

# WEST MIDLANDS COMBINED AUTHORITY

## SKILLS PROGRAMMES Coding Guidance 2022/2023 (For the funding year 1 August 2022 to 31 July 2023)

### Version 2

This document sets out the coding guidance that apply to all providers of education and training who receive Skills programmes funding, including adult education budget funding, Free Courses for Jobs (FCFJ) funding and/or National Skills Fund Technical Bootcamp funding for residents residing in the West Midlands Combined Authority (WMCA) area.

Issue date;	July 2022
Version:	Version 2
Senior policy owner;	Iris Both
Document owner;	Iris Both

## Contents

Purpose .....	4
Summary of Changes .....	4
Section 1. Introduction and purpose of the document .....	5
1. Introduction .....	5
Section 2 - Eligibility specification.....	5
2. Students Unemployed and NOT in receipt of Benefits.....	5
3. Low Wage Pilot (Employed Students) AEB only.....	6
4. Resident is Unemployed, aged 24+ and studying their First Full Level 3.....	7
5. Level 3 Flexibility .....	8
6. Level 4 and Level 5 Flexibility.....	8
7. WMCA level 3+ and approved flexibilities .....	9
8. DAM code 043 – Capping Factor Exemption .....	9
Section 3 – Course specifications.....	10
9. Health and Social Care Plan .....	10
10. Vocational ESOL .....	10
11. Level 3 Free Course for Jobs .....	11
12. Additional FCFJ approved qualifications for delivery.....	12
13. Sector Gateway / Pre-Employment Training .....	13
14. SG -Employability .....	14
15. Work Experience (WEX) .....	14
16. Job outcome.....	15
17. Sector-based Work Academy Programme.....	16
18. SWAP -Employability.....	17
19. Work Experience (WEX) .....	17
20. Job outcome.....	18
21. Construction Gateway .....	19
22. Job outcome.....	20
23. Digital Bootcamps (Lot 8).....	22
24. Job outcome/progression in work .....	23
25. Level 2 uplift.....	23
26. Level 2 Health & Social Care uplift qualification list .....	23
27. Level 2 Construction uplift qualification list .....	24
28. Skills Bootcamps .....	24

Digital Skills Bootcamps .....	25
Skills Bootcamps (except digital) .....	25
29. Job outcome/progression in work .....	25
Section 4 - Additional ILR coding .....	26
30. Support for procured delivery .....	26
31. LOT 3 – ILR Coding funding – Innovation .....	26
34. LOT 5 - Birmingham and 2022 Commonwealth Games.....	28
35. LOT 6 - Coventry UK City of Culture 2021 .....	28
Section 5 - Earnings Adjustment Statement (EAS).....	28
36. EAS claims .....	28
37. How to create and submit an EAS claim (Subject to ESFA update) .....	29
38. Filename.....	30
39. Submission .....	30
Section 6 - Destination and Progression data.....	30
40. Destination and Progression data.....	30
41. Timescales.....	31
42. How the WMCA Validates Destinations.....	31
46. Destination definitions.....	32
Section 7 - KPI's.....	33
47. KPI's.....	33
Section 8 - DAM code Matrix .....	34
Section 9 - Data Validation and error reports.....	35
48. Data validation .....	35
49. Error violation support.....	35

## **Purpose**

1. This document sets out the West Midlands Combined Authority (WMCA) skills programmes coding guidance for the 2022 to 2023 funding year (1 August 2022 to 31 July 2023). The Skills programmes funding rules consist of the Adult Education Budget (AEB) funding rules, the Free Courses for Jobs (FCFJ) funding rules and the National Skills Fund (NSF) Technical Bootcamps funding rules.

## **Summary of Changes**

<b>Section</b>	<b>Type</b>	<b>Details of Change</b>
<a href="#">Student Support Fund</a>	New	Student Support Fund will be collected monthly via Earnings Adjustment Statement as well as submission of a learner support document to the data team.
<a href="#">Level 2 uplift</a>	New	To support individuals with the opportunity to develop core occupational skills, WMCA has provided a 10% uplift to level 2 qualifications which align with sector propositions for Health & Social Care and Construction from the academic year 2022/23.
<a href="#">DAM code matrix</a>	New	Support on overview of DAM coding
<a href="#">Data validation</a>	New	Support on data validation issues
Programme Type	New	<p>Introduced for 2022/2023, the new Programme Type of Combined Authorities Adult Skills enables providers to group together learning aims that are part of a pathway that they are delivering as part of their contracts with the West Midlands Combined Authority (WMCA).</p> <p>Using this Programme Type will enable the WMCA to more easily monitor learning aims that each learner is completing as part of their pathway.</p> <p>For the 2022/2023 year, the following pathways will need to be coded in the ILR using the Combined Authorities Adult Skills Programme Type:</p> <ul style="list-style-type: none"> <li>• Sector Gateway / Pre-Employment Training</li> <li>• Sector-based Work Academy Programme (SWAP)</li> <li>• Construction Gateway</li> </ul>
<a href="#">Skills Bootcamps</a>	New	Coding and ILR recoding for the Skills Bootcamp submissions.

## Section 1. Introduction and purpose of the document

### 1. Introduction

- 1.1. 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.
- 1.2. 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.
- 1.3. 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.
- 1.4. The WMCA postcode list will be published by the ESFA on the 1<sup>st</sup> of August 2022:
- 1.5. <https://www.gov.uk/government/publications/adult-education-budget-aeb-postcode-files>
- 1.6. The information here does not cover information already provided to providers by the ESFA or WMCA within the following, but not limited to:
  - 1.6.1. ESFA:
    - 1.6.1.1. ILR specification, validation rules and appendices 2022 to 2023
    - 1.6.1.2. Provider Support Manual 2022/23
  - 1.6.2. WMCA
    - 1.6.2.1. WMCA AEB Funding Rules
    - 1.6.2.2. WMCA Postcode ONS
    - 1.6.2.3. WMCA AEB Payment and Performance Management
- 1.7. Please read the requirements for Funding Model 35 in the above documents before reading the following document.
- 1.8. 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).
- 1.9. 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.

## Section 2 - Eligibility specification

### 2. Students Unemployed and NOT in receipt of Benefits

- 2.1. 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.

- 2.2. For all providers who wish to fully fund unemployed Students who are unemployed and **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

- 2.3. By using DAM code 023 providers can fully fund the student without inputting any Benefit Status Indicator.
- 2.4. The 'Other Funding Adjustment' field is not required and should be left blank.

### 3. **Low Wage Pilot (Employed Students) AEB only**

- 3.1. For AEB providers with low-wage employed students, providers will need to use the following DAM code:
- 3.1.1. '010 Devolved AEB Low Wage'
- 3.2. The DAM code above is to be used for the students funded by the WMCA.
- 3.2.1. **FCFJ will not use the same coding – please refer to the FCFJ section.**
- 3.3. Where this DAM code is used for employed students, evidenced low wage should satisfy the following conditions:
- 3.3.1. Eligible for Co-Funding (for Entry, Level 1, and Level 2) and
- 3.3.2. Earning less than the living wage, and
- 3.3.3. Enrolled on learning up to and including Level 3
- 3.3.4. If the aim is at level 3, then it must be the student's first full level 3
- 3.4. 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

- 3.5. 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
- 3.6. 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.
- 3.7. 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 student's first full level 3 qualification.
- 3.8. 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)

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

- 4.1. The WMCA will be fully funding those Students who are aged 24 or over, unemployed and are studying their first full level 3.
- 4.2. The following conditions apply:
  - 4.2.1. Aged 24 or over at the start of the aim
  - 4.2.2. Have an employment status of 11 or 12
  - 4.2.3. The student has not studied a full level 3 or higher previously
  - 4.2.4. The Level 3 aim must be on the Entitlement list published by the ESFA
- 4.3. The ILR must be coded as followed:

ILR Name	ILR code	Mandatory	Notes
PriorAttain	9, 7, 1, 99, 2	Y	i.e., 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

- 4.4. 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.
- 4.5. 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

## 5. Level 3 Flexibility

- 5.1. For 22/23 level 3 aims delivered outside legal entitlement as part of the Level 3 flexibility 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\*\**

- 5.2. 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.
- 5.3. 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.
- 5.4. 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.
- 5.5. 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](mailto: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.

## 6. Level 4 and Level 5 Flexibility

- 6.1. For 22/23 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

- 6.2. 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.

- 6.3. 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.
- 6.4. 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.
- 6.5. 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.

## 7. WMCA level 3+ and approved flexibilities

- 7.1. For clear tracking of flexibilities, WMCA has introduced 2 new DAM codes as listed below.
- 7.2. 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.

## 8. DAM code 043 – Capping Factor Exemption

- 8.1. For the 22/23 academic year, the WMCA has introduced a new DAM code that will remove the capping factor funding rate.
- 8.2. 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.
- 8.3. 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.

## Section 3 – Course specifications

### 9. Health and Social Care Plan

- 9.1. The WMCA will be looking to monitor those students that enrol on a Health and Social Care aims for 22/23. The WMCA will work with providers to implement its 'Health and Social Care Plan' programme.
- 9.2. The aim of this initiative is to enrol Students on more substantial Health and Social Care programmes, that are flexible and provide real progression routes into jobs and further education.
- 9.3. 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.
- 9.4. 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

- 9.5. Please ensure that you have permission from the WMCA to deliver a Health and Social Care Plan programme before enrolling Students on the programme
- 9.6. DAM code 061 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.

### 10. Vocational ESOL

- 10.1. 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.
- 10.2. A Vocational ESOL programme will have the following components:
  - 10.2.1. An ESOL learning aim
  - 10.2.2. A vocational learning aims
- 10.3. 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

- 10.4. Please ensure that you have permission from the WMCA to deliver ESOL as part of your delivery plan before enrolling Students on the programme
- 10.5. DAM code 054 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.

### **11. Level 3 Free Course for Jobs**

- 11.1. 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 Free Courses for Jobs (Formally NSF)
- 11.2. The following conditions apply:
  - 11.2.1. They are aged 19 or above on 31 August within the 2022 to 2023 funding year
  - 11.2.2. They have not achieved a full level 3 qualification, or above, which meets the requirements set out in the funding rules.
  - 11.2.3. They have not achieved a qualification available through the level 3 adult offer unless that qualification is a short qualification, as set out below
  - 11.2.4. They enrol on the level 3 adult offer qualifications approved for funding with effect from 1 April 2021
- 11.3. From 1 April 2022, we will also fully fund individuals as part of the offer where they:
  - 11.3.1. meet the unemployment or learners in receipt of low wage criteria and
  - 11.3.2. if they already have an existing full Level 3 qualification or higher or have achieved any other qualification included in the level 3 adult offer qualifications list (DfE list of qualifications approved for funding), that qualification must have been achieved before 1 April 2021 or
  - 11.3.3. if they have achieved a short qualification as set out below, and that was achieved after 1 April 2021, the individual is eligible for one further qualification through the offer
  - 11.3.4. enrol on the level 3 adult offer qualifications approved for funding with effect from 1 April 2022
- 11.4. The Level 3 aim must be on the list published by the ESFA **AND** agreed for delivery by the WMCA.
- 11.5. The ILR must be coded as followed:

ILR Name	ILR code	Mandatory	Notes
PriorAttain	9, 7, 1, 99, 2	Y	i.e., 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)
LDM	382	N	For Learners who meet the low wage eligibility criteria

- 11.6. 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.
- 11.7. 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:
  - 11.7.1. National Skills Fund level 3 adult offer rate 1: £600 for eligible aims in category code 45 on LARS
  - 11.7.2. National Skills Fund level 3 adult offer rate 2: £150 for eligible aims in category code 46 on LARS
- 11.8. 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).
- 11.9. Only providers that have received approval and an allocation for FCFJ by the WMCA for delivery can submit an ILR. Any providers that have not been approved and submit an ILR will not be paid.

## 12. Additional FCFJ approved qualifications for delivery

- 12.1. In addition to the [national Free Courses for Jobs qualifications](#), WMCA will also fund additional qualifications as listed below in line with the Free Courses for Jobs (FCFJ) funding eligibility.
- 12.2. You must ensure you use LDM code 378 when recording these learners on the ILR (and LDM code 382 when recording learners who meet the low wage eligibility) and record the employment status of learners accessing the offer in the ILR;
- 12.3. Please note: These qualifications will not attract an uplift.

Qualification Number	Course Title
60171595	BTEC National Extended Certificate in Business
60173415	BTEC National Extended Certificate in Computing
6018498X	Certificate in Web Design and Development (RQF)
60304467	BTEC National Certificate in Computing

60366783	Diploma in Advanced Manufacturing Engineering (Development Knowledge)
60094643	Certificate in Coaching and Mentoring
60330417	Pearson BTEC level 3 Applied Human Biology
60149309	Active IQ Level 3 Diploma in Sports Massage Therapy
60304546	BTEC National Extended Diploma in Information Technology (Level 3)

### 13. Sector Gateway / Pre-Employment Training

- 13.1. 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.
- 13.2. An SG programme will consist of the following aims:
  - 13.2.1. Main aim
  - 13.2.2. Optional employability aim
  - 13.2.3. Optional Work Experience
  - 13.2.4. Job Outcome aim
- 13.3. Introduced for 2022/2023, the new Programme Type of Combined Authorities Adult Skills enables providers to group together learning aims that are part of a pathway that they are delivering as part of their contracts with the West Midlands Combined Authority (WMCA).
- 13.4. 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	
Programme Type	33	Y	33 - Combined Authorities
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	042	Y	SG Programme

- 13.5. The main aim will need to be selected from one 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

13.6. 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, that a new aim could take up to a month to appear on LARS.

#### 14. SG -Employability

14.1. 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
Programme Type	3	Y	Component learning aim within a programme
DAM	023	N	Prevents validation error

#### 15. Work Experience (WEX)

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

Learning Reference	Aim	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

15.2. The only way to claim money for WEX is in 22/23 is via one of the learning aims above.

15.3. 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.

15.4. 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
Programme Type	3	Y	Component learning aim within a programme
DAM	023	N	Prevents validation error

## 16. Job outcome

- 16.1. 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
Programme Type	3	Y	Component learning aim within a programme
DAM	023	N	Prevents validation error
Destination and Progression	EMP	Y	Updates the validation for a job outcome

- 16.2. The WMCA require the provider to submit the job outcome as an aim in the ILR as well as ensuring the Destination and Progression field is completed.

- 16.3. For the provider to claim a Job Outcome payment then the following conditions must be met:

16.3.1. A Student has been employed for 13 consecutive weeks at the same employer

16.3.2. 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.

- 16.4. There will be two different learning aims to choose from to make a Job Outcome payment one is related to

16.4.1. Students aged 19 to 23 and

16.4.2. Students aged 24 or over.

- 16.5. 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.

- 16.6. For example, a student is enrolled on a SG programme with a start date of 03/08/2022 and a planned end date of 31/08/2022. The student successfully completes the course on the date planned and moves into employment. On 17/12/2022, 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	17/12/2022
Planned End Date	17/12/2022
Actual End Date	17/12/2022
Completion Status	2
Outcome	1

- 16.7. The start, the planned and the actual end dates in the ILR should be the first day of the 13-week sustainment date.
- 16.8. 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.
- 16.9. We would also expect the student's destination and progression record to accurately reflect the student's journey from unemployment to employment

## 17. Sector-based Work Academy Programme

- 17.1. A Sector-based Work Academies Programme (SWAP) will consist of the following aims:
- 17.1.1. Main aim
  - 17.1.2. Optional component aim (Maths, English, etc)
  - 17.1.3. Optional employability aim
  - 17.1.4. Work Experience aim
  - 17.1.5. Job Outcome aim
- 17.2. 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	
Programme Type	33	Y	33 - Combined Authorities
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	Y	Main Aim (013) SWAP Programme



DAM	023	N	Prevents validation error
-----	-----	---	---------------------------

17.3. As a minimum, the WMCA will expect each Student participating in the SWAP programme to have the main aim coded as 013.

17.3.1. The main aim will need to be the vocational aim that the provider is delivering within the Sector Subject Area (SSA) providers are targeting.

17.3.2. 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.

17.3.3. The component aims may not necessarily be the same SSA tier as the main aim e.g., Maths and English.

### 18. SWAP -Employability

18.1. 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	
Programme Type	3	Y	Component learning aim within a programme
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	16	Y	Component Aim (016) SWAP Programme

### 19. Work Experience (WEX)

19.1. 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

19.2. 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.

19.3. 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	
Programme Type	3	Y	Component learning aim within a programme
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	16	Y	Component Aim (016) SWAP Programme

## 20. Job outcome

20.1. 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	
Programme Type	3	Y	Component learning aim within a programme
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
Destination and Progression	EMP	Y	Updates the validation for a job outcome

20.2. The WMCA require the provider to submit the job outcome as an aim in the ILR as well as ensuring the Destination and Progression field is completed.

20.3. For the provider to claim a Job Outcome payment then the following conditions must be met:

20.3.1. The student has been employed for 13 consecutive weeks

20.3.2. 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

- 20.4. 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.
- 20.5. For Example, a student is enrolled on a SWAP programme with a start date of 03/08/2022 and a planned end date of 31/10/2022. The student successfully completes the course on the date planned and moves into employment. On 13/03/2023, 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	13/03/2023
Planned End Date	13/03/2023
Actual End Date	13/03/2023
Completion Status	2
Outcome	1

- 20.6. The start, the planned and the actual end dates in the ILR should be the first day of the 13-week sustainment date.
- 20.7. 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.
- 20.8. We would also expect the student's destination and progression record to accurately reflect the student's journey from unemployment to employment.

## 21. Construction Gateway

- 21.1. For the 22/23 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.
- 21.2. 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
	Z0009152		Construction Gateway: Work Trial
	Z0009244		Construction Gateway: Rail Phase 1
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
FundModel	35	Y	
SOF	112	Y	
Programme Type	33	Y	Main aim 33 - Combined Authorities

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

21.3. 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.

21.4. 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	
Programme Type	3	Y	3 - Component learning aim within a programme
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

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

21.6. 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	
Programme Type	3	Y	3 - Component learning aim within a programme
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

## 22. Job outcome

22.1. 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	
Programme Type	3	Y	3 - Component learning aim within a programme
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
Destination and Progression	EMP	Y	Updates the validation for a job outcome

- 22.2. 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.
- 22.3. 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:
- 22.4. A student is enrolled on a 'Phase 2 (Small Plant)' programme with a start date of 03/08/2022 and a planned end date of 14/10/2022. The student successfully completes the course on the date planned and moves into employment. On 22/11/2022, the student begins a job, these are the dates that need to go into the ILR:

ILR Name	ILR Code
LearnAimRef	Z0009153
Start Date	22/11/2022
Planned End Date	22/11/202
Actual End Date	22/11/2022
Completion Status	2
Outcome	1

- 22.5. 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	21/02/2023
Planned End Date	21/02/2023

Actual End Date	21/02/2023
Completion Status	2
Outcome	1

- 22.6. The start, the planned and the actual end dates in the ILR should be the first day of the 13-week sustainment date.
- 22.7. 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.
- 22.8. We would also expect the student's destination and progression record to accurately reflect the student's journey from unemployment to employment

### 23. Digital Bootcamps (Lot 8)

- 23.1. The information in this section will detail how the WMCA expects Digital Bootcamp providers to submit information in the ILR every month.
- 23.2. 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.
- 23.3. Each provider will be allocated a set of LARS codes as listed in the Digital Bootcamp Guidance.

ILR Name	ILR code	Mandatory	Notes
LearnAimRef	Learning Aim Reference	Y	Must be one of the predefined aims, see Digital Bootcamp Guidance.
LSDPostcode	Student Postcode	Y	Students must have a WMCA postcode
EmpStat	10, 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	010	N	For Low Wage WMCA Students, use this DAM code
DAM	023	Y	Prevents validation error

- 23.4. Payments for the delivery of the AEB procured provision are made monthly in arrears against the services delivered.
- 23.5. Providers will be working within the agreed payment models.
- 23.6. Submission claims for each aim will be paid as follows.

Submission type	Payment calculation
Start	Upon adding a learning aim
On Programme <sup>1</sup>	When the 50% on programme threshold has been reached, dependant on Start and Planned end dates

<sup>1</sup> Where the learner withdraws from the learning aim early, the On Programme calculation will switch to the Actual End Date field. The On Programme payment will only be paid where the learner has completed 50% or more of the planned duration.

Job outcome/progression in work	Entry to a job or progression in work
---------------------------------	---------------------------------------

## 24. Job outcome/progression in work

- 24.1. To submit a job outcome, a learner must have started as unemployed.
- 24.1.1. Providers should add a destination and progression field in the ILR to show the start date of the job outcome.
- 24.1.2. Please note all evidence must be available for compliance checks.
- 24.2. To submit progression in work, a learner must have started as employed.
- 24.2.1. Provider must evidence progression in work i.e., the learners has gained as a result of attending a Digital Bootcamp more digital responsibility or promotion within existing employment
- 24.2.2. Providers should be recorded in one of the four Provider Specified Info fields. "PROGRESSION DB" Further Information can be found in the Digital Bootcamp Guidance

## 25. Level 2 uplift

- 25.1. To support individuals with the opportunity to develop core occupational skills, WMCA has provided a 10% uplift to level 2 qualifications which align with sector propositions for Health & Social Care and Construction from the academic year 2022/23.
- 25.2. WMCA will automatically apply the uplift to these courses and no additional coding will be required by the provider.

## 26. Level 2 Health & Social Care uplift qualification list

Learning Aim	Learning aim reference
Extended Diploma in Health and Social Care	60188558
Technical Certificate in Healthcare, Care and Childcare	60302963
Diploma in Care (RQF)	60325549
Diploma in Care	60326116
BTEC Diploma in Care (England)	60327625
Diploma in Care (RQF)	60328253
Certificate in Preparing to Work in Adult Social Care	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
---	----------

## 27. Level 2 Construction uplift qualification list

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

## 28. Skills Bootcamps

- 28.1. The information in this section will detail how the WMCA expects Skills Bootcamp providers to submit information in the ILR every month.
- 28.2. 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.
- 28.3. Each provider will be allocated a set of LARS codes.
- 28.4. Please note – This does not negate the need to submit the Wave 3 spreadsheets monthly

ILR Name	ILR code	Mandatory	Notes
Learning Aim ref	LARS code	Y	Each Provider has allocated learning aims
Employment status	10, 11 or 12	Y	Employment status at the start of the learning aim
Funding Model	35	Y	Must be returned to identify Adult Skills



Source of Funding	112	Y	Identifies that the funding authority is WMCA
DAM code	001	N	Must be included where the learner's postcode is not a WMCA postcode to prevent validation error
DAM code	010	N	Must be included where the learner is Low Wage and Employed
DAM code	023	Y	Prevents validation error
Provider Specified		N	Where contributions from employers have been received providers should record the appropriate as below in the Provider specified field <ul style="list-style-type: none"> <li>• Contribution 10</li> <li>• Contribution 30</li> </ul>

- 28.5. Payments for the delivery of the Skills Bootcamps provision are made monthly in arrears against the services delivered
- 28.6. Provider must record any employer contributions these should be where programmes are being delivered/led by an employer, we ask for a 30% contribution from large employers or a 10% contribution from SMEs.
- 28.7. Providers will be working within their agreed payment models. Submission claims for each aim will be paid as follows

### Digital Skills Bootcamps

Submission Type	Payment calculation
Start <sup>2</sup>	Upon adding a learning aim
On Programme <sup>3</sup>	When the 50% on programme threshold has been reached, dependent on Start and Planned end dates (where the learner is recorded as continuing)
Job outcome/progression in work	Entry to a job or progression – in the 'Provider Specified' Info fields. Submission must show "PROGRESSION SB"

### Skills Bootcamps (except digital)

Submission Type	Payment calculation
Start <sup>4</sup>	Upon adding a learning aim
Completion	On recording of a positive outcome and an end date being added to the Actual end date field <sup>5</sup>

### 29. Job outcome/progression in work

- 29.1. To submit a job outcome, a learner must have started as unemployed.
- 29.2. Providers should add a destination and progression field in the ILR to show the start date of the job outcome.

<sup>2</sup> Learners must meet a minimum of 5 qualifying days to qualify for the start payment

<sup>3</sup> Where the learner withdraws from the learning aim, the On Programme calculation will switch to the Actual End Date field. The On Programme payment will only be paid where the learner has completed.

<sup>4</sup> Learners must meet a minimum of 5 qualifying days to qualify for the start payment

<sup>5</sup> The completion payment will only be paid where the learner has been recorded as 'completed' and 'Achieved'.

- 29.3. Please note all evidence must be available for compliance checks.
- 29.4. To submit progression in work, a learner must have started as employed.
- 29.5. Provider must evidence progression in work i.e., the learners has gained as a result of attending a Skills Bootcamp, i.e., more responsibility or promotion within existing employment
- 29.6. Providers should be recorded in one of the four Provider Specified Info fields. "PROGRESSION SB"

## Section 4 - Additional ILR coding

### 30. Support for procured delivery

- 30.1. The following guidance will show providers how to code the Individualised Student Record (ILR) for providers that have been successful in securing allocations for:
  - 30.1.1. Innovation (Lot 3)
  - 30.1.2. Birmingham and 2022 Commonwealth Games (Lot 5)
  - 30.1.3. Coventry UK City of Culture 2021 (Lot 6)

### 31. LOT 3 – ILR Coding funding – Innovation

- 31.1. Due to its flexible nature funding for delivery will depend on the type of provision delivered:
  - 31.1.1. 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
  - 31.1.2. 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 provider, please discuss with us first the aims you require to be set up.
- 31.2. 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, where permission has been granted:

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
----------	---	------

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

31.3.1. For example,

31.3.1.1. the WMCA may say that they will fund a regulated ESOL qualification at a different rate than the ESFA. The ESOL qualification may be funded at £724 by the ESFA but the WMCA has 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.

31.3.1.2. another example could be that the provider is doing a customer service aim and the WMCA has agreed to fund an additional £50 for start and an additional £400 for 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.

31.4. 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.

32. The above lot 3 information applies to starts from the 1<sup>st</sup> of August 2022. If there are any Students in lot 3 crossing the academic year from 19/20 into 22/23, then please continue to use the methodology provided in the 19/20 coding guidance.

33. For 22/23 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

33.1. 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.

### **34. LOT 5 - Birmingham and 2022 Commonwealth Games**

- 34.1. 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.
- 34.2. The WMCA will expect one of the six available DAM codes to be populated with DAM code 032 in the provider's ILR submission to identify it as the 2022 Commonwealth Games.

### **35. LOT 6 - Coventry UK City of Culture 2021**

- 35.1. 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.
- 35.2. The WMCA will expect one of the six available DAM codes to be populated with DAM code 033 in the provider ILR submission to identify it as Coventry UK City of Culture 2021

## **Section 5 - Earnings Adjustment Statement (EAS)**

### **36. EAS claims**

- 36.1. As documented in this guidance, the WMCA **DO NOT** expect any provider to use the following to claim funding for Students that start on or after 1<sup>st</sup> August 2022:
  - 36.1.1. MCA Adjustment 1
  - 36.1.2. MCA Adjustment 2
  - 36.1.3. MCA Adjustment 3
- 36.2. The coding guidance above states the alternative methods to claim funding for work experience and lot 3 in 22/23. Students on continuing aims will need to use the 20/21 coding guidance to return any information for work experience or lot 3.
- 36.3. The EAS is a way to record some types of funding that providers cannot report in the ILR.
- 36.4. The following guidance will detail how the provider will use EAS in terms of the following two funding claims:
  - 36.4.1. Excess Learning Support
  - 36.4.2. Student Support Funding
- 36.5. 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.
- 36.6. Types of Funding Lines available:
  - 36.6.1. Adult Education - Eligible for MCA/GLA funding (non-procured)
  - 36.6.2. Adult Education - Eligible for MCA/GLA funding (procured)
  - 36.6.3. Level 3 free courses for Jobs - Eligible for MCA/GLA funding (non-procured)
  - 36.6.4. Level 3 free courses for Jobs - Eligible for MCA/GLA funding (procured)
- 36.7. New for 22/23 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.
- 36.8. Types of Adjustment Lines available:
  - 36.8.1. Authorised Claims
  - 36.8.2. Excess Learning Support
  - 36.8.3. Princes Trust

- 36.8.4. Student Support 19+ Hardship
- 36.8.5. Student Support 20+ Childcare
- 36.8.6. Student Support Residential Access Fund
- 36.8.7. Student Support COVID-19 Response
- 36.8.8. Student Support Administration Expenditure
- 36.9. 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.
- 36.10. Contract for service provider will be expected to submit a full breakdown of claims which should be submitted to [AEBDDataReturns@wmca.org.uk](mailto:AEBDDataReturns@wmca.org.uk)

### **37. How to create and submit an EAS claim (Subject to ESFA update)**

- 37.1. 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.
- 37.2. 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.
- 37.3. 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.
- 37.4. 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.
- 37.5. For instance, the CSV files submitted in November 2022 could include rows with Calendar Months from 8 to 11, representing August to November.
- 37.6. 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 2022 to 2023 year is open until 06 February 2023, but the latest calendar month which may be returned in this file is calendar month 1 (January) in calendar year 2023.
- 37.7. Providers should only return records for delivery that has taken place within the associated funding year.
  - 37.7.1. For example, a provider can submit an EAS for the 2022 to 2023 year any time up to the close of R14 in October 2023, but it will only affect EAS funding earned on activity that took place in the 2022 to 2023 funding year between August 2022 and July 2023.
- 37.8. Each time providers submit an EAS claim the CSV file should include the rows for any previous claims from the current academic year.
- 37.9. 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's claims should remain unaltered unless the WMCA has audited and asked the file to be adjusted.

- 37.10. 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 the previous month's 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.

### **38. Filename**

- 38.1. Providers must give all files a specific filename followed by the CSV file extension. The filename format is EASDATA-LLLLLLLL-yyyymmdd-hhnnss.CSV
- 38.2. The filename is case sensitive and has several sections separated by hyphens: Each section in the filename represents a specific piece of information.
- 38.3. LLLLLLLL - the UK provider reference number (UKPRN) which is eight characters.
- 38.4. 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).
- 38.5. 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 22/23 section:
- 38.6. <https://www.gov.uk/guidance/earnings-adjustment-statement-eas>

### **39. Submission**

- 39.1. 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 22/23.
- 39.1.1. 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.
- 39.1.2. 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
- 39.1.3. Monitor the use of DAM code 043. This code is only to be used with explicit permission from the WMCA.

## **Section 6 - Destination and Progression data**

### **40. Destination and Progression data**

- 40.1. As stated in the Skills Programme WMCA Funding Rules 22/23:
- 40.1.1. '...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...'
- 40.2. 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.
- 40.3. WMCA expect all providers to collect and update destination and progression data in the ILR monthly.

- 40.4. 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
- 40.5. 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
- 40.6. 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.
- 40.7. We will closely monitor this entity in 22/23 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.
- 40.8. Please refer to the Provider Payment and Performance Management framework for more information on destination collection.

**41. Timescales**

- 41.1. All Students must receive a Day One outcome that is relevant to their current employment status on exiting the course.
- 41.2. 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.
  - 41.2.1. However, for 13-week sustainment claims, the appropriate LARS code should be applied
- 41.3. 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

**42. How the WMCA Validates Destinations**

- 42.1. 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

\*\*Please note, the qualifying day rule doesn’t apply to Lot 8 or Skills Bootcamps – completions/withdrawals should ensure the destination and progression field is completed, especially when linked to employment payments.

43. 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 2022, we will not include their destination in our data set until 27th November 2022.
44. WMCA will, however, include any job and education destinations you record at this time to ensure that providers are not penalised by the 8-week rule.
45. As part of the monitoring and evaluation process, WMCA will monitor destinations monthly however the focus point for discussion will be as below:
  - 45.1. August 2022
  - 45.2. November 2022
  - 45.3. February 2023
  - 45.4. May 2023
  - 45.5. August 2023

### **46. Destination definitions**

- 46.1. Destination definition will depend on the programme type as listed below.
  - 46.1.1. 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.
  - 46.1.2. 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.
- 46.2. The movement of residents from one intervention to another, at the same level or lower, would not be classed as an educational progression.
- 46.3. 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.
- 46.4. We expect a provider to be able to update us on the progression of employed residents at PMR points.
  - 46.4.1. These outcomes will include A pay rise, new job responsibilities, A promotion or an increase in hours.
- 46.5. Recording of a positive destination i.e., job/education should only be recorded once a learner has achieved this status and shouldn't be recorded for 'intended outcomes'
- 46.6. Where a job outcome claim links to a payment, providers should ensure that they hold the required evidence.
- 46.7. To claim Sustainable payment outcomes, WMCA defines Sustainability as; employment consecutively for 13 weeks or more and working above 16 hours per week.



## Section 7 - KPI's

### 47. KPI's

- 47.1. WMCA has set clear targets for progression into work as below.
- 47.2. KPI's are set for SWAP, Sector Gateway, and Construction Gateway as they focus on progression in to paid employment.
  - 47.2.1. Educational outcomes do not count towards this KPI.
- 47.3. Any programmes approved through flexibility, Lot 3 and Lot 7, Lot 8, Lot 9 will have their own KPI's that should be worked towards.
- 47.4. 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	65%
Construction gateway	65%
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
Lot 8	In line with the contract and set KPI's in your delivery plan
Lot 9	In line with the contract and set KPI's in your delivery plan

## Section 8 - DAM code Matrix

	Employment status			Postcode validation exclusion	Procured Devolved Adult Education	Devolved AEB Low Wage Pilot	SWAP Main Learning Aim	SWAP Component Learning Aim	Innovation Engagement Payment (LOT 3)	MCA/GLA Delivery Exclusion	Commonwealth Games	Coventry City of Culture	Sector Gateway	Exemption from learner-level capping	Co-funded fee waived (Aged 24+ and first Full Level 3)	ESOL Programme	Retrofit	HS2 Delivery	Health & Social Care Plan	Full/partial fund flexibility
Framework	10	11	12	DAM001	DAM002	DAM010	DAM013	DAM016	DAM017	DAM023	DAM032	DAM033	DAM042	DAM043	DAM045	DAM054	DAM055	DAM056	DAM061	DAM063
Health and Social Care																				
Vocational ESOL																				
Students Unemployed and NOT in receipt of Benefits																				
Low Wage Pilot (Employed Students)																				
Unemployed, aged 24+ First Full Level 3																				
Level 3 Free Courses for Jobs																				
Level 3 Flexibility																				
Level 4 and 5 Flexibility																				
Sector Gateway / Pre-Employment Training																				
Sector Based Work Academy Programme																				
Construction Gateway																				
Digital Bootcamps																				
Kickstart Progression																				
HS2 Delivery																				
Innovation (Lot 3)																				

	<b>Mandatory</b>
	<b>Optional (dependent on learner circumstances)</b>
	<b>Employment status is applicable to the Framework</b>

## Section 9 - Data Validation and error reports

### 48. Data validation

- 48.1. Below are the current validation rules the WMCA will use in 22/23
- 48.2. Please note: 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

### 49. Error violation support

Rule	Rule Description	Guidance
Dam 002	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. Please ensure the code is used where required.
SG/SWAP Employed students	The WMCA will not fund and SG/SWAP/Pre employment programmes where a student is employed at start.  Only Learners who are Unemployed are eligible for the Sector-based Work Academy Programme (SWAP) pathway	To resolve the no pay error, either amend the employment status to an unemployed status or remove the SWAP DAM codes of 013 or 016
<b>Employment Status is 98</b>	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 ILR must have one of these valid Employment statuses to clear the no pay report:  10 - In paid employment 11 - Not in paid employment, looking for work and available to start work 12 - Not in paid employment, not looking for work and/or not available to start work
<b>DAM 010 and learner is unemployed</b>	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 EMPLOYED low waged Students and they must be coded with employment status of 10.	To correct the error, you must ensure the ILR has the correct employment status as below  If the student is employed - Have an Employment status change to 10 - In Paid Employment  If the learner is unemployed - Remove DAM code 010, ensuring the Employment Status as 11 or 12 (Unemployed)

<p><b>Learning Aim is part of a non-approved employability, SSA 14.2 and is an Employability aim</b></p>	<p>Learning aims that are categorised as Preparation for work (14.2) are only funded by WMCA where approval has been granted</p>	<p>The learning aim should be removed from your ILR return (unless approval has been granted via your Skills Delivery Officer)</p>
<p><b>Use of DAM is 018, 019, 020 or 021 and aim is not one of the dummy codes</b></p>	<p>Historic DAM codes for Earning Adjustment Statements that are not valid for 2022/23 learners</p>	<p>Removing the DAM code from the ILR.</p>
<p><b>Fully Funded for an employed learner</b></p>	<p>The Low Wage Pilot (LOT 2) has certain eligibility conditions that must be met in order for the learning aim to be funded:</p> <p>Eligible for Co-Funding (for Entry, Level 1 and Level 2) and Earning less than the living wage, and Enrolled on learning up to and including Level 3 If the aim is at level 3, then it must be the student's first full level 3</p>	<p>To fully fund an employed resident, the resident be either taking a course as part of legal entitlement as per the funding rules or meet the Low wage eligibility criteria.</p> <p>Low wage employed resident must have the Low wage indicator show in the ILR</p> <p>AEB - DAM codes 010 and 023 and have an employment status of 10.</p> <p>FCFJ – LDM 382</p>
<p><b>Aim is Functional Skills English or Maths and DAM code 023 has been used</b></p>	<p>WMCA will fully-fund individuals, including individuals who are employed, aged 19 or older, who have not previously attained a GCSE grade A* to C or grade 4, or higher, in English and maths, as part of their legal entitlement</p>	<p>To resolve, ensure that the learner is eligible and remove DAM code 023 from the ILR</p>
<p><b>DAM code 001 has been used without prior agreement</b></p>	<p>DAM code 001 identifies learners who live outside the WMCA postcode boundaries Only under certain circumstances will the WMCA fund learners who do not live in the WMCA postcode area.</p> <p>DAM code 001 allows these to pass the validation checks and therefore will not appear in the no pay report. Agreement for these learners needs to be gained via your Skills Delivery Officer.</p>	<p>If the provider uses DAM code 001 for a postcode within the WMCA, we will invalidate this aim and it will not be funded.</p> <p>Providers must ensure they have permission to use the code for outside WMCA – Evidence will be required at audit.</p>

<p><b>Non approved Supply chain used</b></p>	<p>Only approved Supply chain partners can be used to deliver learning aims in line with providers submissions and contracts.</p> <p>Supply chain partners who do not appear on the approved Supply chain partners list will automatically be added to the no pay report</p>	<p>To add a new Supply chain partners a business case will need to be completed and then approved by the WMCA.</p> <p>Supply chain partners information should be deleted, or the learning aim/learner details removed from the ILR return, until permission is granted.</p>
<p><b>Unknown DAM code used</b></p>	<p>Only DAM codes that are detailed in the WMCA Coding guidance should be returned in ILR data.</p> <p>Any learning aims with DAM codes not used by the WMCA will fail validation checks and appear on the no pay report</p>	<p>Remove DAM codes that are not needed for your ILR return. Refer to the <a href="#">DAM Coding matrix</a> for clarification</p>
<p><b>Invalid LDM code</b></p>	<p>Only certain LDM codes are approved to be returned to the WMCA. These include 331, 365, 368, 369, 376, 378 and 382</p>	<p>Removing the LDM code from the return will stop the data appearing on the no pay report.</p> <p>If there are specific reasons why the LDM code needs to be recorded in your Management Information System, contact the AEB data team to discuss your requirements</p>
<p><b>Student has a DAM016 without a DAM013</b></p>	<p>DAM code 013 is the main aim of a Sector-based Work Academy Programme (SWAP) and 016 is the component aim.</p> <p>Learners cannot return a component aim without a main aim being returned</p>	<p>Check that the correct DAM code has been completed for the learning aim. Refer to the <a href="#">guidance</a> where clarification is needed</p>
<p><b>LDM 378 with invalid DAM code or not on valid list</b></p>	<p>No DAM codes need to be returned for Free Courses for Jobs (formally NSF) learning aims.</p> <p>Any learners/learning aims with a DAM code will appear on the no pay report</p>	<p>Remove the DAM codes and if the learning aim has been approved, the data will not appear on the no pay report for the next Return</p>
<p><b>Level 3 prior attainment and level 3 enrolment</b></p>	<p>This no pay error is for Free Courses for Jobs (formally NSF) learning aims.</p> <p>Only learners who have a prior attainment level of less than a full level 3 are eligible for funding</p>	<p>Check that the prior attainment has been recorded correctly. If it has, the learner is not eligible for NSF funding and the learner should be removed from your ILR return</p>

<p><b>LOT3 Learning Aim has been used without DAM002 or DAM017</b></p>	<p>All LOT 3 learning aims must have DAM codes 002 and 017 returned to identify in WMCA reports that they are part of the innovative delivery contract allocation</p>	<p>Providers with a LOT 3 contract must return these two DAM codes to ensure that they pass the WMCA validation checks.</p> <p>Until both DAM codes are returned the data will appear on the no pay report</p>
<p><b>Student in LOT7A / B but Learning Aim is not a Z Code</b></p>	<p>Only designated learning aims can be returned for LOT 7 Construction Gateway</p>	<p>Ensure that the correct Learning aims have been returned. Contact your Skills Delivery Officer if you believe the aim should be returned for LOT 7</p>
<p><b>Student has Z0009121 -&gt; Z0009127 without DAM016 or DAM042</b></p>	<p>Codes Z0009121 to Z0009127 are specific Work Experience learning aims that are only fundable for learners on a Sector-based Work Academy Programme (SWAP) or Sector Gateway pathway</p>	<p>These aims should either have DAM code 016 recorded for a component aim of a SWAP or DAM code 042 for a component aim of a Sector Gateway. Otherwise, they should not be returned in the ILR submission</p>
<p><b>Unique Learner Number is Unknown</b></p>	<p>To validate our data and to monitor destination and progression effectively, Learners who have the ULN 999999999 will be added to our no pay report</p>	<p>Providers should use the Learner Record Service to access the ULN for the Learner or create a new ULN as appropriate</p>
<p><b>SDO Request</b></p>	<p>This error will appear when a Skills Delivery Officer has advised the AEB data team to divert certain data returned by a Provider to the no pay report for Performance Management reasons</p>	<p>Once the Performance Management issues have been resolved and approved by the SDO, the Provider / learning aims will be removed from the no pay script</p>
<p><b>Use of Invalid Postcode</b></p>	<p>This error will appear when a Skills Delivery Officer has advised the AEB data team to divert certain data returned by a Provider to the no pay report for Performance Management reasons</p>	<p>Once the Performance Management issues have been resolved and approved by the SDO, the Provider / learning aims will be removed from the no pay script</p>
<p><b>Invalid Combination of DAM codes</b></p>	<p>This can be where providers have used an out-of-date DAM code, an inappropriate DAM code combination or have not returned any DAM codes where they are expected to be returned</p>	<p>Examples can include using DAM code 013 and 016 on the same learning aim (must only be one under SWAP)</p> <p>Returning DAM code 014 which is no longer valid for 2022/23 starters</p> <p>Not returning DAM code 042 for a Sector Gateway learning aim, this is a mandatory DAM code for this pathway</p>