The Earnings Adjustment Statement guidance

Version 1

This document sets out how to use the 2014 to 2015 Earnings Adjustment Statement (EAS) for the adult skills budget including apprenticeships, Trailblazers, 16 to 18 apprenticeships and traineeships, the Offender Learning and Skills Service, 24+ Advanced Learning Loans bursary.

January 2015
Of interest to further education and skills training providers

Introduction

1. The Earnings Adjustment Statement (EAS) is an online process that you use to claim funding that is not reported in the Individualised Learner Record (ILR). This funding falls into the following categories:

    1. Excess Learning Support
    2. Exceptional Learning Support
    3. Audit Adjustments
    4. Authorised Claims
    5. Learner Support
    6. Vulnerable Student Bursary
    7. Discretionary Bursary
    8. Free Meals.

2. Further information on Learning and Learner Support and evidence requirements can be found in the [Funding Rules 2014 to 2015](#).

3. You can claim the categories detailed above against various funding line types within the adult skills budget including apprenticeships, 16-18 apprenticeships and traineeships, Offender Learning and Skills Service (OLASS) and the 24+ Advanced Learning Loans Bursary. These funding line types are:

    1. 16-18 Apprenticeships
    2. 16-18 Traineeships
    3. 16-18 Traineeship Bursary and Free Meals
    4. 19-23 Apprenticeships
    5. 24+ Apprenticeships
    6. Classroom Learning
    7. Workplace Learning
    8. 24+ Advanced Learning Loans Bursary
    9. OLASS: Learning and Skills
    10. OLASS: Personal and Social Development (PSD).

4. A copy of the form is reproduced in Annex 2 for OLASS provision and in Annex1 for all other funding lines.

5. For Trailblazers use the 16-18 Apprenticeships, 19-23 Apprenticeships or 24+ Apprenticeships lines where appropriate. You can find information on eligibility and evidence in the [Trailblazer Funding Rules 2014 to 2015](#).

6. For 16-19 Traineeship Bursary Claims, you must refer to the traineeships section of this document.

Accessing the EAS

7. The online EAS is available through the [Hub](#).

How the EAS works

8. Each EAS claim must have supporting evidence retained by the provider as appropriate for each funding line types and section.

9. The EAS is not the cumulative value for the funding year; it is the funding claimed for each period. The amount of funding claimed in each collection period (month) through EAS will be added up to calculate the total for the funding year.

10. The information from the EAS is included in the Provider Funding Report (PFR) Financial Summary Report. However the EAS file must be uploaded before the ILR file for it to calculate correctly. If the ILR file is uploaded first then any EAS files subsequently uploaded will not be included in the PFR.

11. The EAS is available for collection periods corresponding to the 12 months of the funding year. Funding for period 1 is added to funding from the ILR from August on the PFR, period 2 funding is added to funding from the ILR for September and so on.

12. You must enter the funding claimed for each category; this is in addition to any funding being earned from the ILR and should represent the value being claimed for each of the categories for that month.

13. If you are a **contract-funded** provider ('paid on actuals') or you are claiming for 16-18 apprenticeships or traineeships, you should submit an EAS claim each month unless it is a nil claim. The value of that month's EAS will be included in any funding due in the next monthly payment.

14. If you are a **grant-funded** provider ('paid on profile'), the Agency expects that most providers will submit an EAS at least every quarter. For EAS claims to be included as part of your Funding Claims, you need to ensure your claims are up to date by R06, R12 and the final R14 collection in October 2015.

15. All claims need to be submitted by the final R14 collection to be paid or to be reconciled with your profile payments, whichever is appropriate. If you need to update a previous collection this can be done when the collection window opens.

16. If you have any technical queries about submitting the EAS, including what to do if you make a mistake, please contact the service desk.

17. Once you click the Save Values button on the EAS form, you will then need to submit the file for it to be processed. When you click Save Values a message will appear saying the save has been successful and will direct you to click the Submit button. If you do not submit the file the EAS form will not be processed.

18. The 2015 to 2016 guidance will be published by July 2015.

EAS Sections (excluding OLASS – see the OLASS section)
Excess Learning Support

19. Excess Learning Support is the additional amount claimed over and above the fixed monthly rate of £150 generated through ILR data.

20. If a learner is on a 16-18 traineeship funded by the Agency, or planned learning is less than 1 month, you can claim all Learning Support through Excess Learning Support.

Exceptional Learning Support

21. If Learning Support for a single learner is greater than £19,000 in a funding year, the excess over this amount must be claimed as Exceptional Learning Support through the EAS. You can only claim this funding when you have submitted a Learning Support costs form which has been agreed by us.

Audit Adjustments

22. If, as part of an audit, you have to repay funding to us, you will be asked to use this section. This will only be used where you are not correcting ILR data as a part of the finding from an audit. This field must not be used for any audit adjustments from a different funding year. We will advise you when to use this section.

23. Repayments must be entered as a negative figure (-xxxx.xx).

Authorised Claims

24. You must not enter any funding claims into this section unless authorised to do so, either as instructed in the funding rules or advised by the Agency.

Learner Support

25. This can be used for Learner Support for apprenticeships and 19-24 traineeships only.

26. Apprenticeship learner support can only be claimed for funding relating to 16-18 apprenticeships or the adult skills budget. It must not be used for any apprenticeship funding relating to the Discretionary Learner Support (DLS) budget.

27. If you do not have an allocation of DLS, you can claim Learner Support for 19 to 24-year-old learners on traineeships out of the adult skills budget through the EAS as per the Funding Rules. For more information on DLS see the Funding Rules.

16-19[1] Traineeship Bursary and Free Meals Fund Claims

28. The 16-19 Traineeship Bursary and Free Meals Fund can only be claimed for 16-18 Traineeship learners funded by the Skills Funding Agency. Please read the Skills Funding Agency's Funding Rules 2014 to 2015 in conjunction with the EFA's 16-19 Bursary Fund Guide for 2014 to 2015 when claiming for the 16-19 Bursary. You should also refer to the EFA's free meals advice guide.

---

[1] Although the title is 16-19, the bursary fund can only be used for learners aged 16 to 18 years old and funded through the EFA's funding method. The field is labelled '16-18 Traineeships Bursary' on the EAS form.

29. The 16-19 Bursary Fund has three parts – an element for learners in defined vulnerable groups ('vulnerable-student bursaries'), a discretionary element awarded by providers to young people that best fit the needs and circumstances of their learners ('discretionary bursaries') and Free Meals. These are all claimed separately.

30. The amount claimed each month should reflect the amount of funding spent in that month rather than being a cumulative total. The amount claimed should only relate to funding spent during the period 01 August 2014 to 31 July 2015.

31. For the vulnerable-student bursary element of the 16-19 Bursary Fund, you must first apply for the funding from the Learner Support Service by filling in a funding claim form, which you can download from the Department for Education website.

32. Once the application has been approved by the Learner Support Service, you can claim the funding using the EAS.

24+ Advanced Learning Loans Bursary

33. Contract-funded providers can claim additional Learner and Learning Support funding from the 24+ Advanced Learning Loans Bursary where the fixed monthly rate of £150 does not cover the full cost of the support provided, using the Excess Support box on the EAS. You must only claim the additional funding needed each month, and you must continue to claim the standard funding rate(s) using the ILR.

34. For contract-funded providers, the Excess Support box may include a mixture of Learner and Learning support. Full details can be found in the funding rules.

35. Grant-funded providers should only claim excess Learning Support through the EAS.

36. If Learning Support for a single learner with a 24+ Advanced Learning Loan is greater than £19,000 in a funding year, the excess over this amount must be claimed as Exceptional Learning Support through the EAS. You can only claim this funding when you have submitted a Learning Support costs form which has been agreed by us.

37. Where you claim the 24+ Advanced Learning Loans Bursary you must retain audit evidence for the overall cost of support provided, including the funding earned using the ILR.

38. For further information on what can be claimed please read the Funding Rules 2014 to 2015.

OLASS EAS Sections

39. OLASS claims are made for 'Learning and Skills' and 'Personal and Social Development'. For more information see the guidance that clarifies what can be claimed under these funding line types.

Excess Learning Support

40. Excess Learning Support is the additional amount claimed over and above the fixed monthly rate generated through ILR data.

Exceptional Learning Support

41. If Learning Support for a single learner is greater than £19,000 in a funding year, the excess over this amount must be claimed as Exceptional Learning Support through the EAS. You can only claim this funding when you have submitted a Learning Support costs form which has been agreed by the Agency.

Audit Adjustments

42. If, as part of an audit, you have to repay funding to the Agency, you will be asked to use this section. This will only be used where you are not correcting ILR data as a part of the finding from an audit. This field must not be used for any audit adjustments from a different funding year. We will advise you when to use this section.

43. Repayments must be entered as a negative figure (-xxxx.xx).

Authorised Claims

44. You must not enter any funding claims into this section unless authorised to do so by the Agency.

Annex 1: Earnings Adjustment Statement

The screen shot below is an example of what the EAS looks like on the Hub. All values are for illustrative purposes.

General Information

Collection Period	Pre-populated

Monthly Totals by Funding Stream

	Excess Learning Support	Exceptional Learning Support	Audit Adjustments	Authorised Claims	Learner Support
16-18 Apprenticeships	1,000.00	1,000.00	-1,000.00	1,000.00	1,000.00
19-23 Apprenticeships	1,000.00	1,000.00	-1,000.00	1,000.00	1,000.00
24+ Apprenticeships	1,000.00	1,000.00	-1,000.00	1,000.00	1,000.00
16-18 Traineeships			-1,000.00	1,000.00	
19-24 Traineeships	1,000.00	1,000.00	-1,000.00	1,000.00	1,000.00
Classroom Learning	1,000.00	1,000.00	-1,000.00	1,000.00	
Workplace Learning	1,000.00	1,000.00	-1,000.00	1,000.00	

Bursary Funding

	Excess Support	Exceptional Learning Support	Vulnerable-Student Bursary	Discretionary Bursary	Free Meals
16-18 Traineeships Bursary			1,000.00	1,000.00	1,000.00
24+ Advanced Learning Loans Bursary	1,000.00	1,000.00			

Confirm and Save

☐ I confirm that the above payments have been made and I hold appropriate evidence to substantiate them

Save Values

Annex 2: OLASS Earnings Adjustment Statement

The screen shot below is an example of what the EAS looks like on the Hub. All values are for illustrative purposes.

General Information

Collection Period	Pre-populated	Unit of Procurement	None Specified ▼

Monthly Totals by Funding Stream

	OLASS	
	Learning and Skills	PSD
Excess Learning Support	1,000.00	1,000.00
Exceptional Learning Support	1,000.00	1,000.00
OLASS Audit Adjustments	-1,000.00	-1,000.00
OLASS Authorised Claims	1,000.00	1,000.00

Do you wish to add totals for another Unit of Procurement?

If you need another form to add totals for another Prison region - this will save the values you have already entered.

Add A New Form For Another

or

Confirm and Save All Values

☐ I confirm that the above payments have been made and I hold appropriate evidence to substantiate them

Save Values