Coding the ILR for WMCA flexibilities 2019/2020

Version 3 – June 2020

This document sets out the details of data about Further Education (FE) learners, and their learning that must be collected by colleges, independent training providers and local authorities contracted by the West Midlands Combined Authority (WMCA).

Summary of Changes from version 2 2019-2020

This version updates the ILR coding requirements for those providers contracted to deliver in the WMCA region. This will include:

•   Grant providers

•   Independent Training Providers

These rules will apply to all Adult Education Budget (AEB) providers contracted by the West Midlands Combined Authority (WMCA) for learners starting learnings aims on or after 1 August 2019 until 31 July 2020.

A new DAM code of 023 has been introduced and its purpose is to remove some current ESFA validation rules.

This guidance states explicitly where DAM code 023 is to be used.

Please note that if DAM code 023 is used outside of this guidance then WMCA will NOT pay for any associated learning activity.

The main changes in this document refer to the following funding flexibilities:

Low Wage Pilot

Learners unemployed and NOT in receipt of Benefits

Level 3 Flexibilities

In addition to the changes noted above, there is a section on how to use the COVID-19 Learning Delivery Monitoring codes introduced by the ESFA.

Contents

Introduction

This document provides a technical specification of ILR 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.

The data collected is used to calculate funding due to FE providers, for performance monitoring, future planning and to ensure that public money is being spent in-line with WMCA priorities.

The funding model being referred to within this document is for Funding Model 35 and will reference those learners only with a WMCA home postcode at the start of each learning aim undertaken. The source of funding for WMCA funded learners is 112.

The WMCA postcode list will be published by the ESFA on the 1st August 2019.

The information here does not cover information already provided to providers by the ESFA within the following, but not limited to:

- ILR specification, validation rules and appendices 2019 to 2020
- Provider Support Manual 2019/20
- The WMCA Funding and Performance Management Rules 2019/20

Please read the requirements for Funding Model 35 in the above documents before reading the following document.

This guidance will go through how the WMCA will require the provider to code specific fields in the ILR depending on if the aim is being funded via grant (non-procured) or procured, following a bid for growth (colleges) or competitive tender (Independent Training Providers).

The document will refer to the use of Devolved Area Monitoring (DAM) codes. These codes will be used to monitor delivery of specific priorities in the WMCA. They are similar to Learning Delivery Monitoring (LDM) codes (used for ESFA funded learners) but these are new for 19/20 for use with aims funded by combined authorities only. There will be four DAM code fields available to be used against each learning aim.

Low Wage Pilot (Employed Learners)

For all providers with low wage employed learners, providers will need to use the following DAM code:

> 010   Devolved AEB Low Wage

The DAM code above is to be used for the learners funded by the WMCA.

*Please note that LDM code 363 is only to be used for learners resident in non-devolved areas where the source of funding remains 105.

Where this DAM code is used for employed learners with evidenced low wage satisfying the following conditions:

- Eligible for Co-Funding and
- Earning less than the living wage, and
- Enrolled onto a learning up to and including Level 2

The ILR must be coded as follows:

ILR Name	ILR code	Mandatory	Notes
EmpStat	10	Y	Employment Status at the start of the learning aim
LSDPostcode	Learner Postcode	Y	Student must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
FFI	1	Y	Fully Fund the aim
~~OtherFundAdj~~	~~xxx~~	~~Y~~	~~Factor to be calculated (to claim full funding)~~
DAM	023	Y	Prevents validation error
DAM	010	Y	For Low Wage WMCA learners, use this DAM code
DAM	002	Y	Required for Procured AEB i.e. All ITP provision and if activity is part of the Grant Growth Contract award

Key Changes from previous ILR Returns:

- Fully Funding Indicator should now be 1 not 2
- Other Funding Adjustment must be left as null
- DAM code 023 must now be added

Using the above combination will allow providers to fully fund the learner as part of the low wage pilot, without the need to calculate OtherFundAdj i.e OtherFundAdj should now be left blank

DAM code 023 will allow the provider to bypass specific ILR validation rules. If the provider does not use DAM code 023, then the method described in the above table will not work.

For low waged learners DAM code 023 must be used alongside 010. DAM code 023 will switch off the validation rules and DAM code 010 will identify it as a low waged learner.

Low wage ILR coding should not be used if activity is covered under legal entitlement (English, Math or 19-23 First Full L2/L3)

Learners Unemployed and NOT in receipt of Benefits

For all providers who wish to fully fund unemployed learners who are **not** in receipt of benefits (on aims up to and including level 2), 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
LSDPostcode	Learner Postcode	Y	Student must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
FFI	1	Y	Fully Fund the aim
~~OtherFundAdj~~	~~xxx~~	~~Y~~	~~Factor to be calculated (to claim full funding)~~
DAM	023	Y	Prevents validation error
DAM	002	Y	Required for Procured AEB i.e. All ITP provision and if activity is part of the Grant Growth Contract award

All unemployed learners are fully funded according to WMCA funding rules. However, providers previously were not able to process an unemployed learner unless they were on benefits due to ESFA validation rules. By using DAM code 023 providers can fully fund the learner and not input any Benefit Status Indicator.

The previous workaround of using the 'Other Funding Adjustment' field is no longer required. Providers are expected to remove this from each learner i.e. OtherFundAdj should now be left blank

Additional ILR coding for procured Lot 1, 2 and 3 delivery

The following guidance will show providers how to code the Individualised Learner Record (ILR) for providers that have been successful in securing allocations for Lots 1, 2 and 3:

- Unemployed (Lot 1)
- Employed (Lot 2)
- Innovation (Lot 3)

LOT 1 – Sector Based Work Academies – Unemployed Learners

For those providers participating in Sector Based Work Academies (SBWA) in Lot 1, providers will need to use at least one of the following three DAM codes:

013   Sector Based Work Academy main learning aim

014   Sector Based Work Academy Work Experience completion

016   Sector Based Work Academy component learning aim(s)

As a minimum, the WMCA will expect each learner participating in the SBWA programme to have a main aim coded as 013. The main aim will need to be the vocational aim that the provider is delivering within the Sector Subject Area (SSA) providers are targeting. If the learner is undertaking more than one aim as part of their SBWA programme, then each of those additional aims will need to be coded with a DAM code of 016. The component aims may not necessarily be the same SSA tier as the main aim e.g. Maths and English.

When the learner has completed their WEX element, the provider will need to code the main learning aim of the learner in the ILR with a second DAM code of 014. To claim the costs for the Work Experience (WEX) element of a SBWA programme, providers must complete the Earnings Adjustment Statement (EAS) via the *Submit Learner Data* portal on the ESFA site (formerly the Hub). The funding should be claimed in the month the learner(s) completed the work experience.

For example:

Provider A has 5 learners who have completed their WEX element in August 2019. For the R01 return, the provider will record each of these learners main learning aim with a DAM code of 014. Assuming each WEX completion is funded at £50, the provider will need to record £250 in the MCA/GLA Defined Adjustment 1 field within the EAS report.

The WMCA will monitor the learners claimed for in the occupancy report each month to avoid any duplicate payment in future returns.

Any learning aim delivered as part of the SBWA programme will be funded in the ILR as part of the normal monthly return cycle.

If the provider is delivering to unemployed learners who are not part of the SBWA programme, there is no DAM code required (other than the procured DAM code, if applicable).

LOT 2 – Level 3 Flexibility

There will be a change in how providers now submit their level 3 flexibilities to the WMCA. Previously, we requested that all providers submit this to us on a separate (spreadsheet) return, one working day after the ILR return date.

We would now request all lot 2 level 3 flexibilities to go through the ILR return and follow the same submission deadline as the published ILR dates. We will no longer be accepting spreadsheet submissions.

For 19/20 level 3 aims delivered as part of the Level 3 flexibility (LOT 2) should be coded as follows:

ILR Name	ILR code	Mandatory	Notes
LSDPostcode	Learner Postcode	Y	Student must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
FFI	1	Y	Fully Fund the aim
OtherFundAdj	xxx	N	Depending on proportion agreed to be funded (25, 50 or 75)
DAM	023	Y	Prevents validation error
DAM	002	Y	Required for Procured AEB i.e. All ITP provision and if activity is part of the Grant Growth Contract award

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

The only aims that can be delivered as part of level 3 flexibilities are those that the provider has had explicit written permission from the WMCA. Please ensure that you are aware of this, as the provider may not be funded for aims which are not pre-approved.

Within this approval process, providers will be told the amount of funding they will get for that aim depending on what has been agreed. The WMCA will state whether this is 25%, 50%, 75% or 100% of an aim value. Other than 100%, the amount agreed will need to go in the 'OtherFundAdj' field in the ILR.

The restriction on employment status has been lifted and there is no limitation to whether you wish to enrol an employed or unemployed learner to a level 3 flexibilities learning aim.

If the provider is delivering learning or training at level 3 that does not currently have a LARS code with an applicable Adult Skills funding rate, then the provider will need to contact WMCA. We will work with the ESFA to ask for a new LARS code to be generated and made available for use.

LOT 3 – ILR Coding funding and EAS claims

Innovation

Due to its flexible nature funding for delivery will depend on the type of provision delivered:

- For ESFA fundable learning aims: Learning aims should be coded in the ILR as normal and thus the standard ESFA funding methodology will be applied and funding will be reported in the occupancy report

or

- For non ESFA fundable aims: Funding will be wholly claimed via the Earning adjustment Statement (EAS) for any monies due on that month. This, in general, will be made up of a claim for engagement, on-programme or outcome(s)

There may be rare instances where a combination of both the above is required.

For 2019/20 the EAS claim spreadsheet has three MCA/GLA adjustments where you can claim funding for a particular month.

For LOT 3 (Innovation) delivery you are required to **only use two of these**, namely;
MCA/GLA Defined Adjustment 2 – for any Engagement claims costs for a particular month – this will be the total value claimed for all engagement in that month e.g. if 50 learners started at a cost of £50/engagement then the cost claimed for that month would be £2500.

MCA/GLA Defined Adjustment 3 – for any on programme and/or outcome costs for particular month - this will be the total value claimed for all on-programme and outcomes in that month e.g. if 30 learners are due £40 each for on-programme and 10 learners are due £100 each for achievement then the claim will be 30 x £40 + 10 x £100 = £2200

DAM Codes

The table below lists the Devolved Area Monitoring (DAM) Codes that have been set-up by the ESFA for WMCA to be able to identify and monitor LOT 3 delivery.

Code	Monitoring Requests	Description
017	Innovation Engagement Payment	This code will monitor the initial engagement of Innovative Learning Programmes in delivering local priorities.
018	Innovation On-Programme Payment	This code will monitor the continued learning within an Innovative Learning Programme in delivering local priorities.
019	Innovation Outcome Payment Type 1	This code will monitor when a learner has completed their Innovative Learning Programme. Additional guidance will be given to the use of the various Outcome Payment Types
020	Innovation Outcome Payment Type 2	This code will monitor when a learner has completed their Innovative Learning Programme. Additional guidance will be given to the use of the various Outcome Payment Types
021	Innovation Outcome Payment Type 3	This code will monitor when a learner has completed their Innovative Learning Programme. Additional guidance will be given to the use of the various Outcome Payment Types

ILR Coding

Aims funded via the standard ESFA funding methodology

For such aims the ILR should be coded as usual. The standard funding methodology will be applied by the ESFA and the funding will be shown as usual in the FIS occupancy report.

All aims must be flagged with DAM code 017. This is to identify the aims as being part of LOT 3 innovation.

If, **and only if**, you are claiming any **additional monies** associated with the above aim (i.e. **over and above** ESFA generated funding values) then the learner should **also** be enrolled on aim **Z0008587**. Additional monies are only expected to be for engagement or additional outcomes (other than achievement). Aim **Z0008587** *(Non regulated Adult skills formula funded provision, Entry Level, History, Up to 2 hrs, PW A)* is being used purely as a dummy aim so that we can identify learners on innovative delivery where you are claiming additional monies for ESFA funded aims. **Any funding value generated for this aim in the occupancy report or any other FIS funding reports should be ignored.**

The ILR values for this aim (**Z0008587**) should be set as follows:

Funding model = 35

Source of Funding = 112

Full or co-funding indicator (FFI) = 2 (co-funded)

Funding adjustment for prior learning (PriorLearnFundAdj) = 1 (this is to minimise the funding generated in any FIS funding reports)

The table below explains how you claim additional funding via the Earnings Adjustment Statement (EAS) each month.

Additional Funding for	DAM code to be used	EAS claim values
Engagement	017	For the month you are claiming this funding the value to be claimed should be added in to **MCA/GLA Defined Adjustment 2.** e.g. 10 learners each with an engagement claim of £100 then £1000 should be included in this EAS claim for that month.
Outcome	019-021	If an additional outcome is being claimed – Please see table on page 11 for appropriate DAM code to be used

Provision NOT funded via the standard ESFA methodology

For all such activity the learner should also be enrolled on aim **Z0008668**. Aim **Z0008668** *(Non regulated Adult skills formula funded provision, Entry Level, Geography, 3 to 4 hrs, PW B)* is being used as a dummy aim so that we can identify learners on innovative delivery. **Any funding value generated for this aim in the occupancy report or any other FIS reports should be ignored.**

The ILR values for this aim (**Z0008668**) should be set as follows:

Funding model = 35

Source of Funding = 112

Full or co-funding indicator (FFI) = 2 (co-funded)

Funding adjustment for prior learning (PriorLearnFundAdj) = 1 (this is to minimise the funding generated in any FIS funding reports)

The table below explains how you claim funding via the Earnings Adjustment Statement (EAS) each month.

Funding claim for	DAM code to be used	EAS claim values
Engagement	017	For the month you are claiming this funding the value to be claimed should be added in the EAS **MCA/GLA Defined Adjustment 2.** e.g. 10 learners each with an engagement claim of £100 then £1000 should be included in this EAS claim for that month.
On-programme	018 (to be added to the aim if an OPP claim has been made via EAS)	Any **on-programme** payments for a particular month must be included in the EAS **MCA/GLA Defined Adjustment 3.**
Outcome 1	019 (to be added to the aim **if** an **achievement** claim has been made via EAS)	Any **achievement** payments for a particular month must be included in the EAS **MCA/GLA Defined Adjustment 3.**
Outcome 2	020 (to be added to the aim **if** a **progression** claim has been made via EAS)	Any **progression** payments for a particular month e.g. progression to mainstream learning or higher paid job must be included in the EAS **MCA/GLA Defined Adjustment 3.**
Outcome 3	021 (to be added to the aim **if** any **other outcome** claim has been made via EAS)	If any **other outcome** is being claimed e.g. permanent accommodation in the EAS **MCA/GLA Defined Adjustment 3** for the month claimed

*Note: Once a DAM code has been recorded against a learning aim then it should not be removed <u>unless a data error has been made.</u> If an incorrect claim has been made, then the EAS should be amended in the next return e.g. Suppose £500 was incorrectly claimed for OPP in the March 2020 EAS return (i.e. in **MCA/GLA Defined Adjustment 3**). In the next ILR return the EAS value for March should be amended and £500 deducted. **Also, the DAM codes for the associated aims should be removed if no funding claim has been made.***

Provider Tracking of EAS Claims

During the year the WMCA will check on the EAS claims made to ensure that they are in line with delivery plans.

It is suggested that providers create and maintain a simple tracking sheet at learner and aim level to record the EAS claimed each month for each learner and aim for each element of innovative delivery i.e. engagement, on-programme and outcome.

Below are suggested column headings:

Provider UKPRN
Learner ULN
Learning Aim ref
Start Date
Planned End Date
Actual End Date
Completion Status
Outcome
For each month (with DAM Codes and EAS fields):

Engagement EAS claimed	(017)	Value included in EAS **MCA/GLA Defined Adjustment 2**
OPP claimed	(018)	Value included in EAS **MCA/GLA Defined Adjustment 3**
Outcome 1 claimed	(019)	Value included in EAS **MCA/GLA Defined Adjustment 3**
Outcome 2 claimed	(020)	Value included in EAS **MCA/GLA Defined Adjustment 3**
Outcome 3 claimed	(021)	Value included in EAS **MCA/GLA Defined Adjustment 3**

Earnings Adjustment Statement (EAS)

The EAS is a way to record some types of funding that providers cannot report in the ILR.

The following guidance will detail how the provider will use EAS in terms of the following two lots:

- Sector Based Work Academy Work Experience
- Innovation
- Excess Learning Support

Within the EAS file there will be two different types of Adult Education Funding Lines, non-procured and procured. Providers will need to populate the appropriate lines dependent on the type of aims being claimed funding for.

If providers are claiming funding for Lot 1 SBWA then providers will need to input work experience claim in the line(s) detailed 'MCA/GLA Defined Adjustment 1'. This line (either procured or non-procured) will be used to look to see how much funding in total providers are claiming for the successful completion of work experience as part of a SBWA.

If providers are claiming for Lot 3 Innovation, then the following fields will need to be used:

MCA/GLA Defined Adjustment 2 – Total monthly claim for engagement

MCA/GLA Defined Adjustment 3 – Total monthly claim for on-programme payment and outcomes

How to create and submit an EAS claim (Subject to ESFA update)

To submit an EAS claim, providers must upload a CSV (comma-separated values) file to the Submit Learner Data portal. The format of which will remain the same throughout the entire academic year.

When adding claims to your CSV file, providers should use a separate row for each funding line (FundingLine) and category (AdjustmentType) that they are claiming against in any given month. The provider must also ensure they have supporting evidence for each claim they make.

Each row in the EAS CSV file represents a value for delivery in a calendar month and year. We will add together the values from each month to calculate total earnings.

If providers need to change or add EAS values for a previous calendar month, they would include these changes in their latest CSV file along with values for the latest month.

For instance, the CSV files submitted in November 2019 could include rows with Calendar Months from 8 to 11, representing August to November.

The validation rules will prevent providers returning data for calendar months after the month relating to the current collection. For example, the R06 collection in the 2019 to 2020 year is open

until 6 February 2020, but the latest calendar month which may be returned in this file is calendar month 1 (January) in calendar year 2020.

Providers should only return records for delivery that has taken place within the associated funding year.

For example, a provider can submit an EAS for the 2019 to 2020 year any time up to the close of R14 in October 2020, but it will only affect EAS funding earned on activity that took place in the 2019 to 2020 funding year between August 2019 and July 2020.

Each time providers submit an EAS claim the CSV file should include the rows for any previous claims from the current academic year.

Not including rows from previous claims will remove them from your EAS data. This means we will subtract any funding associated with those rows from the next payment that will be made. Providers must continue to submit any data submitted previously. Any previous month claims should remain unaltered, unless the WMCA have audited and asked the file to be adjusted.

Providers would only need to submit an EAS claim for SBWA if they wish to claim any funding for the reporting month in question or need to make a change to previous months claims. If providers have nothing to claim in the reporting period and/or no changes to make in previous months, then we do not require providers to submit an EAS return for SBWA.

Filename

Providers must give all files a specific filename followed by the CSV file extension. The filename format is EASDATA-LLLLLLLL-yyyymmdd-hhnnss.CSV

The filename is case sensitive and has several sections separated by hyphens: Each section in the filename represents a specific piece of information.

- LLLLLLLL - the UK provider reference number (UKPRN) which is eight characters.
- yyyymmdd-hhnnss - the date and time stamp when you generated the file. This should appear in the format above and be 15 characters long, with a hyphen separating the date and time (y is the year, m is the numerical value of the calendar month, d is the numerical value of the day, h is the hour in 24-hour format, n is the minute and s the second).

Submission

This file will be needed to be uploaded to the ESFA's Submit Learner Data portal in line with the data collection timetable for ILR returns 19/20.

Learning Delivery and Monitoring code - 368 – COVID-19 Temporary or Permanent Withdrawals

Code	368	
Title	COVID-19 Temporary or Permanent Withdrawals	
Description	To identify learners who have left their programme without achieving due to COVID-19, those who are being supported by the provider so they can return when it is safe to do so, or those who have transferred to another course due to COVID-19	
Funding Model	35	10

COVID-19 has had a large impact on current 2019/20 delivery and potential future delivery patterns. The introduction of this LDM code is to assess the level of impact on withdrawals, breaks in learning and transferrals to other courses, more suitable programmes as a direct result of COVID-19 allowing WMCA to conduct analysis on the impact of delivery within West Midlands Combined Authority.

The LDM code (368) will be entered into any of the 6 LDM fields on each affected learning aim alongside updating the learner's completion status to either 3 - The learner has withdrawn from the learning activities leading to the learning aim or 6 - Learner has temporarily withdrawn from the aim due to an agreed break in learning. This must be used alongside the appropriate withdrawal reason code. This includes withdrawal reason 40 - Learner has transferred to a new learning aim with the same provider as a direct result of COVID-19.

Learning Delivery and Monitoring code - 369 – COVID-19 New Programme Starts

Code	369	
Title	COVID-19 New Programme Starts	
Description	To identify learners when they start a programme implemented by the provider in response to COVID-19, with support to ensure they can start in learning when it is safe to do so.	
Funding Model	35	10
Conditions	Learning Start Date Between 01/04/2020 and 30/06/2020	

COVID-19 has had a large impact on current 2019/20 delivery and potential future delivery patterns. The introduction of this LDM code is to assess those courses and starts within those courses which were initiated as a direct response to COVID-19 allowing WMCA to conduct analysis on the impact of delivery within the West Midlands Combined Authority.

The LDM code (369) will be entered into any of the 6 LDM fields on each learning aim start which was initiated as a direct response to COVID-19, including new blended programmes in addition to new provision. Please do not confuse this code with a Devolved Area Monitoring (DAM) Code.

Use of this LDM code will only be used for those aims that have been pre-approved by the WMCA and have a start date on or between 01st April 2020 and 30th June 2020.

Data Validation

Recently released newsletters have summarised some of the data anomalies found by the WMCA and what to do to fix them. Below is a reminder of what has been mentioned in those newsletters:

- Providers can only use DAM code 001 if they have had approval from the WMCA. This DAM code allows the provider to fund learners outside the WMCA region and switches off the current postcode validation rules. If the provider uses DAM code 001 for a postcode within the WMCA, we will invalidate this aim and it will not be funded.
- Grant providers (with aims that are part of a successful growth bid) and **ALL** Independent Training providers must use DAM code 002. This code is required to distinguish procured AEB from allocated AEB.
- The WMCA will not fund an aim if the provider returns an Employment Status of 98 - Not known / not provided. We expect all our providers to collect an employment status of either 10, 11 or 12.
- The WMCA will not fund providers if DAM code 010 is returned for an aim for a learner with an Employment Status of 98, 11 or 12. DAM code 010 is to be used for <u>EMPLOYED</u> low waged learners and they must be coded with an employment status of 10.
- The use of Postcode ZZ99 9ZZ in the Learning Start Date Postcode – LSDPostcode field must be kept to a minimum. This postcode is intended to be used where the postcode is unknown, or the learner is in a postcode that is not in the latest FIS validation but in the WMCA. We expect this to be checked and updated every month by the provider.