



Skills Funding
Agency

The Skills Funding Agency's Earnings Adjustment Statement guidance 2015 to 2016

Version 1

This document sets out how to use the 2015 to 2016 Earnings Adjustment Statement (EAS) for the adult skills budget including apprenticeships, trailblazer apprenticeships, 16 to 18 apprenticeships and Skills Funding Agency funded traineeships, the Offenders' Learning and Skills Service and the 24+ Advanced Learning Loans Bursary.

July 2015

Of interest to colleges, training organisations and employers

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Introduction and purpose of the document

This document describes the features of the Earning Adjustment Statement (EAS) and the Offenders' Learning and Skills Service (OLASS) EAS for the 2015 to 2016 funding year.

The EAS and OLASS EAS are online forms you use to claim funding that is not reported in the Individualised Learner Record (ILR).

For a complete understanding of how the funding system works in practice, read this document along with our:

- [Funding Rules 2015 to 2016](#)
- [Trailblazer Funding Rules 2015 to 2016](#)
- [Operational Performance Management Rules 2015 to 2016](#)
- [Funding Rates and Formula 2015 to 2016](#)
- [Individualised Learner Record Specification 2015 to 2016](#)

Understanding the terminology

The terms 'we' and 'SFA' refer to the Skills Funding Agency and associated staff.

When we refer to 'you' or 'providers', this includes colleges, training organisations, local authorities and employers that receive funding from us, or 24+ Advanced Learning Loans (loans) payments from the Student Loans Company (SLC) on behalf of learners, to deliver education and training.

When we refer to apprenticeships in the EAS; 'apprenticeships' refer to apprenticeship frameworks and 'Trailblazer apprenticeships' refer to apprenticeship standards.

How this document can help you

This document is divided into sections which explain what funding you can claim and how you should record it.

We have included a section which explains how data from the EAS feeds into one of our headline funding reports; the Provider Financial Report (PFR) Summary Report.

Changes from the 2014 to 2015 forms

There are no significant changes to the data requirements for the main EAS form (for adult skills, 16 to 18 apprenticeships and Skills Funding Agency-funded 16 to18 traineeships and the 24+ Advanced Learning Loans Bursary).

There is a minor change to the form for 16 to18 traineeships where learning support can be claimed through the Excess Learning Support box rather than the 16 to 18 Apprenticeships Excess Learning Support box.

There are some cosmetic changes to the form; we have reordered and grouped the funding line types into their appropriate budget lines.

We have changed the OLASS EAS form to collect more detailed information on prisons rather than units of procurement.

Accessing the EAS forms

1. You can access the EAS forms online through the [Hub](#).

The type of programme you can claim funding for

2. You can claim funding for the following programmes using the main EAS form:
 - 16 to 18 Apprenticeships and Skills Funding Agency (SFA)-funded 16 to 18 Traineeships:
 - the Adult Skills Budget
 - 24+ Advanced Learning Loans Bursary
3. The detailed funding line types you can claim funding for are:
 - 16 to 18 Apprenticeships and SFA-funded 16 to 18 Traineeships:
 - 16 to 18 apprenticeships
 - 16 to 18 Trailblazer apprenticeships
 - 16 to 18 traineeships
 - 16 to 19 traineeships Bursary
 - The Adult Skills Budget:
 - 19 to 23 apprenticeships
 - 24+ apprenticeships
 - 19 to 23 Trailblazer apprenticeships
 - 24+ Trailblazer apprenticeships
 - Classroom learning
 - Workplace learning
 - 24+ Advanced Learning Loans Bursary
4. You can only claim funding for the Offenders' Learning and Skills Service (OLASS) using the OLASS EAS form. This combines the previous 'Learning and Skills' and 'Personal and Social Development' funding line types.

The categories you can claim funding for within each programme

5. For each funding line type, you can claim funding for the following categories unless noted otherwise.
 - Excess Learning Support.
 - Exceptional Learning Support – except for 16 to 18 traineeships, as this type of funding is claimed through Excess Learning Support only.
 - Audit Adjustments – except for the 24+ Advanced Learning Loans Bursary.
 - Authorised Claims – except for the 24+ Advanced Learning Loans Bursary.
 - Learner Support – you can only claim these costs for apprenticeships (all ages) and 19 to 24 traineeships.
 - Vulnerable Student Bursary - you can only claim these costs for 16 to 18 traineeships.
 - Discretionary Bursary - you can only claim these costs for 16 to 18 traineeships.
 - Free meals - you can only claim these costs for 16 to 18 traineeships.
 - Cancellation costs – you can only claim these costs for OLASS.
6. You can find further information on Learning Support, Learner Support and evidence requirements in the [Funding Rules 2015 to 2016](#) and the [Trailblazer Funding Rules 2015 to 2016](#).
7. See Annex 2 for a copy of the OLASS EAS form and Annex 1 for the main EAS form.

How and when to complete the claim forms

8. You must have supporting evidence for each funding line type and category.
9. The EAS is not the cumulative value for the funding year; it is the funding claimed for each month.
10. The EAS is available for each month of the funding year. The amount of funding claimed in the EAS each month will be added up to calculate the total for the funding year.

11. You can 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.
12. If you are a **contract-funded** provider ('paid on actuals') or you are claiming for 16 to 18 apprenticeships or traineeships, you should submit an EAS claim each month unless you are not claiming any funding for that month. The value of that month's EAS will be included in any funding due in the next monthly payment.
13. If you are a **grant-funded** provider ('paid on profile'), we expect 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 2016.
14. 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.
15. If you have any technical queries about submitting the EAS, please contact the [service desk](#).

Details of what you can claim in the EAS

Excess Learning Support

16. Excess Learning Support is the additional amount claimed over and above the fixed monthly rate of £150 generated through ILR data.
 - For example, the monthly rate of £150 is enough to cover costs for each month in the year, except for September when there is an extra one-off payment for £100. To claim this excess in the EAS, you claim £100 for September in the Excess Learning Support column against the relevant funding line.

17. If a learner is on a 16 to 18 traineeship funded by us, or planned learning is less than one month, you can claim all learning support through the Excess Learning Support line.

- For example, a learner starts on 2 August 2015, finishes on the 30 August 2015 and requires Learning Support. Because the learning is less than one calendar month, the whole £150 should be claimed in the Excess Learning Support column against the relevant funding line.

Exceptional Learning Support

18. If Learning Support for a single learner is greater than £19,000 in a funding year, the excess over £19,000 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.

19. For example, a learner requires £21,000 of funding in a funding year. The £2,000 should be claimed against the month it was spent in the Exceptional Learning Support column against the relevant funding line type.

Audit adjustments

20. If, as part of an audit, you have to repay funding to us, we will ask you to use this section. This will only be used where you are not correcting ILR data as a part of the findings 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.

21. You must enter any repayments as a negative figure (-xxxx.xx).

Authorised claims

22. 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 us.

Learner support

23. You should only use this field for Learner Support for apprenticeships and 19 to 24 traineeships only.
24. Apprenticeship learner support funding can only be claimed for 16 to 18 apprenticeships or the adult skills budget. It must not be used for the Discretionary Learner Support (DLS) budget.
25. If you do not have an allocation of DLS, you can claim Learner Support for 19- to 24-year-old learners on traineeships from the adult skills budget through the EAS as described in the Funding Rules. For more information on DLS, please see the [Funding Rules 2015 to 2016](#).

16-19 Traineeship Bursary and Free Meals Fund Claims

26. The 16 to 19 Traineeship Bursary and Free Meals Fund can only be claimed for 16 to 18 traineeship learners funded by the Skills Funding Agency. Please read our [Funding Rules 2015 to 2016](#) in conjunction with the EFA's 16 to 19 Bursary Fund Guide for 2015 to 2016 when claiming for the [16 to 19 Bursary](#). You should also refer to the EFA's free meals advice [guide](#).
27. The 16 to 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.
28. 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 1 August 2015 to 31 July 2016.
29. For the vulnerable-student bursary element of the 16 to 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](#).
30. Once the application has been approved by the Learner Support Service, you can claim the funding using the EAS.

24+ Advanced Learning Loans Bursary

31. Contract-funded providers can claim additional Learner and Learning Support funding where the fixed monthly rate of £150 does not cover the full cost of the support provided. You must use 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.
32. For contract-funded providers, the Excess Support box may include a mixture of Learner and Learning support. You can find full details in the [Funding Rules 2015 to 2016](#).
33. Grant-funded providers should only claim excess Learning Support through the EAS.
34. 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.
35. 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.
36. For further information on what can be claimed, please read the [Funding Rules 2015 to 2016](#).

Details of what you can claim in the OLASS EAS

37. The new OLASS EAS form will show the units of procurement and the associated prisons in your contract.
38. We have merged the two categories of 'Learning and Skills' and 'Personal and Social Development' together into one funding line.

39. The same rules apply from the main EAS section for the following categories in the OLASS EAS:

- Excess Learning Support
- Exceptional Learning Support
- Audit Adjustments and
- Authorised Claims

40. You cannot claim Learner Support for OLASS.

41. For further information on what can be claimed, please read the [Funding Rules 2015 to 2016](#).

OLASS cancellation costs

42. This is a new category for this year. You should use this category to claim for the impact of exceptional circumstances which negatively impact your ability to fully deliver against your agreed individual prison learning and skills delivery plans.

43. You must not enter any claims into this section unless authorised to do so by us.

The Provider Funding Report (PFR) Summary Report

44. The funding claimed from the EAS is added to the funding earned in the ILR in the Provider Funding Report (PFR) Summary Report.

45. When you submit the EAS form it will not automatically trigger the generation of a PFR. You need to resubmit your ILR file after the EAS file for the EAS data to be included in the PFR.

46. Funding from the August form is added to funding earned from the ILR for August, funding claimed from the September form is added to funding earned from the ILR for September, and so on.

47. The PFR shows the data from the EAS under the appropriate budget line. The titles of the funding lines start with the letters 'EAS' to clearly identify them from the ILR funding.

48. The example below shows the EAS funding lines for 16 to 18 apprenticeships.

16-18 Apprenticeships Budget			
16-18 Apprenticeships	Aug 2015	Sep 2015	Oct 2015
ILR 16-18 Apprenticeships Programme Funding	£132,399.00	£132,399.00	£132,399.00
ILR 16-18 Apprenticeships Learning Support	£100.00	£100.00	£100.00
ILR Total 16-18 Apprenticeships	£132,499.00	£132,499.00	£132,499.00
EAS 16-18 Apprenticeships Audit Adjustments	£2,250.00	£2,250.00	£2,250.00
EAS 16-18 Apprenticeships Authorised Claims	£2,250.00	£2,250.00	£2,250.00
EAS 16-18 Apprenticeships Excess Learning Support	£125.00	£125.00	£125.00
EAS 16-18 Apprenticeships Learner Support	£500.00	£500.00	£500.00
EAS Total 16-18 Apprenticeships Earnings Adjustment	£5,125.00	£5,125.00	£5,125.00
Total 16-18 Apprenticeships	£137,624.00	£137,624.00	£137,624.00
16-18 Apprenticeship Trailblazers	Aug 2015	Sep 2015	Oct 2015
ILR 16-18 Apprenticeship Trailblazers Programme Funding	£132,399.00	£132,399.00	£132,399.00
ILR 16-18 Apprenticeship Trailblazers Incentives Funding for Employers	£100.00	£100.00	£100.00
ILR 16-18 Apprenticeship Trailblazers Learning Support	£1,000.00	£1,000.00	£1,000.00
ILR Total 16-18 Apprenticeship Trailblazers	£133,499.00	£133,499.00	£133,499.00
EAS 16-18 Apprenticeship Trailblazers Audit Adjustments	£2,250.00	£2,250.00	£2,250.00
EAS 16-18 Apprenticeship Trailblazers Authorised Claims	£2,250.00	£2,250.00	£2,250.00
EAS 16-18 Apprenticeship Trailblazers Excess Learning Support	£125.00	£125.00	£125.00
EAS Total 16-18 Apprenticeship Trailblazers Earnings Adjustment	£4,625.00	£4,625.00	£4,625.00
Total 16-18 Apprenticeship Trailblazers	£138,124.00	£138,124.00	£138,124.00
16-18 Traineeships	Aug 2015	Sep 2015	Oct 2015
ILR 16-18 Traineeships Programme Funding	£400.00	£400.00	£400.00
ILR Total 16-18 Traineeships	£400.00	£400.00	£400.00
EAS 16-18 Traineeships Audit Adjustments	£2,250.00	£2,250.00	£2,250.00
EAS 16-18 Traineeships Authorised Claims	£2,250.00	£2,250.00	£2,250.00
EAS 16-18 Traineeships Bursary Vulnerable Student Bursary	£2,250.00	£2,250.00	£2,250.00
EAS 16-18 Traineeships Bursary Free Meals	£2,250.00	£2,250.00	£2,250.00
EAS 16-18 Traineeships Bursary Discretionary Bursary	£2,250.00	£2,250.00	£2,250.00
EAS Total 16-18 Traineeships Earnings Adjustment	£11,250.00	£11,250.00	£11,250.00
Total 16-18 Traineeships	£11,650.00	£11,650.00	£11,650.00
Total 16-18 Apprenticeships Budget	£287,398.00	£287,398.00	£287,398.00

Annex 1: Screenshot of the Earnings Adjustment Statement

The screenshot below is an example of what the EAS looks like on the Hub. All values are for illustrative purposes to display the maximum field length.

Earnings Adjustment Statement 2015 to 2016

Month	<input type="text" value="October 2015"/>
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16-18 Apprenticeships and Skills Funding Agency-funded Traineeships

	Excess Learning Support	Exceptional Learning Support	Audit Adjustments	Authorised Claims	Learner Support
16-18 Apprenticeships	<input type="text" value="99,999,999.99"/>	<input type="text" value="999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value="999,999.99"/>
16-18 Trailblazer Apprenticeships	<input type="text" value="999,999.99"/>	<input type="text" value="999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value=""/>
16-18 Traineeships	<input type="text" value="999,999.99"/>	<input type="text" value=""/>	<input type="text" value="99,999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value=""/>
	Vulnerable Bursary	Discretionary Bursary	Free Meals		
16-19 Traineeships Bursary	<input type="text" value="999,999.99"/>	<input type="text" value="999,999.99"/>	<input type="text" value="999,999.99"/>		

Adult Skills Budget

	Excess Learning Support	Exceptional Learning Support	Audit Adjustments	Authorised Claims	Learner Support
19-23 Apprenticeships	<input type="text" value="999,999.99"/>	<input type="text" value="999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value="999,999.99"/>
19-23 Trailblazer Apprenticeships	<input type="text" value="999,999.99"/>	<input type="text" value="999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value=""/>
24+ Apprenticeships	<input type="text" value="999,999.99"/>	<input type="text" value="999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value="999,999.99"/>
24+ Trailblazer Apprenticeships	<input type="text" value="999,999.99"/>	<input type="text" value="999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value=""/>
19-24 Traineeships	<input type="text" value="999,999.99"/>	<input type="text" value="999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value="999,999.99"/>
Classroom Learning	<input type="text" value="999,999.99"/>	<input type="text" value="999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value=""/>
Workplace Learning	<input type="text" value="999,999.99"/>	<input type="text" value="999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value=""/>

24+ Advanced Learning Loans

	Excess Support	Exceptional Learning Support
24+ Advanced Learning Loans Bursary	<input type="text" value="999,999.99"/>	<input type="text" value="999,999.99"/>

24+ Advanced Learning Loans

	Excess Support	Exceptional Learning Support
24+ Advanced Learning Loans Bursary	<input type="text" value="999,999.99"/>	<input type="text" value="999,999.99"/>

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

Annex 2: Screenshot of the OLASS Earnings Adjustment Statement

The screenshot below is an example of what the OLASS EAS looks like on the Hub. All values are for illustrative purposes to display the maximum field length. Only five prisons are shown below, although the number of prisons shown will depend on the number associated with the unit of procurement.

OLASS Earnings Adjustment Statement 2015 to 2016

Unit of Procurement	<input type="text" value="UOP1"/>	Month	<input type="text" value="August 2015"/>
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OLASS

Prison	Excess Learning Support	Exceptional Learning Support	Audit Adjustments	Authorised Claims	Cancellation Costs
Prison 1	<input type="text" value="999,999.99"/>	<input type="text" value="999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value="99,999,999.99"/>
Prison 2	<input type="text" value="999,999.99"/>	<input type="text" value="999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value="99,999,999.99"/>
Prison 3	<input type="text" value="999,999.99"/>	<input type="text" value="999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value="99,999,999.99"/>
Prison 4	<input type="text" value="999,999.99"/>	<input type="text" value="999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value="99,999,999.99"/>
Prison 5	<input type="text" value="999,999.99"/>	<input type="text" value="999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value="99,999,999.99"/>	<input type="text" value="99,999,999.99"/>

Confirm and Save All Values

<input checked="" type="checkbox"/> I confirm that the above payments have been made and I hold appropriate evidence to substantiate them.
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<input type="button" value="SAVE"/>
