WEST MIDLANDS COMBINED AUTHORITY

WMCA Coding Guidance 2021/2022
(For the funding year 1 August 2021 to 31 July 2022)
Version 2

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Contents

Purpose

1. This document sets out the details of data about Further Education (FE) Students, 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

Section	Type	Details of Change
Work Experience	Removal	MCA Adjustment 1 - Providers will not use MCA Adjustment 1 to submit a Work Experience claim
	Removal	DAM code 014 - Providers will not need to code Work Experience aims with a DAM code of 014
	New	Work Experience learning aims - Providers can claim for Work Experience using designated learning aims
Lot 3 (Innovation)	Removal	MCA Adjustment 2 - Providers will not use MCA Adjustment 2 to submit a lot 3 Innovation claim
	Removal	MCA Adjustment 3 - Providers will not use MCA Adjustment 3 to submit a lot 3 Innovation claim
	New	Providers can claim for Lot 3 Innovation using designated learning aims
Capping Factor	New	DAM code 043 - Removes the capping factor from specific learning aims
Student Support Fund	New	Student Support Fund will be collected monthly via Earnings Adjustment Statement
National Skills Fund (NSF)	New	There are two new Funding Lines in Earnings Adjustment Statement which will separate, AEB and NSF funding claims
Vocational ESOL	New	This is a new initiative for 21/22 where the WMCA will monitor the use of ESOL learning aims
Health & Social Care Plan	New	This is a new initiative for 21/22 where the WMCA will monitor the use of Health and Social Care learning aims
Kickstart Progression	New	There is a new LARS code that will need to be used when the student progresses onto a Kickstart Programme
WMCA approved flex	New	There are 2 new codes for WMCA approved flexibilities for WMCA approval monitoring
Retrofit	New	New DAM code for Provider who WMCA have agreed on an uplift to approved courses via Retrofit
Destination Collection	New	2021/22 guidance on collection and reporting of destination data

Introduction

2. 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.

3. 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.

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

5. The WMCA postcode list will be published by the ESFA on the 1st August 2021:

6. https://www.gov.uk/government/publications/adult-education-budget-aeb-postcode-files

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

   7.1.   ESFA:
      7.1.1. ILR specification, validation rules and appendices 2021 to 2022
      7.1.2. Provider Support Manual 2021/22
   7.2.   WMCA
      7.2.1. WMCA AEB Funding Rules
      7.2.2. WMCA Postcode ONS
      7.2.3. WMCA AEB Payment and Performance Management

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

9. 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, colleges or competitive tender (Independent Training Providers).

10. 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 ESFA funded Students) but these are required for use with aims funded by combined authorities only. There will be six DAM code fields available to be used against each learning aim.

Health and Social Care Plan

11. The WMCA will be looking to monitor those students that enrol onto a Health and Social Care aims for 21/22. The WMCA will work several providers to implement its 'Health and Social Care Plan' programme.

12. The aim of this initiative is to enrol Students on to more substantial Health and Social Care programmes, that are flexible and provide real progression routes into jobs and further education.

13. A Health and Social Care Pan programme could have several different components and are made up of aims in different Sector Subject Areas. If the WMCA agrees to the provider delivering this programme, then please identify them in the ILR with the DAM code below.

14. The ILR must be coded as followed:

ILR Name	ILR code	Mandatory	Notes
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
DAM	002	N	Required for Procured AEB i.e. All ITP provision and if an activity is part of the Grant Growth Contract award
DAM	023	N	Prevents validation error
DAM	061	Y	Identifies the aim as part of the Health and Social Care Plan programme

15. Please ensure that you have permission from the WMCA to deliver a Health and Social Care Plan programme before enrolling Students on the programme

16. DAM code 061 is new for 21/22 and will identify Students who are part of this programme. Please use this DAM code for any aim that is part of this programme, including any component. If this code is not used, then the WMCA will assume it is not part of this programme.

Vocational ESOL

17. The aim of the Vocational ESOL programme is to measure the impact of ESOL enrolments on the Student's ability to secure employment in their chosen vocational area.
18. A Vocational ESOL programme will have the following components:
    18.1.   An ESOL learning aim
    18.2.   A vocational learning aim
19. The ILR must be coded as followed:

ILR Name	ILR code	Mandatory	Notes
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
DAM	002	N	Required for Procured AEB i.e. All ITP provision and if an activity is part of the Grant Growth Contract award
DAM	023	N	Prevents validation error
DAM	054	Y	Identifies the aim as a component of a Vocational ESOL programme

20. Please ensure that you have permission from the WMCA to deliver ESOL as part of your delivery plan before enrolling Students on the programme
21. DAM code 054 is new for 21/22 and will identify Students who are part of this programme. Please use this DAM code for any aim that is part of this programme, including the ESOL aim. If this code is not used, then we will assume it is not part of the programme.

Students Unemployed and NOT in receipt of Benefits

22. For all providers who wish to fully fund unemployed Students 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	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
FFI	1	Y	Fully Fund the aim
DAM	023	Y	Prevents validation error
DAM	002	N	Required for Procured AEB i.e. All ITP provision and if an activity is part of the Grant Growth Contract award

23. All unemployed Students are fully funded according to WMCA funding rules. However, providers previously were not able to process an unemployed Student unless they were on benefits due to ESFA validation rules. By using DAM code 023 providers can fully fund the Student without inputting any Benefit Status Indicator.

24. The 'Other Funding Adjustment' field is not required and should be left blank.

Low Wage Pilot (Employed Students)

25. For all providers with low wage employed Students, providers will need to use the following DAM code:
    25.1.   010 Devolved AEB Low Wage
26. The DAM code above is to be used for the Students funded by the WMCA.
    26.1.   *Please note that LDM code 363 is only to be used for Student's residents in non-devolved areas where the source of funding remains 105.*
27. Where this DAM code is used for employed Students with evidenced low wage satisfying the following conditions:
    27.1.   Eligible for Co-Funding (for Entry, Level 1 and Level 2) and
    27.2.   Earning less than the living wage, and
    27.3.   Enrolled on learning up to and including Level 3
    27.4.   If the aim is at level 3, then it must be the Students first full level 3
28. 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	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
FFI	1	Y	Fully Fund the aim
DAM	023	Y	Prevents validation error
DAM	010	Y	For Low Wage WMCA Students, use this DAM code
DAM	002	N	Required for Procured AEB i.e. All ITP provision and if an activity is part of the Grant Growth Contract award

29. Using the above combination will allow providers to fully fund the Student as part of the low wage pilot, without the need to calculate OtherFundAdj i.e OtherFundAdj should be left blank
30. For low waged Students 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 Student. If the provider does not use DAM code 023, then the method described in the above table will not work.
31. If the provider is funding a Level 3 aim under Low Wage Pilot, the aim must be included on the Level 3 Entitlement list published by the ESFA and be the Students first full level 3 qualification.
32. Low wage ILR coding should not be used if an activity is covered under legal entitlement (English, Math or 19-23 First Full L2/L3)

Resident is Unemployed, aged 24+ and studying their First Full Level 3

33. The WMCA will be fully funding those Students who are aged 24 or over, unemployed and are studying their first full level 3.

34. The following conditions apply:

    34.1. Aged 24 or over at the start of the aim

    34.2. Have an employment status of 11 or 12

    34.3. The Student has not studied a full level 3 or higher previously

    34.4. The Level 3 aim must be on the Entitlement list published by the ESFA

35. The ILR must be coded as followed:

ILR Name	ILR code	Mandatory	Notes
PriorAttain	9, 7, 1, 99, 2	Y	Entry, Other qualifications below level 1, Level 1, No Qualifications, Level 2
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
EmpStat	11 or 12	Y	Employment Status at the start of the learning aim
FundModel	35	Y	
SOF	112	Y	
DAM	002	N	Required for Procured AEB i.e. All ITP provision and if an activity is part of the Grant Growth Contract award
DAM	023	Y	Prevents validation error
DAM	045	Y	Show co-wavier approval

36. Providers previously were not able to process an unemployed Student unless they were on benefits due to ESFA validation rules. By using DAM code 023 providers can fully fund the Student and not input any Benefit Status Indicator.

37. The 'Other Funding Adjustment' field is no longer required. Providers are expected to remove this from each Student i.e. OtherFundAdj should now be left blank

Level 3 National Skills Fund

38. The WMCA will be fully funding those Students who are aged 19 or over, studying the first full level 3 on qualifications designated for the National Skills Fund (NSF).

39. The following conditions apply:

    39.1.   Aged 19 on the 31 August within the funding year they start a learning aim

    39.2.   The Student has not studied a full level 3 or higher previously.

    39.3.   The Level 3 aim must be on the list published by the ESFA **AND** agreed for delivery by the WMCA.

40. The ILR must be coded as followed:

ILR Name	ILR code	Mandatory	Notes
PriorAttain	9, 7, 1, 99, 2	Y	Entry, Other qualifications below level 1, Level 1, No Qualifications, Level 2
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
FFI	1	Y	Indicates the learning aim is fully funded
DAM	002	N	Required for Procured AEB i.e. All ITP provision and if an activity is part of the Grant Growth Contract award
LDM	378	Y	Level 3 Adult offer (Needed to generate uplift payment and identify as NSF)

41. There is no requirement for the provider to use DAM code 023 for these aims. Please do not input this into your ILR data as the aim may not be valid when received by the WMCA and may not be paid.

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

43. National Skills Fund level 3 adult offer rate 1: £600 for eligible aims in category code 45 on LARS

44. National Skills Fund level 3 adult offer rate 2: £150 for eligible aims in category code 46 on LARS

45. When qualifications are added to the funding eligibility list, they will become eligible for funding from that publication date, and not be backdated to the start of the Level 3 adult offer (1 April 2021).

46. Only providers and aims that have been approved by the WMCA for delivery can be submitted in the ILR. Any that have not been approved and sent in the ILR will not be paid.

Level 3 Flexibility

47. For 21/22 level 3 aims delivered outside legal entitlement <u>as part of the Level 3 flexibility</u> should be coded as follows:

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

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

48. 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 that are not pre-approved.

49. 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.

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

51. 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 (AEBDataReturns@wmca.org.uk). We will work with the ESFA to ask for a new LARS code to be generated and made available for use, but please note this could take up to a month to be created.

Level 4 and Level 5 Flexibility

52. For 21/22 level 4 or level 5 aims, the ILR must be coded as followed:

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

53. The only aims that can be delivered at level 4 or level 5 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 that are not pre-approved.

54. 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.

55. There is no limitation to whether you wish to enrol an employed or unemployed Student to a level 4 or level 5 learning aim. However, this will be agreed upon as part of WMCA's business case application and upon written approval from WMCA.

56. If the provider is delivering learning or training at level 4 or level 5 that does not currently have a LARS code with an applicable Adult Skills funding rate, then the provider will need to contact WMCA. The WMCA will work with the ESFA to ask for a new LARS code to be generated and made available for use.

Sector Gateway / Pre-Employment Training

57. Those providers delivering a Sector Gateway (SG) programme on behalf of the WMCA will be aware that these are short programmes, usually about two weeks long designed to get Students directly into jobs straight after completion.

58. An SG programme will consist of the following aims:
    - 58.1. Main aim
    - 58.2. Optional employability aim
    - 58.3. Optional Work Experience
    - 58.4. Job Outcome aim

59. In the ILR the main aim will need to be coded as follows:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Learning Aim Reference	Y	Must be one of the predefined aims, see below
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
EmpStat	11 or 12	Y	Employment Status at the start of the learning aim
FundModel	35	Y	
SOF	112	Y	
DAM	002	N	Required for Procured AEB i.e. All ITP provision and if an activity is part of the Grant Growth Contract award
DAM	023	N	Prevents validation error - **Use only if the Students' Benefit Status Indicator (BSI) is null**

60. The main aim will need to be selected from <u>one</u> of the following aims:

LearnAimRef	Title
Z0009143	Sector Gateway: Care Worker
Z0009144	Sector Gateway: Employability
Z0009145	Sector Gateway: Logistics
Z0009146	Sector Gateway: Retail and Customer Services
Z0009147	Sector Gateway: Security
Z0009327	Sector Gateway: Stewarding
Z0009148	Sector Gateway: Warehousing

61. If the main aim reference you wish to deliver is not one of the above, please contact the WMCA before you commence delivery of a new programme. Please note, a new aim could take up to a month to appear on LARS.

62. As part of SG, the provider might wish to deliver an Employability aim within the programme. The aim has already been set up in LARS, and this is how we would like providers to return it in the ILR:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0009142	Y	This aim must be used if the provider is delivering an Employability aim as part of Sector Gateway
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
EmpStat	11 or 12	Y	Employment Status at the start of the learning aim
FundModel	35	Y	
SOF	112	Y	
DAM	002	N	Required for Procured AEB i.e. All ITP provision and if an activity is part of the Grant Growth Contract award
DAM	042	Y	Component Aim of a SG Programme
DAM	023	N	Prevents validation error - **Use only if the Students' Benefit Status Indicator (BSI) is null**

Work Experience (WEX)

63. For those providers delivering WEX within a SG, providers will need to use one of the following learning aims:

Learning Aim Reference	Learning Aim Title	Notional Level	Base Rate
Z0009121	Work Experience / Work Placement (3-4 hours)	X	£21
Z0009122	Work Experience / Work Placement (5-6 hours)	X	£35
Z0009123	Work Experience / Work Placement (7-12 hours)	X	£50
Z0009124	Work Experience / Work Placement (13-20 hours)	X	£100
Z0009125	Work Experience / Work Placement (21-44 hours)	X	£150

64. For WEX claims that are on or after 01st August 2021, please **do not** use DAM code 014 or MCA Adjustment 1 to make a claim for WEX, the only way to claim money for WEX is in 21/22 is via one of the learning aims above.

65. Please note there are other work experience aims worth more than the ones listed above. If you wish to use these then please contact the WMCA, as you will need permission from us to do this.

66. The way to code a WEX aim for SG is as follows:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Learning Aim Reference	Y	Must be one of the predefined aims, see above
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
EmpStat	11 or 12	Y	Employment Status at the start of the learning aim
FundModel	35	Y	
SOF	112	Y	
DAM	002	N	Required for Procured AEB i.e. All ITP provision and if an activity is part of the Grant Growth Contract award
DAM	042	Y	Component Aim of a SG Programme
DAM	023	N	Prevents validation error - **Use only if the Students' Benefit Status Indicator (BSI) is null**

67. If a provider wishes to be paid for a Job Outcome, then the provider will need to return the following information in the ILR:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0009136	Y	Use for a Student aged 19 to 23 Job outcome payment
	Z0009137		Use for a Student aged 24+ Job outcome payment
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
EmpStat	11 or 12	Y	Employment Status at the start of the learning aim
FundModel	35	Y	
SOF	112	Y	
DAM	002	N	Required for Procured AEB i.e. All ITP provision and if an activity is part of the Grant Growth Contract award
DAM	042	Y	Component Aim of a SG Programme
DAM	023	N	Prevents validation error - **Use only if the Students' Benefit Status Indicator (BSI) is null**

68. For 21/22 the WMCA require the provider to submit the job outcome as an aim in the ILR. For the provider to claim a Job Outcome payment then the following conditions must be met:
   68.1.   A Student has been employed for 13 consecutive weeks at the same employer
   68.2.   The provider must retain signed evidence from the Student that they have worked with the same employer for 13 consecutive weeks. This evidence will need to be kept in the Student file and available for compliance officers to check if required.
69. There will be two different learning aims to choose from to make a Job Outcome payment one is related to Students aged 19 to 23 and the other is for a Student aged 24 or over. The aim to use relates to the age of the Student at the start of the programme. For example, if the Student starts a SG programme aged 23 but turns 24 when they get a job, then the provider would still use the 19-23 learning aim to claim a job outcome.
70. For example, a student is enrolled on a SG programme with a start date of 03/08/2021 and a planned end date of 31/08/2021. The Student successfully completes the course on the date planned and moves into employment. On 17/12/2021, the Student completes 13 weeks, these are the dates that need to go into the ILR:

ILR Name	ILR Code
LearnAimRef	Z0009136 or Z0009137
Start Date	17/12/2021
Planned End Date	17/12/2021
Actual End Date	17/12/2021
Completion Status	2
Outcome	1

71. The start, the planned and the actual end dates in the ILR should be the first day of the 13-week sustainment date.
72. Please only enrol the students to one of the above 'job outcome' aims once they have completed week 13 and you have evidence of this happening. Do not enrol the student to this aim before they have completed 13 weeks.

73. We would also expect the Student's destination and progression record to accurately reflect the Student's journey from unemployment to employment

Sector-based Work Academy Programme

74. A Sector-based Work Academies Programme (SWAP) will consist of the following aims:
    74.1.   Main aim
    74.2.   Optional component aim (Maths, English, etc)
    74.3.   Optional employability aim
    74.4.   Work Experience aim
    74.5.   Job Outcome aim

75. In the ILR the main aim or a component will need to be coded as follows:

ILR Name	ILR code	Mandatory	Notes
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
EmpStat	11 or 12	Y	Employment Status at the start of the learning aim
FundModel	35	Y	
SOF	112	Y	
DAM	002	N	Required for Procured AEB i.e. All ITP provision and if an activity is part of the Grant Growth Contract award
DAM	013 or 016	Y	Main Aim (013) or Component Aim (016) of a SWAP Programme
DAM	023	N	Prevents validation error - **Use only if the Students' Benefit Status Indicator (BSI) is null**

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

77. As part of a SWAP, the provider might wish to deliver an Employability aim within the programme. The aim has already been set up in LARS, and this is how we would like providers to return it in the ILR:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0009142	Y	This aim must be used if the provider is delivering an Employability aim as part of SWAP
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
EmpStat	11 or 12	Y	Employment Status at the start of the learning aim
FundModel	35	Y	
SOF	112	Y	
DAM	002	N	Required for Procured AEB i.e. All ITP provision and if an activity is part of the Grant Growth Contract award
DAM	016	Y	Component Aim of a SWAP Programme

DAM	023	N	Prevents validation error - **Use only if the Students' Benefit Status Indicator (BSI) is null**

Work Experience (WEX)

78. For those providers delivering WEX within a SWAP, providers will need to use one of the following learning aims:

Learning Aim Reference	Learning Aim Title	Notional Level	Base Rate
Z0009121	Work Experience / Work Placement (3-4 hours)	X	£21
Z0009122	Work Experience / Work Placement (5-6 hours)	X	£35
Z0009123	Work Experience / Work Placement (7-12 hours)	X	£50
Z0009124	Work Experience / Work Placement (13-20 hours)	X	£100
Z0009125	Work Experience / Work Placement (21-44 hours)	X	£150
Z0009126	Work Experience / Work Placement (45-68 hours)	X	£300
Z0009127	Work Experience / Work Placement (69-92 hours)	X	£450

79. For WEX claims that are on or after 01st August 2021, please **do not** use DAM code 014 or MCA Adjustment 1 to make a claim for WEX, the only way to claim money for WEX is in 21/22 is via one of the learning aims above.

80. Please note there are other work experience aims worth more than the ones listed above. If you wish to use these then please contact the WMCA, as you will need permission from us to do this.

81. The way to code a WEX aim for SWAP is as follows

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Learning Aim Reference	Y	Must be one of the predefined aims, see above
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
EmpStat	11 or 12	Y	Employment Status at the start of the learning aim
FundModel	35	Y	
SOF	112	Y	
DAM	002	N	Required for Procured AEB i.e. All ITP provision and if an activity is part of the Grant Growth Contract award
DAM	016	Y	Component Aim of a SWAP Programme
DAM	023	N	Prevents validation error - **Use only if the Students' Benefit Status Indicator (BSI) is null**

82. If a provider wishes to be paid for a Job Outcome, then the provider will need to return the following information in the ILR:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0009136	Y	Use for a Student aged 19 to 23 Job outcome payment
	Z0009137		Use for a Student aged 24+ Job outcome payment
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
EmpStat	11 or 12	Y	Employment Status at the start of the learning aim
FundModel	35	Y	
SOF	112	Y	
DAM	002	N	Required for Procured AEB i.e. All ITP provision and if an activity is part of the Grant Growth Contract award
DAM	016	Y	Component Aim of a SWAP Programme
DAM	023	N	Prevents validation error - **Use only if the Students' Benefit Status Indicator (BSI) is null**

83. For 21/22 the WMCA require the provider to submit the job outcome as an aim in the ILR. For the provider to claim a Job Outcome payment then the following conditions must be met:
83.1. Student has been employed for 13 consecutive weeks
83.2. The provider must retain signed evidence from the Student that they have worked with the same employer for 13 consecutive weeks. This evidence will need to be kept in the Student file and available for compliance officers to check if required

84. There will be two different learning aims to choose from to make a Job Outcome payment one is related to Students aged 19 to 23 and the other is for a Student aged 24 or over. The aim to use relates to the age of the Student at the start of the programme. For example, if the Student starts a SWAP programme aged 23 but turns 24 when they get a job, then the provider would still use the 19-23 learning aim to claim a job outcome.

85. For Example, a student is enrolled on a SWAP programme with a start date of 03/08/2021 and a planned end date of 31/10/2021. The Student successfully completes the course on the date planned and moves into employment. On 13/03/2022, the Student completes 13 weeks, these are the dates that need to go into the ILR:

ILR Name	ILR Code
LearnAimRef	Z0009136 or Z0009137
Start Date	13/03/2022
Planned End Date	13/03/2022
Actual End Date	13/03/2022
Completion Status	2
Outcome	1

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

87. Please only enrol the students to one of the above 'job outcome' aims once they have completed week 13 and you have evidence of this happening. Do not enrol the student to this aim before they have completed 13 weeks.

88. We would also expect the Student's destination and progression record to accurately reflect the Student's journey from unemployment to employment.

Construction Gateway

89. For the 21/22 academic year Construction Gateway (CG) will be coming through the ILR. The information in this section will detail how the WMCA expects providers to submit this information in the ILR every month.

90. The sections below describe how we expect CG 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 by the WMCA or listed in their delivery plans.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0009149	Y	Construction Gateway: Phase 1 (4 Week Programme)
	Z0009175		Construction Gateway: Phase 2 (Small Plant)
	Z0009176		Construction Gateway: Phase 2 (Large Plant)
	Z0009249		Construction Gateway: Rail Track Safety
	Z0009278		Construction Gateway: site Supervision/Management
	Z0009277		Construction Gateway: Sector Bootcamp
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
DAM	2	N	Required for Procured AEB i.e. All ITP provision and if an activity is part of the Grant Growth Contract award
DAM	23	N	Prevents validation error - **Use only if the Students' Benefit Status Indicator (BSI) is null**

91. The Student will initially enrol on one of the above aims. If the Student undertakes and completes the Phase 1 programme, they have the option of moving onto one of the four Phase 2 aims. If the Student does this, then then the provider needs to additionally enrol them onto one of the Phase 2 aims above.

92. At any point during Phase 1 or Phase 2 the Student could complete one of the following assessments:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0009155	Y	Construction Gateway: CPCS Blue Card
	Z0009156		Construction Gateway: CPCS Test
	Z0009157		Construction Gateway: CSCS Test
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
DAM	002	N	Required for Procured AEB i.e. All ITP provision and if an activity is part of the Grant Growth Contract award
DAM	023	N	Prevents validation error - **Use only if the Students' Benefit Status Indicator (BSI) is null**

93. If the Student does complete this aim, then they will need to be enrolled on one of the three aims above.

94. After the Student has finished one of the Phase 2 aims (or Phase 1 only) then they could do a Work Trial aim. If this is the case, then the provider will need to enrol the student onto the following aim:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0009152	Y	Construction Gateway: Work Trial (Phase 3)
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
DAM	002	N	Required for Procured AEB i.e. All ITP provision and if an activity is part of the Grant Growth Contract award
DAM	023	N	Prevents validation error - **Use only if the Students' Benefit Status Indicator (BSI) is null**

95. The aim of CG is to get unemployed people into Construction jobs. There are two types of job outcome payments the WMCA will pay the provider if the Student moves into employment after finishing a CG programme.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0009153	Y	Construction Gateway: Job Outcome: Day 1
	Z0009279		Construction Gateway: Job Outcome: Week 13 (Age 19 to 23)
	Z0009280		Construction Gateway: Job Outcome: Week 13 (Age 24+)
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
DAM	002	N	Required for Procured AEB i.e. All ITP provision and if an activity is part of the Grant Growth Contract award
DAM	023	N	Prevents validation error - **Use only if the Students' Benefit Status Indicator (BSI) is null**

96. As soon as the Student starts a job in the construction industry then the Day 1 learning aim in the table above needs to be returned. As soon as the Student goes on to complete 13 consecutive weeks then the Week 13 learning aim can be returned. The provider must retain a signed declaration form from the Student if either one of the three outcome aims is submitted in the ILR. If a Day 1 and a Week 13 aim is submitted in the ILR then you will need a separate signed declaration for both.

97. 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. For example:

98. A student is enrolled on a 'Phase 2 (Small Plant)' programme with a start date of 03/08/2021 and a planned end date of 14/10/2021. The Student successfully completes the course on the date planned and moves into employment. On 22/11/2021, the Student begins a job, these are the dates that need to go into the ILR:

ILR Name	ILR Code
LearnAimRef	Z0009153

Start Date	22/11/2021
Planned End Date	22/11/2021
Actual End Date	22/11/2021
Completion Status	2
Outcome	1

99. The Student has then been in a job for 13 consecutive weeks and the provider wants to submit a claim for a job outcome payment. These are the dates that need to go into the ILR:

ILR Name	ILR Code
LearnAimRef	Z0009279 or Z0009280
Start Date	21/02/2022
Planned End Date	21/02/2022
Actual End Date	21/02/2022
Completion Status	2
Outcome	1

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

101. Please only enrol the students to the above 'job outcome' aims once they have completed day 1/week 13 and you have evidence of this happening. Do not enrol the student to this aim before they have started a job or completed 13 weeks.

102. We would also expect the Student's destination and progression record to accurately reflect the Student's journey from unemployment to employment.

'Response' based projects for COVID-19

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

Code	368	
Title	COVID-19 Temporary or Permanent Withdrawals	
Description	To identify Students 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

104. COVID-19 had a large impact on 2019/20 delivery and will continue to impact delivery patterns in 21/22. 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 analyze the impact of delivery within West Midlands Combined Authority.

105. The LDM code (368) will be entered into any of the 6 LDM fields on each affected learning aim alongside updating the Student's completion status to either 3 - The Student has withdrawn from the learning activities leading to the learning aim or 6 - Student 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 - Student has transferred to a new learning aim with the same provider as a direct result of COVID-19

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

Code	369	
Title	COVID-19 New Programme Starts	
Description	To identify Students when they start a programme implemented by the provider in response to COVID-19, with support to ensure they can start learning when it is safe to do so.	
Funding Model	35	10

107. COVID-19 had a large impact on 19/20 delivery and will continue to impact delivery patterns in 21/22. 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 analyze the impact of delivery within the West Midlands Combined Authority.

108. 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 the new provision. Please do not confuse this code with a Devolved Area Monitoring (DAM) Code.

109. Use of this LDM code will only be used for those aims that have been pre-approved by the WMCA.

DAM code 043 – Capping Factor Exemption

110. For the 21/22 academic year, the WMCA has introduced a new DAM code that will remove the capping factor funding rate.

111. Based upon the ESFA funding rules a funding cap applies to each Student, and it applies across all adult skills budget provisions except apprenticeships. The funding cap is £4,400 per Student per year before any weightings or government contribution calculations are applied.

112. For the WMCA to fund Students for more than £4,400 per year, DAM code 043 will need to be used. This will be applied against each learning aim that the provider wishes to remove the £4,400 cap for. This code must only be used with explicit written permission from the WMCA. If the provider feels as though they need to use DAM 043 then please contact the WMCA with justification for this.

Kickstart Progression

113. For the 21/22 academic year, the WMCA has introduced a new LARS code that the Student will need to be enrolled on if they progress onto a Kickstart programme.

114. The ILR will need to be returned with the following details if the Student progresses onto a kickstart programme:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Z0009477	Y	Kickstart Progression Outcome
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
DAM	002	N	Required for Procured AEB i.e. All ITP provision and if an activity is part of the Grant Growth Contract award
DAM	023	N	Prevents validation error - **Use only if the Students' Benefit Status Indicator (BSI) is null**

115. Please only enrol the student to this aim when the Student starts on the kickstart programme, and you have auditable evidence of this happening. Do not enrol the student to this aim before they have started a Kickstart programme.

116. The start, the planned and the actual end dates in the ILR should be the first day the Student starts the Kickstart programme.

117. For example, if the Student starts their Kickstart programme on the 01 December 2021:

ILR Name	ILR Code
LearnAimRef	Z0009477
Start Date	01/12/2021
Planned End Date	01/12/2021
Actual End Date	01/12/2021
Completion Status	2
Outcome	1

WMCA level 3 and approved flexibilities

118. For clear tracking of flexibilities, WMCA has introduced 2 new DAM codes as listed below.

119. The ILR will need to be returned with the following details if you are adjusting the funding status and/or using category 47 Mayoral Combined Authorities (MCA) and Greater London Authority (GLA) Provision

Code	045
Title	Co-funded fee waived
Description	Use where the collection of the non-government contribution to a co-funded learning aim is waived by WMCA and the provider by applying the approved WMCA flex to apply full funding to residents who are 24+ and taking their first full Level 3 (National policy legal entitlement)

Code	063
Title	Local approved flexibilities
Description	Use where the collection of the non-government or Student contribution for learning aims is waived by the managing authority and the provider has WMCA approval of requested flexibility to allow providers to full/partial funding qualification that would previously have been co-funded, or Student loan funded.
Audit	Please ensure where you are using this code you have written approval for audit purposes.

Retrofit

120. For the 21/22 academic year, the WMCA has introduced a new DAM code for Students who will be taking a course under the Retrofit programme.

121. For the required uplift, the ILR will need to be returned with the following details:

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Learning Aim Reference	Y	Must be one of the predefined aims
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
DAM	055	y	Required for uplift

Additional ILR coding for procured delivery

122. The following guidance will show providers how to code the Individualised Student Record (ILR) for providers that have been successful in securing allocations for:

122.1.   Innovation (Lot 3)

122.2.   Birmingham and 2022 Commonwealth Games (Lot 5)

122.3.   Coventry UK City of Culture 2021 (Lot 6)

LOT 3 – ILR Coding funding and EAS claims

Innovation

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

123.1. For regulated 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

123.2. For non-regulated learning aims: The WMCA will ask the ESFA to set up non-regulated learning aims on your behalf. Please use these bespoke aims to submit in the ILR. Standard ESFA methodology will apply. As this is bespoke to each individual provider, please discuss with us first the aims you require to be set up or.

124. If the above is not applicable or if the WMCA has agreed that you can claim additional funding for a Lot 3 aim, then you may use one of the following learning aims to claim additional funding:

LARS Code	LARS Title	Amount
Z0009462	West Midlands MCA Additional funding 1	£50
Z0009463	West Midlands MCA Additional funding 2	£100
Z0009464	West Midlands MCA Additional funding 3	£150
Z0009465	West Midlands MCA Additional funding 4	£200
Z0009466	West Midlands MCA Additional funding 5	£250
Z0009467	West Midlands MCA Additional funding 6	£300
Z0009468	West Midlands MCA Additional funding 7	£350
Z0009469	West Midlands MCA Additional funding 8	£400
Z0009470	West Midlands MCA Additional funding 9	£450
Z0009471	West Midlands MCA Additional funding 10	£500
Z0009472	West Midlands MCA Additional funding 11	£800

125. *There may be instances where a combination of options of the above is required.*

126. For example,

126.1. the WMCA may say that they will fund a regulated ESOL qualification at a different rate to the ESFA. The ESOL qualification may be funded at £724 by the ESFA but the WMCA have agreed to pay, £200 for a start, £300 for on-programme and £400 for an outcome. In this case, the WMCA would expect the provider to return the ESOL aim in the ILR and put a '0' in the 'Other Funding Adjustment' field so that no funding is generated from this aim. Then after the Student starts, enrol them on to the £200 learning aim above, then when they hit the 'on-programme stage, enrol them on to the £300 aim above and then when they meet their outcome, enrol them to the £400 aim above or.

126.2. another example could be that the provider is doing a customer service aim and the WMCA have agreed to fund an additional £50 for start and an additional £400 on completion. In the ILR the WMCA would expect to see, the customer service aim with no adjustments, then the £50 aim at the start and then the £400 aim on completion.

127. If the funding value does not meet exactly one of the aims listed above, then please use the 'Other Adjustment Field' to put the appropriate percentage in to get the correct funding amount. If you are unsure how to do this then please ask the WMCA for assistance.

128. The above lot 3 information applies to starts from the 1st August 2021. If there are any Students in lot 3 crossing the academic year from 20/21 into 21/22, then please continue to use the methodology provided in the 20/21 coding guidance.

129. For 21/22 starts in the ILR we would expect each aim submitted to be coded as follows:

ILR Name	ILR code	Mandatory	Notes
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
DAM	002	Y	Required for Procured AEB i.e. All ITP provision and if an activity is part of the Grant Growth Contract award
DAM	017	Y	Identifies the aim as Lot 3 provision
DAM	023	N	Prevents validation error - **Use only if the Students' Benefit Status Indicator (BSI) is null**

130. The following must **not** be submitted in the ILR for lot 3 21/22 starts
    130.1.   DAM codes: 018, 019, 020, 021
    130.2.   MCA Adjustment 2
    130.3.   MCA Adjustment 3

131. For 21/22 starts the WMCA have removed the requirement for the providers to use the MCA Adjustments in Earnings Adjustment Statement (EAS) for lot 3 provision. This will make it simpler for providers to submit learning aims for the funding they want to claim rather than summarising it in EAS. The WMCA has also removed the need to use DAM codes 018 to 021 as this will now be evident from the aims being submitted. However, each lot 3 aim submitted must have a DAM code of 017 to identify it as lot 3.

132. The WMCA still expect providers to keep auditable evidence as to why they have claimed any amounts of funding in lot 3 and funding should only be claimed once this evidence exists. The evidence will need to be made available to WMCA auditors should it be required.

LOT 5 - Birmingham and 2022 Commonwealth Games

133. This is applicable for any ITP providers who have been allocated Lot 5 or any Grant providers who are delivering learning or training for the Commonwealth Games.

134. The WMCA will expect one of the six available DAM codes to be populated with DAM code 032 in the providers ILR submission to identify it as the 2022 Commonwealth Games.

LOT 6 - Coventry UK City of Culture 2021

135. This is applicable for any ITP providers who have been allocated Lot 6 or any Grant providers who are delivering learning or training for Coventry City of Culture.

136. The WMCA will expect one of the six available DAM codes to be populated with DAM code 033 in the providers ILR submission to identify it as Coventry UK City of Culture 2021

Earnings Adjustment Statement (EAS)

137. As documented in this guidance, the WMCA **DO NOT** expect any provider to use the following to claim to funding for Students that start on or after 1st August 2021:

    137.1.   MCA Adjustment 1

    137.2.   MCA Adjustment 2

    137.3.   MCA Adjustment 3

138. The coding guidance above states the alternative methods to claim funding for work experience and lot 3 in 21/22. Students on continuing aims will need to use the 20/21 coding guidance to return any information for work experience or lot 3.

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

140. The following guidance will detail how the provider will use EAS in terms of the following two funding claims:

    140.1.   Excess Learning Support

    140.2.   Student Support Funding

141. 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.

142. Types of Funding Lines available:

    142.1.   Adult Education - Eligible for MCA/GLA funding (non-procured)

    142.2.   Adult Education - Eligible for MCA/GLA funding (procured)

    142.3.   National Skills Fund - Eligible for MCA/GLA funding (non-procured)

    142.4.   National Skills Fund - Eligible for MCA/GLA funding (procured)

143. New for 21/22 will be those Funding Lines that are being collected for National Skills Fund, which if are being claimed, need to be separated out to regular AEB funding by using one of the two new Funding Line's above.

144. Types of Adjustment Lines available:

    144.1.   Authorised Claims

    144.2.   Excess Learning Support

    144.3.   Princes Trust

    144.4.   Student Support 19+ Hardship

    144.5.   Student Support 20+ Childcare

    144.6.   Student Support Residential Access Fund

    144.7.   Student Support COVID-19 Response

    144.8.   Student Support Administration Expenditure

145. New for 21/22 will be the collection of Student Support Funding data through EAS. The provider will be required to submit this data on each return to show how much they have spent on Student Support Fund. This will still be asked for at the Mid-Year, End of Year and Final funding returns also, but we now require the actual spend on a monthly basis.

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

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

147. 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.

148. 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.

149. 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.

150. For instance, the CSV files submitted in November 2021 could include rows with Calendar Months from 8 to 11, representing August to November.

151. 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 2021 to 2022 year is open until 06 February 2022, but the latest calendar month which may be returned in this file is calendar month 1 (January) in calendar year 2021.

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

    152.1. For example, a provider can submit an EAS for the 2020 to 2021 year any time up to the close of R14 in October 2021, but it will only affect EAS funding earned on activity that took place in the 2020 to 2021 funding year between August 2020 and July 2021.

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

154. 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 has audited and asked the file to be adjusted.

155. Providers will only need to submit an EAS claim for SWAP 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 SWAP.

Filename

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

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

    155.3. LLLLLLLL - the UK provider reference number (UKPRN) which is eight characters.

    155.4. 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).

156. Providers can find more information about submitting an EAS and the format it should be in, by clicking on the following link and looking at the 21/22 section:

157. https://www.gov.uk/guidance/earnings-adjustment-statement-eas

Submission

158. This file will be needed to be uploaded to the ESFA's Submit Student Data portal in line with the data collection timetable for ILR returns 21/22.

Data Validation

159. Below are the current validation rules the WMCA will use in 21/22

    159.1.   Providers can only use DAM code 001 if they have had approval from the WMCA. This DAM code allows the provider to fund Students 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.

    159.2.   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.

    159.3.   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.

    159.4.   The WMCA will not fund providers if DAM code 010 is returned for an aim for a Student with an Employment Status of 98, 11 or 12. DAM code 010 is to be used for <u>EMPLOYED</u> low waged Students and they must be coded with employment status of 10.

    159.5.   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

    159.6.   unknown, or the Student is in a postcode that is not in the latest FIS validation but the WMCA. We expect this to be checked and updated every month by the provider.

    159.7.   The WMCA will monitor the use of DAM code 023 and if it is not used in one of the ways detailed in this document then the WMCA will not pay for it.

    159.8.   Monitor the use of DAM codes 014, 018, 019, 020 and 021. These codes are 20/21 codes that should only be used with 20/21 starters

    159.9.   Monitor the use of DAM code 043. This code is only to be used with explicit permission from the WMCA.

Destination and Progression data

160. As stated in paragraph 239 of the WMCA Funding Rules 21/22:

    160.1.   '…As a condition of funding, all destinations and/or progression details are a mandatory requirement for WMCA residents, this includes Community Learning. Providers must limit 'unknown' destination reporting. Destination and progression must be detailed in the defined fields within the ESFA ILR…'

161. As most providers will know, all AEB providers are mandated to populate the Student's destination after they have finished their learning aim otherwise this will cause an ILR error. What we do not expect is this to be populated with 'Not Known' or 'Other'. Many providers automatically default to one of these two destinations as soon as it appears as an error in their rule violations.

162. WMCA expect all providers to collect and update destination and progression data in the ILR on a monthly basis

163. 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 CA region

164. Non-collection and recording of destination data could impact future business cases. WMCA also reserve the right to review allocations or move funding, where we feel the impacts are not being met

165. Regardless of whether the provision you are delivering has a job outcome payment attached to it, we expect the Student destination and progression entity in the ILR to accurately reflect the Student's journey. Providers must be able to substantiate destinations reported as part of any audit/compliance review.

166. We will closely monitor this entity in 21/22 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.

167. Please refer to the Provider Payment and Performance Management framework for more information on destination collection

Timescales

168. All Students must receive a Day One outcome that is relevant to their current employment status on exiting the course.

169. WMCA expect providers to continue tracking Students, however, once a job outcome has been achieved, there is no further requirement to update the destination field.

169.1. However, for 13-week sustainment claims, the appropriate LARS code should be applied

170. While WMCA has no set dates for destination collection. We have included an example of best practice for data collection below.

Provision Type	Day One	6 Week	13 Week	26 Week
SWAP	YES	YES	YES	YES
Sector Gateway	YES	YES	YES	YES
Construction Gateway	YES	YES	YES	YES
Unemployed – Other	YES		YES	YES
Employed	YES		YES	YES

How the WMCA Validates Destinations

171. Destinations will only be collected for residents who have ended their learning period i.e. Completed/Withdrew and where they meet the qualifying days rule as below.

Planned length of learning aim	Minimum qualifying days
168 or more days	42 days
14 – 167 days	14 days
Fewer than 14 days	1 day

172. WMCA has introduced an 8-week rule, to allow providers time to collect the outcome and evidence associated with it. For example, if a Student completes on 1st October 2021, we would not include their destination in our data set until 27th November 2021.

173. WMCA will however, include any job and education destinations you record in this time to ensure that providers are not penalised by the 8-week rule.

KPI's

174. WMCA has set clear targets for progression into work as below.

175. KPI's are set for SWAP, Sector Gateway and Construction Gateway as they focus on progression in to paid employment.

175.1. Educational outcomes do not count towards this KPI.

176. Any programmes approved through flexibility, Lot 3 and Lot 7 will have their own KPI's that should be worked towards.

177. As defined above WMCA will monitor performance against the set KPI's, with RAG grading being completed at R03, R06, R09 and R12

Programme Type	KPI into sustainable employment
SWAP's	65%
Sector Gateways	50%
Construction gateway	50%
Lot 7	In line with the contract and set KPI's in your delivery plan
Lot 3	In line with the contract and set KPI's in your delivery plan
Approved flexibilities	In line with your Business case approval

Destination definitions

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

179. Where residents are Unemployed and taking part in pre-employment programmes i.e. SWAP/SG/CG, WMCA will define a positive destination as movement into sustainable paid employment, Apprenticeships would be classed as a progression into paid employment.

180. Where residents are Unemployed and taking part in non-pre-employment programmes, WMCA will define a positive destination as; progression into sustainable paid employment or a higher level of education. Apprenticeships would be classed as a progression into paid employment.

181. Movement of residents from one intervention to another, at the same level or lower, would not be classed as an Educational progression.

182. Where resident a is Employed: For the purpose of the ILR, a positive destination is that the Student's employment status remains "Employed" upon completion of the course and that they remain sustainable.

183. Although WMCA are not currently monitoring outcomes through the ILR at this point, we expect a provider to be able to update us on the progression of employed residents at PMR points.

    183.1. These outcomes will include: A pay rise, New job responsibilities, A promotion or an increase in hours.

184. To claim Sustainable payment outcomes, WMCA define Sustainability as; employment consecutively for 13 weeks or more and working above 16 hours per week.

185. SWAP destinations are calculated based on the destination of DAM Code 13. Therefore, it is important to ensure that you have DAM Code 13 applied to the correct aim.