployment into sustainable employment leading to further skills progression.

41.3. The programme will consist of three phases:

41.3.1. Phase one – Pre-employment

41.3.2. Phase two – In work progression

41.3.3. Phase three – Further in work progression (optional)

41.4. Wrap-around support can be used alongside these phases up to a maximum of 12 weeks per resident.

41.5. Providers delivering aims linked to the Employment package, where agreed by WMCA, should code the ILR as follows for every aim submission:

42. Phase 1

42.1. The Phase 1 aim will be one of the learning aims and will be coded below.

42.2. Phase 1 will be linked to vocational modules, WEX and License/exam registration (where required)

42.3. Only one learning aim option can be funded for each resident.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Learning Aim Reference	Y	Must be one of the predefined aims for phase 1 as stated below

DAM	068	Y	068 identifies the Employment package, which started in April 2023 (DPS 1)
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43. Phase 1 aim reference

43.1. Phase 1 will need to be coded as follows.

Aim reference	Aim title
Z0010007	Phase 1 Employment: 4-week programme
Z0010008	Phase 1 Employment: 8-week programme
Z0010009	Phase 1 Employment: 12-week programme

44. Job outcome

44.1. A day 1 job outcome can be claimed, where evidence is held showing progression into work, following an into-employment programme. This evidence will need to be kept in the resident's file and available for compliance reviews if required.

44.2. Only one job outcome can be claimed per funding year

44.3. There will be two different learning aims, based on the resident's age, as follows:

44.3.1. Z0009136- residents aged 19 to 23 and

44.3.2. Z0009137 - residents aged 24 or over.

44.4. WMCA requires providers to update the ILR and the [Outcomes and Destination portal](#).

44.5. To support the claim, the LR will be coded as below

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0009136	Y	Job outcome code for ages 19-23
	Z0009137		Job outcome code for ages 24+
DAM	068	Y	Identifies the Into-Employment programme

44.6. When submitting a Job Outcome aim in the ILR, please code it in the ILR with a one-day duration and the same Start date, Planned End date and Actual End.

44.7. The start, the planned, and the actual end dates in the ILR should be the first day of the job outcome.

ILR Name	ILR Code
LearnAimRef	Z0009136 or Z0009137
Start Date	21/02/2026
Planned End Date	21/02/2026
Actual End Date	21/02/2026
Completion Status	2
Outcome	1

45. Phase 2 and 3

45.1. Providers delivering aims under phases 2 and 3 will use LARS-regulated aims linked to the SSA required.

45.2. Only one learning aim option can be funded for each resident per Phase.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Learning Aim Reference	Y	Must be one of the predefined aims for phase 1, as stated below
DAM	068	Y	068 identifies the Employment package (DPS 1)

46. Wrap-around aim reference.

46.1. Wrap-around Support funding will be available to cover the full live cycle of the learner's journey.

46.2. Funding will be claimed through EAS relating to direct guided learning evidence.

46.3. WMCA will request an additional document to be completed and returned monthly, which records a full breakdown per learner on funding provided. The funding identified should match EAS claims.

46.4. The maximum amount claimable per learner is £1,500.

47. Employment package (DPS7 – August 2023) only

47.1. This applies to any contract for service providers who have been allocated an Employment Package under Service Industries, which commenced in August 2023

47.2. The provision aims to deliver a skills training offer that will be responsive and flexible, providing transitional support from unemployment into sustainable employment, leading to further skills progression.

47.3. The programme will consist of three phases:

47.3.1. Phase one – Pre-employment

47.3.2. Phase two – In work progression

47.3.3. Phase three – Further in work progression (optional)

47.4. Wrap-around Support funding will be available to cover the full live cycle of the learner's journey.

47.5. Providers delivering aims linked to the Employment package, as agreed by WMCA, should code the ILR as follows for every aim submission:

48. Phase 1

48.1. The Phase 1 aim will be one of the learning aims and will be coded below.

48.2. Phase 1 will be linked to vocational modules, WEX and License/exam registration (where required)

48.3. Only one learning aim option can be funded for each resident.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Learning Aim Reference	Y	Must be one of the predefined aims for phase 1
DAM	058	Y	058 identifies the Employment package, which started in August 2023 (DPS7)

49. Phase 1 aim reference

49.1. Phase 1 will need to be coded as follows.

Aim reference	Aim title
Z0010007	Phase 1 Employment: 4-week programme
Z0010008	Phase 1 Employment: 8-week programme
Z0010009	Phase 1 Employment: 12-week programme

50. Phase 2 and 3

50.1. Providers delivering aims under phases 2 and 3 will use LARS-regulated aims linked to the SSA required.

50.2. Only one learning aim option can be funded for each resident per phase.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	LARS ref	Y	LARS-funded AEB/FCFJ Level 2/3 qualification @Lars funded rate. Dependent on the Provider's Delivery Plan
DAM code	058	Y	058 identifies the Employment package

51. Wrap-around aim reference.

51.1. Wrap-around Support funding will be available to cover the full live cycle of the learner's journey.

51.2. Funding will be claimed through EAS relating to direct guided learning evidence.

51.3. WMCA will request an additional document to be completed and returned monthly, which records a full breakdown per learner on funding provided. The funding identified should match EAS claims.

51.4. The maximum amount claimable per learner is £1,500.

52. Job outcome

52.1. A day 1 job outcome can be claimed, where evidence is held showing progression into work, following an into-employment programme. This evidence will need to be kept in the resident's file and available for compliance reviews if required.

52.2. Only one job outcome can be claimed per funding year

52.3. WMCA requires providers to update the ILR and the [Outcomes and Destination portal](#).

52.4. To support the claim, the LR will be coded as below

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010079	Y	Into employment: Job Outcome: Day 1
DAM code	058	Y	058 identifies the Employment package

52.5. When submitting a Job Outcome aim in the ILR, please code it in the ILR with a one-day duration and the same Start date, Planned End date and Actual End.

52.6. The start, the planned, and the actual end dates in the ILR should be the first day of the job outcome.

ILR Name	ILR Code
LearnAimRef	Z0010079
Start Date	21/02/2026
Planned End Date	21/02/2026
Actual End Date	21/02/2026
Completion Status	2
Outcome	1

53. Week 13 Sustainment

- 53.1. A 13-week sustainability can be claimed, where evidence is held showing the learner has completed 13 consecutive weeks in employment, following a day 1 job outcome. This evidence will need to be kept in the resident's file and available for compliance reviews if required.
- 53.2. WMCA requires providers to update the ILR and the [Outcomes and Destination portal](#).
- 53.3. Only one 13-week sustainment can be claimed per funding year
- 53.4. The ILR will be coded as below.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010080	Y	Into employment: 13-week sustainment
DAM code	058	Y	058 identifies the Employment package

- 53.5. The start, the planned, and the actual end dates in the ILR should all be the first day of the 13-week sustainment period.
- 53.6. This date should be 13 weeks after the day 1 job outcome was claimed

ILR Name	ILR Code
LearnAimRef	Z0010080
Start Date	23/05/2025
Planned End Date	23/05/2025
Actual End Date	23/05/2025
Completion Status	2
Outcome	1

54. Path 2 Apprenticeships (DPS10 April 2024) and Grant providers only

- 54.1. This applies to any contract for service providers who have been allocated a Path 2 Apprenticeship (DPS10) which commenced in April 2024 and Grant providers, where approved as part of the delivery plan.
- 54.2. The provision aims to stimulate apprenticeship participation via a pre-employment support offer that enables young people who are 'Not in Education, Employment or Training (NEET)' and between the ages of 19-29 to enter a range of quality apprenticeship offers across the region
- 54.3. Path to Apprenticeship will be linked to vocational modules, WEX and License/exam registration (where required)
- 54.4. Only one learning aim option can be funded for each resident.

54.5. Providers delivering aims linked to the Path 2 package, where agreed by WMCA, should code the ILR as follows for every aim submission:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Learning Aim Reference	Y	Must be one of the predefined aims as listed below

55. Path 2 learning aim reference

55.1. The Path 2 programme will need to be aligned to the sector of the pre-apprenticeship being undertaken and will need to be coded as follows.

Aim ref	Learning Aim title
Z0010213	WMCA: Pre-Apprenticeship/Traineeship: Construction (0-4 weeks)
Z0010214	WMCA: Pre-Apprenticeship/Traineeship: Construction (0-6 weeks)
Z0010215	WMCA: Pre-Apprenticeship/Traineeship: Construction (0-16 weeks)
Z0010216	WMCA: Pre-Apprenticeship/Traineeship: Business and Finance (0-4 weeks)
Z0010217	WMCA: Pre-Apprenticeship/Traineeship: Business and Finance (0-6 weeks)
Z0010218	WMCA: Pre-Apprenticeship/Traineeship: Business and Finance (0-16 weeks)
Z0010219	WMCA: Pre-Apprenticeship/Traineeship: Digital (0-4 weeks)
Z0010220	WMCA: Pre-Apprenticeship/Traineeship: Digital (0-6 weeks)
Z0010221	WMCA: Pre-Apprenticeship/Traineeship: Digital (0-16 weeks)
Z0010222	WMCA: Pre-Apprenticeship/Traineeship: Engineering and Manufacturing (0-4 weeks)
Z0010223	WMCA: Pre-Apprenticeship/Traineeship: Engineering and Manufacturing (0-6 weeks)
Z0010224	WMCA: Pre-Apprenticeship/Traineeship: Engineering and Manufacturing (0-16 weeks)
Z0010225	WMCA: Pre-Apprenticeship/Traineeship: Health and Social Care (0-4 weeks)
Z0010226	WMCA: Pre-Apprenticeship/Traineeship: Health and Social Care (0-6 weeks)
Z0010227	WMCA: Pre-Apprenticeship/Traineeship: Health and Social Care (0-16 weeks)
Z0010228	WMCA: Pre-Apprenticeship/Traineeship: Early Years (0-4 weeks)
Z0010229	WMCA: Pre-Apprenticeship/Traineeship: Early Years (0-6 weeks)
Z0010230	WMCA: Pre-Apprenticeship/Traineeship: Early Years (0-16 weeks)
Z0010231	WMCA: Pre-Apprenticeship/Traineeship: Hospitality (0-4 weeks)
Z0010232	WMCA: Pre-Apprenticeship/Traineeship: Hospitality (0-6 weeks)
Z0010233	WMCA: Pre-Apprenticeship/Traineeship: Hospitality (0-16 weeks)
Z0010234	WMCA: Pre-Apprenticeship/Traineeship: Warehousing and Logistics (0-4 weeks)
Z0010235	WMCA: Pre-Apprenticeship/Traineeship: Warehousing and Logistics (0-6 weeks)
Z0010236	WMCA: Pre-Apprenticeship/Traineeship: Warehousing and Logistics (0-16 weeks)

56. Week 13 Sustainment

56.1. A 13-week sustainability can be claimed, where evidence is held showing the learner has completed 13 consecutive weeks in employment. This evidence will need to be kept in the resident's file and available for compliance reviews if required.

56.2. WMCA requires providers to update the ILR and the [Outcomes and Destination portal](#).

56.3. Only one 13-week sustainment can be claimed per funding year

56.4. The ILR will be coded as below

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010237	Y	WMCA: Pre-Apprenticeship/Traineeship: 13-week sustainment

56.5. The start, the planned, and the actual end dates in the ILR should all be the first day of the 13-week sustainment period.

ILR Name	ILR Code
LearnAimRef	Z0010237
Start Date	13/06/2026
Planned End Date	13/06/2026
Actual End Date	13/06/2026
Completion Status	2
Outcome	1

56.6. This date should be 13 weeks after the day 1 job outcome was claimed

57. Adult Skills Consortium (DPS15)

57.1. The aim of the provision is to deliver a skills training offer to leverage jobs and in-work progression outcomes for WMCA residents through a consortium approach.

57.2. The programme will consist of three phases:

57.2.1. Phase one – Pre-employment

57.2.2. Phase two – In work progression

57.2.3. Phase three – Further in work progression (optional)

57.3. Wrap-around support can be used alongside these phases up to a maximum of 12 weeks per resident.

57.4. Where a supply chain partner (subcontract) is being used, the UKPRN of that training provider should be added to the ILR for identification.

57.5. Where agreed by WMCA, Providers should code the ILR as follows for every aim submission:

58. Phase 1

58.1. The Phase 1 aim will be one of the learning aims and will be coded below.

58.2. Phase 1 will be linked to vocational modules, WEX and License/exam registration (where required)

58.3. Only one learning aim option can be funded for each resident.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Learning Aim Reference	Y	Must be one of the predefined aims for phase 1
DAM	013	Y	013 identifies the Consortium package – main aim

59. Phase 1 aim reference

59.1. Phase 1 will need to be coded as follows.

Aim reference	Aim title
Z0010007	Phase 1 Employment: 4-week programme

Z0010008	Phase 1 Employment: 8-week programme
Z0010009	Phase 1 Employment: 12-week programme

60. Job outcome

- 60.1. A day 1 job outcome can be claimed, where evidence is held showing progression into work, following an into-employment programme. This evidence will need to be kept in the resident's file and available for compliance reviews if required.
- 60.2. Only one job outcome can be claimed per funding year
- 60.3. WMCA requires providers to update the ILR and the [Outcomes and Destination portal](#).
- 60.4. To support the claim, the LR will be coded as below

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010079	Y	Into employment: Job Outcome: Day 1
DAM code	016	Y	016 identifies the Adult Skills Consortium

- 60.5. When submitting a Job Outcome aim in the ILR, please code it in the ILR with a one-day duration and the same Start date, Planned End date and Actual End.
- 60.6. The start, the planned, and the actual end dates in the ILR should be the first day of the job outcome.

61. Week 13 Sustainment

- 61.1. A 13-week sustainability can be claimed, where evidence is held showing the learner has completed 13 consecutive weeks in employment. This evidence will need to be kept in the resident's file and available for compliance reviews if required.
- 61.2. WMCA requires providers to update the ILR and the [Outcomes and Destination portal](#).
- 61.3. Only one 13-week sustainment can be claimed per funding year
- 61.4. The ILR will be coded as below

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010080	Y	Into employment: 13-week sustainment
DAM code	016	Y	016 identifies the Adult Skills Consortium

- 61.5. The start, the planned, and the actual end dates in the ILR should all be the first day of the 13-week sustainment period.
- 61.6. This date should be 13 weeks after the day 1 job outcome was claimed

ILR Name	ILR Code
LearnAimRef	Z0010080
Start Date	13/03/2025
Planned End Date	13/03/2025
Actual End Date	13/03/2025
Completion Status	2
Outcome	1

62. Employer Incentive

- 62.1. An employer incentive can be claimed where evidence is held showing the learner has completed 13 consecutive weeks in employment with the same employer.
- 62.2. Payment of this will need to be issued to the employer. This evidence will need to be kept in the resident's file and available for compliance reviews if required.
- 62.3. Only one Employer Incentive can be claimed per funding year
- 62.4. The ILR will be coded as below

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010580	Y	WMCA Employer Incentive
DAM code	016	Y	016 identifies the Adult Skills Consortium

63. Phase 2 and 3

- 63.1. Providers delivering aims under phases 2 and 3 will use LARS-regulated aims linked to the SSA required.
- 63.2. Only one learning aim option can be funded for each resident per phase.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	LARS ref	Y	LARS-funded Level 2/3 qualification @Lars funded rate. Dependent on the Provider's Delivery Plan
DAM code	016	Y	016 identifies the Adult Skills Consortium

64. Wrap-around aim reference.

- 64.1. Wrap-around Support funding will be available to cover the full live cycle of the learner's journey.
- 64.2. Funding will be claimed through EAS relating to direct guided learning evidence.
- 64.3. WMCA will request an additional document to be completed and returned monthly, which records a full breakdown per learner on funding provided. The funding identified should match EAS claims.
- 64.4. The maximum amount claimable per learner is £1,500.

65. Construction Gateway – Lot 20 (DPS14) and Grant Provider

- 65.1. The sections below describe how we expect Construction Gateway to be returned in the ILR. Each provider may differ in terms of which aims they submit, as it depends on what has been agreed upon by the WMCA or listed in their delivery plans.
- 65.2. Construction Gateway programmes will continue to be co-created with employers, which are designed to move residents into employment and to upskill and support the progression of those in low-paid jobs.
- 65.3. The programme will consist of three phases:
 - 65.3.1. Phase one – Pre-employment for new entrants
 - 65.3.2. Phase two – Pre-employment (for those who have worked in the sector before) and in-work progression
 - 65.3.3. Phase three – Further in work progression (optional)

66. Phase 1 Aim

- 66.1. Phase 1 will be linked to vocational modules as set out in the CG specification.
- 66.2. The programme is designed for Pre-employment for new entrants and will consist of:
- 66.2.1. Delivery of a programme, with a guaranteed interview
 - 66.2.2. Wrap-around support, which will cover the full life cycle of the learner's journey, including progression and tracking.
 - 66.2.3. Day 1 job outcome payment (where achieved)
 - 66.2.4. Week 13 sustained employment (where achieved)
- 66.3. All learners should receive a guaranteed interview
- 66.4. Only one learning aim option can be funded for each resident

Learning Aim ref	Z0010456	Y – only one programme per funding year	Phase 1 Construction Gateway- 1-week programme
	Z0010457		Phase 1 Construction Gateway- 4-week programme
DAM Code	034	Y	Identifies the Construction Gateway programme

67. Phase 2 aim

- 67.1. Phase 2 will be linked to vocational modules as set out in the CG specification.
- 67.2. The programme is designed for those who are unemployed and have worked in the sector before, and need to retrain, as well as for those in employment seeking to upskill.
- 67.3. The programme will consist of:
- 67.3.1. Delivery of a programme, with a guaranteed interview (where the learner is unemployed)
 - 67.3.2. Wrap-around support, which will cover the full life cycle of the learner's journey, including progression and tracking.
 - 67.3.3. Day 1 job outcome payment (where the learner is unemployed)
 - 67.3.4. Week 13 sustained employment (where the learner is unemployed)
- 67.4. Only one learning aim option can be funded for each resident.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010458	Y– only one programme per funding year	Phase 2 Construction Gateway Small Plant - 4-week programme
	Z0010459		Phase 2 Construction Gateway Large Plant - 4-week programme
	Z0010460		Phase 2 - Sub-sector area– 2-week programme
	LARS ref		LARS-funded Level 2 qualification @Lars funded rate. Dependent on the Provider's Delivery Plan
DAM Code	034	Y	Identifies the Construction Gateway programme

68. Work Trial

- 68.1. Work Trial will be linked to vocational modules as set out in the CG specification.
- 68.2. A learning aim for work trials can be claimed whilst the resident is active in either Phase 1 or Phase 2. This should be coded as follows:

ILR Name	ILR code	Mandatory	Notes
Learning aim ref	Z0010462	Y	Work Trial - 2-week programme
DAM Code	034	Y	Identifies the Construction Gateway programme

69. Job outcome

- 69.1. A day 1 job outcome can be claimed, where evidence is held showing progression into work, following an into-employment programme. This evidence will need to be kept in the resident's file and available for compliance reviews if required.
- 69.2. Only one job outcome can be claimed per funding year
- 69.3. WMCA requires providers to update the ILR and the [Outcomes and Destination portal](#).
- 69.4. To support the claim, the LR will be coded as below.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010079	Y	Construction Gateway: Job Outcome: Day 1
DAM Code	034	Y	Identifies the Construction Gateway programme

- 69.5. When submitting a Job Outcome aim in the ILR, please code it in the ILR with a one-day duration and the same Start date, Planned End date and Actual End.
- 69.6. The start, the planned, and the actual end dates in the ILR should be the first day of the job outcome.

ILR Name	ILR Code
LearnAimRef	Z0009153
Start Date	22/11/2025
Planned End Date	22/11/2025
Actual End Date	22/11/2025
Completion Status	2
Outcome	1

70. 13-week sustainment

- 70.1. A 13-week sustainability can be claimed, where evidence is held showing the learner has completed 13 consecutive weeks in employment, following a day 1 job outcome. This evidence will need to be kept in the resident's file and available for compliance reviews if required.
- 70.2. WMCA requires providers to update the ILR and the [Outcomes and Destination portal](#).
- 70.3. Only one 13-week sustainment can be claimed per funding year
- 70.4. The ILR will be coded as below.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010080	Y	Construction Gateway: 13-week sustainment
DAM Code	034	Y	Identifies the Construction Gateway programme

- 70.5. The start, the planned, and the actual end dates in the ILR should all be the first day of the 13-week sustainment period.
- 70.6. This date should be 13 weeks after the day 1 job outcome was claimed

ILR Name	ILR Code
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LearnAimRef	Z0010080
Start Date	21/02/2025
Planned End Date	21/02/2025
Actual End Date	21/02/2025
Completion Status	2
Outcome	1

71. Phase 3 aim

- 71.1. Phase 3 will be linked to vocational modules as set out in the CG specification.
- 71.2. Phase 3 is focused on those who are employed, including those who earn below the earnings threshold.
- 71.3. Only one learning aim option can be funded for each resident.
- 71.4. Where the learner enrolls on a Free Courses for Job learning aim, this should be coded using the [FCFJ section](#) of the Coding Guidance

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	LARS ref	Y - only one programme per funding year	LARS-funded AEB/FCFJ Level 3 qualification @Lars funded rate. Dependent on the Provider's Delivery Plan
	Z0010461		Phase 3 - Site Supervision/Management – 1 week
DAM Code	034	Y	Identifies the Construction Gateway programme

72. Wrap-around support.

- 72.1. Wrap-around Support funding will be available to cover the full live cycle of the learner's journey, including progression and tracking:
- 72.2. Funding will be claimed through EAS relating to direct guided learning evidence.
- 72.3. WMCA will request an additional document to be completed and returned monthly, which will record a full breakdown per learner on wrap-around support provided. The funding identified should match EAS claims.
- 72.4. The maximum amount claimable per learner is £1,500.

73. Construction Gateway Rail – Grant providers only

- 73.1. The sections below describe how we expect Construction Gateway Rail to be returned in the ILR. Each provider may differ in terms of which aims they submit, as it depends on what has been agreed upon by the WMCA or listed in their delivery plans.
- 73.2. Construction Gateway Rail programmes will continue to be co-created with employers, which are designed to move residents into employment and to upskill and support the progression of those in low-paid jobs.
- 73.3. The programme will consist of:
- 73.4. Delivery of a programme, with a guaranteed interview (where the learner is unemployed)
- 73.5. Wrap-around support which will cover the full live cycle of the learner's journey, including progression and tracking.
- 73.6. Day 1 job outcome payment (where achieved)

73.7. Week 13 sustained employment (where achieved)

73.8. Coding for each element is outlined below

74. Phase 1 Aim

74.1. The Phase 1 aim will be one of the learning aims and will be coded below.

74.2. Construction Gateway Phase 1 is only able to support residents who are unemployed/economically inactive.

74.3. Phase 1 will be linked to vocational modules as set out in the rail specification.

74.4. All learners should receive a guaranteed interview

74.5. Only one learning aim option can be funded for each resident.

ILR Name	ILR code	Mandatory	Notes
Learning Aim ref	Z0009244	Y – only one programme per funding year	Construction Gateway: Rail Phase 1

75. Job outcome

75.1. A day 1 job outcome can be claimed, where evidence is held showing progression into work, following an into-employment programme. This evidence will need to be kept in the resident's file and available for compliance reviews if required.

75.2. Only one job outcome can be claimed per funding year

75.3. WMCA requires providers to update the ILR and the Outcomes and Destination portal.

75.4. To support the claim, the LR will be coded as below

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010079	Y	Construction Gateway: Job Outcome: Day 1

75.5. When submitting a Job Outcome aim in the ILR, please code it in the ILR with a one-day duration and the same Start date, Planned End date and Actual End.

75.6. The start, the planned, and the actual end dates in the ILR should be the first day of the job outcome.

ILR Name	ILR Code
LearnAimRef	Z0009153
Start Date	22/11/2025
Planned End Date	22/11/2025
Actual End Date	22/11/2025
Completion Status	2
Outcome	1

76. 13-week sustainment

- 76.1. A 13-week sustainability can be claimed, where evidence is held showing the learner has completed 13 consecutive weeks in employment, following a day 1 job outcome. This evidence will need to be kept in the resident's file and available for compliance reviews if required.
- 76.2. WMCA requires providers to update the ILR and the Outcomes and Destination portal.
- 76.3. Only one 13-week sustainment can be claimed per funding year
- 76.4. The ILR will be coded as below.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0010080	Y	Construction Gateway: 13-week sustainment

- 76.5. The start, the planned, and the actual end dates in the ILR should all be the first day of the 13-week sustainment period.
- 76.6. This date should be 13 weeks after the day 1 job outcome was claimed

ILR Name	ILR Code
LearnAimRef	Z0010080
Start Date	21/02/2025
Planned End Date	21/02/2025
Actual End Date	21/02/2025
Completion Status	2
Outcome	1

77. Phase 2 aim

- 77.1. The Phase 2 aim is focused on upskilling employees and will be coded as below:
- 77.2. Construction Gateway Rail Phase 2 is only able to support residents who are employed in rail, including those who earn below the earnings threshold.
- 77.3. Phase 2 will be linked to vocational modules as set out in the rail specification.
- 77.4. Only one learning aim option can be funded for each resident.

ILR Name	ILR code	Mandatory	Notes
Learning Aim ref	Z0009245	Y – only one programme per funding year	Construction Gateway: Rail Phase 2

78. Phase 3 aim

- 78.1. The Phase 3 aim is focused on upskilling employees and will be coded as below:
- 78.2. Construction Gateway Rail Phase 3 is only able to support residents who are employed in rail, including those who earn below the earnings threshold.
- 78.3. Phase 3 will be linked to vocational modules as set out in the rail specification.
- 78.4. Only one learning aim option can be funded for each resident.

ILR Name	ILR code	Mandatory	Notes
Learning Aim ref	Z0009246	Y – only one programme per funding year	Construction Gateway: Rail Phase 3

79. Wrap-around support.

- 79.1. Wrap-around Support funding will be available to cover the full live cycle of the learner's journey.
- 79.2. Funding will be claimed through EAS relating to direct guided learning evidence.
- 79.3. WMCA will request an additional document to be completed and returned monthly, which records a full breakdown per learner on funding provided. The funding identified should match EAS claims.
- 79.4. The maximum amount claimable per learner is £1,500.

Section 7 – Up-skilling and Re-skilling

80. The requirements set out below support the coding for programmes which fall under our Up-Skilling and Re-Skilling strategy. This includes:

- 80.1. First Full Level 3
- 80.2. Level 3+ Approved flexibilities
- 80.3. Level 3 Free Courses for Jobs
- 80.4. Leadership and Management (DPS 9) Contract for Service Providers Only
- 80.5. Higher Level Skills (DPS 6) Contract for Service Providers Only
- 80.6. Skills Bootcamps (Wave 6) Contract for Service Providers Only

81. First Full Level 3 (ASF only)

- 81.1. The WMCA will fully fund residents who are studying their first full level 3, regardless of employment status. This covers learners who meet the eligibility criteria (19-23) and those who are 24+
- 81.2. The following conditions must apply:
- 81.2.1. The learner has not studied a full level 3 or higher previously.
- 81.3. Please refer to the [DfE list of qualifications approved for funding](#) on GOV.UK and the prior attainment level tables in the [ILR specification: 2025 to 2026](#).
- 81.4. Providers wishing to fully fund residents who are taking their first Full level 3 should code the ILR as follows:

ILR Name	ILR code	Mandatory	Notes
PriorAttain		Y	e.g., Entry, Other qualifications below level 1, Level 1, No Qualifications, Level 2 only
DAM	023	Y	Prevents validation error
FFI	1	Y	Fully funded learner

82. Level 3+ Approved Flexibility (ASF only)

- 82.1. As part of the devolved funding agreements, WMCA can offer additional flexibilities outside of the ASF level 3+ legal entitlement funding list.
- 82.2. Where applicable, WMCA will work with the DfE to request LARS code/s and or category code changes as needed.
- 82.3. Where providers have requested and been approved to deliver qualifications outside legal entitlement as part of the Level 3 flexibility, the ILR should code the ILR as follows:

ILR Name	ILR code	Mandatory	Notes
PriorAttain		Y	e.g., Entry, Other qualifications below level 1, Level 1, No Qualifications, Level 2 only
DAM	023	Y	Prevents validation error
FFI	1	Y	Fully funded learner
OtherFundAdj	e.g 50	N	Depending on the proportion agreed to be funded (25, 50 or 75)
DAM	063	Y	Use where the managing authority waives the collection of the non-government or learner contribution for learning aims, and the provider has WMCA approval of requested flexibility to allow providers to complete/partial funding qualification that would previously have been co-funded or learner loan funded. - Please ensure that where you are using this code, you have written approval for audit purposes.

Please note that the learner must first be assessed to see if they can exercise their legal entitlement at level 3

83. Level 3 Free Course for Jobs

- 83.1. From 1 August 2025, all learners aged 19 or over on 31 August 2025 when they started their learning are now funded through the Level 3 Allocation (Grant providers) FCFJ (contract for services providers) funding line and will include the relevant uplift.
- 83.2. Funding for FCFJ covers:
- 83.2.1. All employed learners undertaking their first level 3 are fully funded irrespective of their wage.
 - 83.2.2. All employed learners who already hold a level 3 and earn less than the earnings threshold will be fully funded.
 - 83.2.3. All employed learners who already hold a level 3 or above qualification and earn more than the earnings threshold will be co-funded.
 - 83.2.4. All unemployed learners, irrespective of previous qualifications, will be fully funded
- 83.3. The Level 3 aim must be on the list published by the DfE **AND** agreed for delivery by the WMCA.
- 83.4. All the level 3 qualifications that appear in DfE's FCFJ list are fully funded as per the eligibility criteria set out above. The list can be seen here: [DfE list of qualifications approved for funding](#)
- 83.5. An uplift is payable at two different rates and follows the earnings methodology set out in the [funding rates and formula document](#). This uplift should be used to support the delivery of the level 3 FCFJ offer

83.6. Providers delivering Free Courses for Jobs qualifications, where agreed by WMCA, should code the ILR as follows:

ILR Name	ILR code	Mandatory	Notes
FFI	1	Y	Indicates the learning aim is fully funded
LDM	378	Y	Level 3 Adult offer (Needed to generate uplift payment and identify as FCFJ)
LDM	391	N	Unemployed or below the earning threshold

83.7. The WMCA will pay the same uplift rate as the DfE. Only level 3 qualifications on the NSF list adult offer will attract an uplift. There are two different uplifts:

83.8. When qualifications are added to the funding eligibility list, they will become eligible for funding from that publication date.

83.9. Only providers that have received approval and an allocation for FCFJ by the WMCA for delivery can submit an ILR. Providers who have not been approved and have submitted an ILR will not be paid.

84. Additional FCFJ-approved qualifications for delivery

84.1. In addition to the [DfE list of qualifications approved for funding](#), WMCA will also fund additional qualifications, where approved and listed on the [WMCA website](#).

84.2. WMCA will regularly share an updated list of flexibilities as these are periodically added.

84.3. You must ensure you use LDM code 378 when recording these learners on the ILR and record the employment status of learners accessing the offer in the ILR.

84.4. Qualifications must be assigned Category Code 56 ("Free Courses for Jobs - MCA and GLA only flexible delivery qualifications"). We will only fund those that WMCA have approved and listed on the flex list.

84.5. Please note: These qualifications will not attract the national uplift; however, they will attract the WMCA agreed funding uplift. Communication on how to apply this uplift will follow.

85. **Leadership & Management – DPS 9 April 2024 only**

86. This applies to any contract for service providers who have been allocated a Leadership & Management contract (DPS9) which commenced in April 2024.

86.1. Each provider may differ in terms of which aims they submit, as it depends on what has been agreed by the WMCA or as listed in their delivery plans.

87. The purpose of the programme is to create a flexible Leadership and Management offer to support growth and productivity across the region through upskilling and reskilling, giving our residents the tools they need to support the businesses and sectors that they work in.

88. Main Aim

88.1. The main aim will be one of the learning aims approved as part of your delivery plan

88.2. Only one programme is deliverable per learner

88.3. The ILR should code as follows for every aim submission

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Learning Aim Reference	Y	Must be one of the approved learning aims as recorded in the Delivery Plan
Full/Co-funded	1 or 2	Y	Depending on the eligibility status of the learner and agreements within the contracts

89. Monitoring codes

- 89.1. As part of the specification, you are required to monitor the enrolment of learners on the Strategic Leadership package, under the Leadership and Management pathway.
- 89.2. Providers are asked to record the following codes in one of the four Provider-specified delivery monitoring fields where they enrol a learner from one of the following groups under the Strategic Leadership package:

Outcome	Code
A female starting in the healthcare sector, who has progressed into a leadership role, without any formal leadership and management training (PS1)	TBC
A male working in the manufacturing sector in the Black Country (PS2)	TBC

90. Outcomes

- 90.1. As part of the specification, you are required to monitor the outcomes of learners on the Leadership and Management pathway.
- 90.2. Providers are asked to record the following code in one of the four Provider-specified delivery monitoring fields where they have evidence of the learner achieving the outcome following the completion of the learning:

Outcome	Code
An increase in skills and knowledge, which has resulted in: (PS3) <ul style="list-style-type: none"> Effective application of skills and knowledge in the workplace Increase in the learner's performance Clear demonstration of the impact of learning on the business 	TBC

91. Higher level skills delivery – (DPS6 only)

- 91.1. This is applicable for any contract for service providers who have been allocated a higher-level skills package through DPS6.
- 91.2. Each provider may differ in terms of which aims they submit, as it depends on what has been agreed by the WMCA or as listed in their delivery plans.

- 91.3. The WMCA is seeking a flexible higher-level skills training offer capable of supporting its residents to acquire the skills that employers need. The training will need to support upskilling and reskilling with residents progressing within work or towards higher-level jobs.
- 91.4. There are two funding lines which providers will be awarded, these are:
- 91.4.1. Free Courses for Jobs – Please ensure that FCFJ is delivered through higher-level procurement; you follow both this and the [FCFJ coding guidance](#).
- 91.4.2. Adult Skills Fund – for Level 2, 3, 4 and 5 courses
- 91.5. Providers delivering aims linked to the Higher-level skills package, where agreed by WMCA, should code the ILR as follows for every aim submission:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Learning Aim Reference	Y	Must be one of the predefined aims in your delivery plan
DAM	057	Y	Identifies the Higher-level delivery
Full/co-funded indicator	1 or 2	Y	Unemployed and low-waged employed learners are fully funded

92. Wrap-around.

- 92.1. Wrap-around Support funding will be available to cover the full live cycle of the learner's journey, including progression and tracking:
- 92.2. Funding will be claimed through EAS relating to direct guided learning evidence.
- 92.3. WMCA will request an additional document to be completed and returned monthly, which records a full breakdown per learner on funding provided. The funding identified should match EAS claims.
- 92.4. The maximum amount claimable per learner is £1,500.
- 92.5. This will be co-funded at 50% if the learner is employed and earning above the earnings threshold.
- 92.6. Only providers who have this approved as part of the delivery plan can offer and claim Wrap around support, where a formal business case request has not been approved, it will need to be submitted.

93. Skills Bootcamp DfE (Wave 6)

- 93.1. The information in this section will detail how the WMCA expects Wave 6 DfE Skills Bootcamp providers to submit information in the ILR monthly.
- 93.2. Each provider may differ in terms of which aims they submit, as it depends on what has been agreed by the WMCA or as listed in their delivery plans.
- 93.3. Each provider will be allocated a set of Contract reference numbers and component learning aim references that are linked to the agreed delivery.
- 93.4. WMCA has amended the funding eligibility of learners for Wave 6 in line with the information below.
- 93.4.1. Where a learner is unemployed, the Skills Bootcamp will be fully funded.

- 93.4.2. Where the learner is employed/Self-employed AND low wage, the Skills Bootcamp will be fully funded, irrespective of whether they are an independent learner or through an employer.
- 93.5. Where learners are referred/being delivered via their employer, a 30% contribution from large employers or a 10% contribution from [SMEs](#). Required.
- 93.6. Independent learners, those who are employed/self-employed and not low-waged, will be funded at 50% of the Bootcamp rate. A new contract reference number will be created for this group and should be requested.
- 93.7. Each Bootcamp aim should be coded in the ILR as follows.

94. Programme Aim

- 94.1. Skills Bootcamp must have a programme aim, which spans across the entire duration of the programme (including the 6-month allowance for all outcomes to be claimed).
- 94.2. This must be recorded using ZPROG001 and Aim Type 1.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	ZPROG001	Y	This aim must be used if the provider is delivering Skills Bootcamp
Employer contribution		N	Where contributions from employers is required and have been received, providers should record the appropriate contribution using the full or co-funded indicator and the small/medium employer identifier – tick box
Contract reference number		Y	A unique contract reference number will be created for each Bootcamp, which should be recorded in all recording elements of the Bootcamp.
Programme Type	32	Y	All elements of the Bootcamp programme should be recorded using the Skills Bootcamp programme type.
Aim Type	1	Y	1 – Programme Aim

95. Learning aim (Component aim)

- 95.1. Skills Bootcamp must have a component learning aims to represent all the learning taking place.
- 95.2. Component learning aims must be recorded as Aim Type 3
- 95.3. Learning aims claimed must be listed on Find a learning aim, and providers must use learning aims marked with Category code 62: DFE Skills Bootcamps.
- 95.4. The aim must be recorded with the same Learning Start Date as the Programme aim.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	LARS code	Y	In line with the delivery plan agreements
Programme Type	32	Y	All elements of the Bootcamp programme should be recorded using the Skills Bootcamp programme type.
Aim Type	3	Y	3- Component learning aim within a programme

96. Milestone 2 – Event Indicator

- 96.1. To claim a milestone 2 for learners starting Skills Bootcamps programmes on or after 1 August 2025, Event Indicators (EVI) will be used to represent events related to the programme.
- 96.2. Event Indicators are a Learning Delivery Funding and Monitoring Type (EVI).
- 96.3. An event indicator must be recorded if an event occurs in relation to the following:

- 96.3.1. EVI 1 – will be used to evidence that an interview for a role has taken place, which matches the skills acquired. This only applies to unemployed learners or those who are employed but have started as independent learners.
- 96.3.2. EV2 – will be used to evidence that a new role or added responsibilities with an existing employer have occurred. This only applies to those who started as employed with an employer attached. (Employment contributions will need to be evidenced)
- 96.3.3. EV3 - will be used to evidence receipt of a self-employment plan from the learner, which outlines how they will acquire new self-employment opportunities or contracts. This only applies to those who started as self-employed
- 96.4. Use the 'date applies from' field to record the date the event took place. If the event is the attendance of an interview, for example, the date should be recorded as the date when the interview took place

97. End of programme and Outcome

- 97.1. The Programme aim will need to be updated at the end of learning, in line with the appropriate outcome. Examples and guidance are below

98. No M2 or M3 outcome to report

- 98.1. Where a learner has completed learning but not yet achieved an M2 or M3 outcome, the following will need to be updated: Programme aim and Learning aim
- 98.2. Example: Learner starts bootcamp on 8 September, No M2 or M3 has taken place in line with the guidance.
- 98.2.1. The Programme aim outcome should be recorded as below.

Aim	Learning Start Date	Learning Actual End date	Completion Status	Outcome	Achievement date
Programme aim ZPROG001	08/09/2025		Continuing (completion status = 1)	Outcome Not Yet Known (outcome = 8)	
Learning Aim:	08/09/2025	30/11/2025	Completed (Completion status = 2)	(Outcome Not Yet Known (outcome = 8)	

99. M2 met, but no M3 outcome to report

- 99.1. Where a learner has completed learning and achieved an M2 but not achieved an M3 outcome, the following will need to be updated: Programme aim, Learning aim, Event Indicator
- 99.2. Example: Learner starts bootcamp on 8 September, attends an interview on the 20th December, but does not get a job.
- 99.2.1. The Programme aim outcome should be recorded as below.

Aim	Learning Start Date	Learning Actual End date	Completion Status	Outcome	Achievement date
Programme aim ZPROG001	08/09/2025	20/12/2025	Completed (completion status = 2)	Not Achieved (outcome = 3)	

Learning Aim	08/09/2025	16/12/2025	Completed (Completion status = 2)	Achieved (outcome = 1)	
Event Indicator (EVI)	Event Indicator (EVI) 20/12/2025				

*The end date of the programme aim should be the same as the interview date

100. M2 and M3 achieved

100.1. Where a learner has completed learning and achieved an M2 and M3 outcome, the following will need to be updated: Programme aim, Learning aim, Event Indicator

100.2. Example: Learner starts bootcamp on 8 September, attends an interview on the 20th of December, and begins a job on the 16th January.

100.3. The Programme aim outcome should be recorded as below

Aim	Learning Start Date	Learning Actual End date	Completion Status	Outcome	Achievement date
Programme aim ZPROG001	08/09/2025	20/12/2025	Completed (completion status = 2)	Achieved (outcome = 1)	16/01/2026*
Learning Aim	08/09/2025	16/12/2025	Completed (Completion status = 2)	Achieved (outcome = 1)	
Event Indicator (EVI)	Event Indicator (EVI) 20/12/2025				

*The end date of the programme aim should be the same as the interview date, and you will need to record the achievement date as the day the job started.

101. Payments

101.1. Submission claims for each aim will be paid as follows, in line with the data on the ILR:

101.2. Please note that where evidence is not held to support the claim, funding will be reconciled.

Submission Type	Payment calculation
Start (30%)	<p>A Programme aim and component learning aim have been added to the ILR, and 14 days have passed since the learning start date, and the completion status is set to continuing.</p> <p>Please note that if a completion/withdrawal date has been added before the 14-day qualifying period, no payments will be issued.</p>
Completion (30%)	<p>All elements must be met as below:</p> <ul style="list-style-type: none"> The status of the Learning aim is set to 'Completed' and 'Achieved' An Event aim has been recorded <p>Please note: At least 80% of GLH hours planned for the Skills bootcamp must be completed.</p>
Job outcome/progression in work (40%)	<p>All elements must be met as below:</p> <ul style="list-style-type: none"> The status of the Learning aim is set to 'Completed' and 'Achieved'

	<ul style="list-style-type: none"> • An Event aim has been recorded • The Programme aim of the Bootcamp is set to 'Completed' and 'Achieved'. • The outcome date is recorded in the achievement date field of the Programme aim.
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Section 8 - Earnings Adjustment Statement (EAS)

102. The requirements outlined below support the understanding and application of EAS claims:

103. **EAS claims purpose and overview.**

103.1. The EAS is a comma-separated value (CSV) data collection. You can submit the EAS to submit learner data to record some types of funding that you cannot report in the individualised learner record (ILR).

103.2. Under most circumstances, you should not need to submit an EAS, as you should record your learner data in the ILR. However, in some exceptional cases where you cannot record data in your ILR to receive your funding, you can use the EAS. In other cases, we will require you to use EAS.

103.3. You can use the EAS to adjust your funding in the following scenarios. Please consult the corresponding funding rules for further details on the eligibility for this funding through EAS:

103.3.1. You have learners that require 'excess learning support' above the value of £150 a month of learning support, which is generated by our calculations from ILR data (where WMCA has approved)

103.3.2. You are claiming Learner support (where WMCA has approved)

103.3.3. You are submitting a pre-authorised Wrap-around Support claim

103.3.4. You have learners enrolled on learning aims within the King's Trust team programme and are claiming additional funding to the programme rate

103.3.5. We have written to you to give authorisation to make a positive 'authorised claim'. If you are repaying funding, you do not need permission for a negative authorised claim

104. **General guidance for creating your EAS**

104.1. Under most circumstances, your EAS should only contain funding where you have recorded your ILR data correctly, but we have not been able to calculate all funding from that data.

104.2. You may only use your EAS in cases where you have recorded your ILR data incorrectly, if you have received written approval to do so.

104.3. Your EAS is a cumulative return – each EAS you submit within a funding year should add to the contents of the previous file you submitted, unless you need to remove something to make a correction. If you do not include the contents that you previously submitted, we will recover the funding for the previous contents and only generate earnings for the contents of your current file.

104.4. Your EAS return is not learner-based, so you do not need to return a row for each learner for whom you are claiming or repaying funding. You must aggregate the funding into different

categories. (Please note that for wrap-around support, a separate learner detail report will be requested)

104.5. You must also ensure you have supporting evidence for each claim you make

105. How do I submit data on my EAS?

105.1. Your submission must be a CSV file, following the instructions in the next section. You must upload the CSV to the '[Submit Learner Data](#)' website.

105.2. The Submit Learner Data website will produce validation reports shortly after you have submitted your file. You must check these validation reports to ensure that there are no validation errors, which would cause some or all of your file to be rejected. For more information on validation, see the [EAS data validation section](#).

105.3. Your file must use the format shown in the [example CSV file](#).

105.4. Please take care to use the exact field names you see in the file – otherwise, your submission will be rejected, and you will not earn the funding from that file. For more information on validation, see the [EAS data validation section](#).

105.5. For more information, please refer to the [DfE Earning adjustment statement guidance 2025 to 2026](#)

Section 9 - Destination and Progression

106. Destination and Progression data

106.1. As a condition of funding, all destinations and/or progression details are a mandatory requirement for WMCA residents, including Tailored Learning.

106.2. Destination data will allow us to test the impact of agreed programmes to ensure we are offering the right provision for our residents and employers in the region and ensure we meet the requirements set out for integrated settlement.

106.3. Providers must use the [WMCA Outcomes Portal](#) for reporting destinations.

106.4. We expect that all enrolments will have an outcome recorded against them when the completion status is completed or withdrawn. Providers must limit 'unknown' and 'other' destination reporting.

106.5. We will closely monitor this entity and will be speaking to those providers that we feel are using 'Not known' or 'Other' more than we would expect and ask them to take corrective action. If we are not satisfied with the quality of destination data, then this will be a performance management issue and may affect any growth requests.

106.6. WMCA also reserves the right to review allocations or move funding, where we feel the impacts are not being met.

107. Destination definitions

107.1. Destination definition will depend on the programme type as listed below.

107.2. Where residents are Unemployed and taking part in an into-employment programme, WMCA will define a positive destination as movement into sustainable paid employment, which will include Apprenticeships.

- 107.3. Where residents are Unemployed and taking part in non-employment programmes, WMCA will define a positive destination as progression into sustainable paid employment or a higher level of education.
- 107.4. The movement of residents from one intervention to another, at the same level or lower, would not be classed as an educational progression.
- 107.5. For employed residents, WMCA will define a positive destination as a pay rise, new job responsibilities, a promotion, or an increase in hours.
- 107.6. Recording of a positive destination, e.g., job/education, should only be recorded once a learner has started and shouldn't be reported for 'intended outcomes.
- 107.7. Where a job outcome claim links to a payment, providers should ensure that they hold the required evidence for audit and compliance purposes.
- 107.8. To claim Sustainable payment outcomes, WMCA defines Sustainability as: employment consecutively for 13 weeks or more and working above 16 hours per week.

108. Destination tracking

- 108.1. All residents must receive a Day One outcome that is relevant to their current employment status on exiting the course.
- 108.2. WMCA expect providers to continue tracking residents to show the impact of the provision provided.
- 108.3. WMCA has no set dates for destination tracking and collection. We have included an example of best practice for data tracking below; however, we would expect all destinations to be updated in a timely manner to support ongoing monitoring and evaluation.

Provision Type	Day One	6 Week	13 Week	26 Week
Into employment	YES	YES	YES	YES
Construction Gateway	YES	YES	YES	YES
Unemployed – Other	YES		YES	YES
Employed	YES		YES	YES

109. How the WMCA Validates Destinations

- 109.1. Destinations will only be collected for residents who have ended their learning period e.g., Completed/Withdrew and where they meet the qualifying days rule as set out in the Skills Programme Funding rules.
- 109.2. WMCA continue to use the 8-week rule to allow providers time to track and collect the outcome and evidence associated.
- 109.3. WMCA will, however, include any job and education destinations you record, to ensure that providers are not penalised by the 8-week rule.
- 109.4. As part of the monitoring and evaluation process, WMCA will monitor destinations monthly; however, the focus point for discussion will be as follows:
- 109.4.1. August 2025
 - 109.4.2. November 2025
 - 109.4.3. February 2026
 - 109.4.4. May 2026
 - 109.4.5. August 2026

Section 10 – Contact

110. **Contacting us**

110.1. If you have any questions related to data requirements, please get in touch with your contract lead in the first instance.

110.2. For general queries:

110.2.1. You can contact us through our query mailbox at skills.programmes@wmca.org.uk

110.2.2. For UKSPF queries, use mailbox UKSPF@wmca.org.uk

110.2.3. For data queries, you can contact aebdatareturns@wmca.org.uk












110.2.4. For queries on Quality and Compliance, you can contact qualityandstandards@wmca.org.uk







Annex 1 - Funding Charts

111. Funding Charts













111.1. Charts 1 and 2 show the level of contribution for WMCA funding.



112. Chart 1: 19 to 23-year-olds




Provision		Notes		Funding
English and Maths up to and including level 2.		Must be delivered as part of the legal entitlement		Fully funded
Essential digital skills qualification up to and including level 1.		Must be delivered as part of the digital legal entitlement qualifications		Fully funded
First Full level 2 legal entitlement (excluding English and Maths)		First Full level 2 must be delivered as part of the legal entitlement qualifications.		Fully funded
Learning aims up to and including level 2 (local flexibility offer)		For those who meet the earnings threshold criteria or are unemployed.		Fully funded
		For those who do not meet the earnings threshold criteria		Co-funded
First Full level 3 legal entitlement		First Full level 3 must be delivered as part of the legal entitlement qualifications.		Fully funded





Provision		Notes		Funding
Level 3 free courses for jobs (FCFJ) offer		For those who meet the FCFJ criteria and are unemployed or earn below the earnings threshold.		Fully fundedⁱ
		For those above the earnings threshold who have achieved a full level		Advanced Learner Loan
English for speakers of other languages (ESOL), including up to and including level 2.		For those who meet the earnings threshold or the unemployed criteria.		Fully funded
		For those who do not meet the earnings threshold or the unemployed criteria		Co-funded

113. Chart 2: 24+ year-olds

Provision		Notes		Funding
English and Maths up to and including level 2.		Must be delivered as part of the legal entitlement		Fully funded
Essential digital skills qualification up to and including level 1.		Must be delivered as part of the digital legal entitlement qualifications		Fully funded
Level 2 and learning up to a level 2 (local flexibility and access to level 2 legal entitlement qualifications as a policy addition)		For those who meet the earnings threshold or the unemployed criteria		Fully funded
		For those who do not meet the earnings threshold or the unemployed criteria		Co-funded
Level 3 free courses for jobs (FCFJ) offer		For those who meet the earnings threshold or the unemployed criteria		Fully funded
		For those who do not meet the earnings threshold or the unemployed criteria		Advanced Learner Loan
First Full level 3 (legal entitlement)		First Full level 3 must be delivered as part of the legal entitlement qualifications.		Fully funded

		For those who meet the earnings threshold or the unemployed criteria		Fully funded
		For those who do not meet the earnings threshold or the unemployed criteria		Co-funded

Provision		Notes		Funding
English for speakers of other languages (ESOL), including up to and including level 2		For those who meet the earnings threshold or the unemployed criteria.		Fully funded
		For those who do not meet the earnings threshold or the unemployed criteria		Co-funded

Full level, which is part of FCFJ or legal entitlement (Where approved flex has been granted)		For those who meet the earnings threshold or the unemployed criteria.		Fully funded
		For those who do not meet the earnings threshold or the unemployed criteria		Co-funded
		Where flexibility hasn't been approved		Advanced Learner Loan

Annex 2– DAM Code Matrix

The document will refer to the use of Devolved Area Monitoring (DAM) codes. These codes will be used to monitor the delivery of specific priorities in the WMCA. They are similar to Learning Delivery Monitoring (LDM) codes (used for DfE funding), but these are required for use with the aims funded by combined authorities only. There will be six DAM code fields available to be used against each learning aim.

	Employment status			Postcode validation exclusion	Into-Employment Main Learning	Into-Employment Component	MCA/GLA Delivery Exclusion	Construction Programme	ESOL Programme	Foundation Skills Programme	HS2 Delivery	Higher Level Skills	Service Providers (DPS7)	Residential	Health & Social Care Plan	Full/partial fund flexibility	Employment package (Fairway)	Basic Skills
Pathway	10	11	12	DAM001	DAM013	DAM016	DAM023	DAM034	DAM054	DAM055	DAM056	DAM057	DAM058	DAM060	DAM061	DAM063	DAM068	DAM069
Health and Social Care																		
Vocational ESOL																		
Students Unemployed and NOT in receipt of Benefits																		
Unemployed, aged 24+ First Full Level 3																		
Level 3 Free Courses for Jobs																		
Level 3 Flexibility																		
Into-Employment Training																		
Construction																		
Digital Divide																		
Skills Bootcamps																		
HS2 Delivery																		
Residential learners																		
Basic Skills pathway																		
Higher Level Skills																		
Into-Employment Training																		
Digital Bootcamps																		
Foundation Skills Programme																		
Employment (DPS7)																		
Path 2 Apprenticeships																		
Leadership & Management																		

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