



Education & Skills  
Funding Agency

# 2018 to 2019 ILR Funding Reports

## Version 2

This document sets out the details of the funding reports generated when providers submit an Individualised Learner Record file.

January 2019

Of interest to colleges, training providers, higher education institutions and employers delivering training.

## Table of contents

Introduction and purpose of the document.....	4
Understanding our terminology .....	4
Changes in this document from version 1 .....	4
Changes in this document from the 2017 to 2018 version .....	4
Data Sources .....	5
What are funding reports?.....	6
16-19 Funding reports.....	8
16-19 Summary of Funding by Student Report .....	9
16-19 Funding Claim Report.....	9
High Needs Students Summary Report.....	11
High Needs Students Detail Report.....	11
Maths and English Report .....	12
Description .....	12
Information used.....	12
GCSE qualification grade .....	12
Funding and monitoring (FAM) type MCF/ECF .....	13
Funding and monitoring (FAM) type LDM (learning delivery monitoring).....	14
LARS validity.....	14
Possible statuses.....	14
Maths.....	14
English.....	15
Adult and apprenticeship funding reports.....	17
Funding line types for adults and apprenticeships.....	17
Adult Funding Claim Report.....	21
ALLB Occupancy Report .....	22
Apprenticeship Data Match Report.....	22

Apps Additional Payment Report ..... 24

Apps Co-Investment Contributions Report ..... 24

Apps Indicative Earnings Report..... 26

Apps Monthly Payment Report ..... 26

    Reconciling the Apps Monthly Payment report with remittance advice documents ..... 28

Career Learning Pilot Occupancy Report ..... 34

CL Summary of Learners by Non-Single Budget Category Report..... 34

EAS Funding Report..... 34

ESF Supplementary Data Funding Report ..... 35

ESF Aim and Deliverable Report..... 35

ESF Funding Summary Report..... 36

Funding Summary Report..... 36

Funding Summary Report (produced at period end)..... 38

Main Occupancy Report ..... 38

Non-Contracted Apprenticeships Activity Report..... 39

Summary of Funding Model 35 Funding Report ..... 40

Trailblazer Apprenticeships Employer Incentives Report..... 40

Trailblazer Apprenticeships Occupancy Report ..... 40

## **Introduction and purpose of the document**

1. This document sets out the details of the funding reports we generate when you submit an Individualised Learner Record (ILR) to us.
2. This document covers the funding reports generated through these funding models:
  - 16-19 (excluding apprenticeships) (Funding model 25)
  - Adult skills (Funding model 35)
  - Apprenticeships from 1 May 2017 (Funding model 36)
  - European Social Fund (ESF) (Funding model 70)
  - Other Adult (Funding model 81) - for trailblazer standards and the career learning pilot
  - Non-funded (Funding model 99) - for provision funded through Advanced Learner Loans which attracts loans bursary funding and the career learning pilot

## **Understanding our terminology**

3. The terms 'we', 'our', 'us' and 'ESFA' refer to the Education and Skills Funding Agency.
4. When we refer to 'you' or 'providers', this includes colleges, higher education institutions, training organisations, local authorities and employers who receive funding from us to deliver education and training.
5. The definition of a funding year is the year running from 1 August to 31 July.

## **Changes in this document from version 1**

6. We have updated the remittance descriptions from R05 in the 'Reconciling the Apps Monthly Payment report with remittance advice documents' section.
7. We have added new sections for the EAS Funding Report and the ESF Supplementary Data Report.

## **Changes in this document from the 2017 to 2018 version**

8. There is a new 'Career Learning Pilot Occupancy Report' for the career learning pilot.
9. We have deleted the 'Summary of Funding Model 35 Funding by Learner Report'.

10. We have renamed the 'Apps Co-Funding Contributions' report to the 'Apps Co-investment Contributions report'.
11. We have reordered the funding line types in the 'Funding Summary Report' because we have brought together apprenticeship 'carry-in' contracts (that are no longer applicable to new starts).
12. We have made some changes to funding line types in 2018 to 2019; this will affect all funding reports that previously contained them.
  - a. Any learning aims in 2018 to 2019 that previously had a funding line type of '16-18 Apprenticeship (From May 2017) Non-Levy Contract' or '19+ Apprenticeship (From May 2017) Non-Levy Contract' in the 2017 to 2018 year will be re-labelled as '16-18 Apprenticeship (From May 2017) Non-Levy Contract (non-procured)' or '19+ Apprenticeship (From May 2017) Non-Levy Contract (non-procured)' respectively, unless their contract has changed.
  - b. We do not calculate the '25+ Students with an EHCP' Funding Line type in 2018 to 2019.

## Data Sources

13. To understand how the funding information contained in reports is calculated or where we source the data from, refer to:
  - [Adult education budget funding rates and formula 2018 to 2019](#) for how we fund Adult Education budget provision and 16-18 traineeships (through adult contracts)
  - [16 to 19 guidance](#) for how we fund 16 to 19 except for apprenticeships
  - [Apprenticeship Technical Funding Guide for starts from May 2017](#)
  - [ILR specification, validation rules and appendices 2018 to 2019](#)
  - [Earnings Adjustment Statement \(EAS\) guidance 2018 to 2019](#)
14. We may make changes to these documents.
15. We primarily source the data in these reports from our [funding calculations](#).

## What are funding reports?

16. Funding reports are sets of detailed information showing the earnings we have calculated for you. We designed these reports to provide you with the key information to check you have recorded the correct information, be able to recreate the funding methodology, and be able to manage your funding. We produce these reports and guidance in collaboration with our Technical User Group.
17. We generate the reports after you submit an ILR file, an earnings adjustment statement (EAS) or a supplementary data file. After each submission has processed, the reports are available to download from [the Hub](#). As well as the reports triggered by your submissions, we also generate apprenticeship reports after the ILR submission window has closed.
18. For most of these reports, there are additional checks made in our systems that could result in us not paying values shown in the report. For instance, if a value exceeds a maximum contract value or if there is no valid contract for that provision. You should check that where funding values are in these reports, they correspond with the contracts you have with us. The easiest reports to check at programme level are the Funding Summary Report and the ESF Funding Summary Report.
19. The Funding Information System (FIS) software also produces some of these reports; these are indicative versions that do not include information we hold centrally.
20. The reports range from headline funding reports that aggregate learner and learning aim information into the earnings by programme, to detailed reports at learning aim level.
21. The table on the next page identifies all the reports and explains at a high level which report relates to each programme; the abbreviations in the header are Advanced Learner Loans Bursary (ALLB), Adult Education Budget (including Traineeships) (AEB), European Social Fund (ESF), Community Learning (CL).

	16-19	Apps pre 1 May 2017	Apps from 1 May 2017	ALLB	AEB	ESF	CL
16-19 Summary of Funding by Student Report	X						
16-19 Funding Claim Report	X						
Adult Funding Claim Report				X	X		
ALLB Occupancy Report				X			
Apprenticeship Data Match Report			X				
Apps Additional Payment Report			X				
Apps Co-Investment Contributions Report			X				
Apps Indicative Earnings Report			X				
Apps Monthly Payment Report			X				
Career Learning Pilot Occupancy Report				X			
CL Summary of Learners by Non-Single Budget Category Report							X
EAS Funding Report		X	X	X	X		
ESF Supplementary Data Funding Report						X	
ESF Aim and Deliverable Report						X	
ESF Funding Summary Report						X	
Funding Summary Report		X	X	X	X		
Funding Summary Report (produced at period end)		X	X	X	X		
High Needs Students Detail Report	X						
High Needs Students Summary Report	X						
Main Occupancy Report		X			X		
Maths and English Report	X						
Non-Contracted Apprenticeships Activity Report			X				
Summary of Funding Model 35 Funding Report		X			X		
Trailblazer Apprenticeships Employer Incentives Report		X					
Trailblazer Apprenticeships Occupancy Report		X					

## 16-19 Funding reports

22. We group funded students together into funding lines.
- 16-19 Students (excluding High Needs Students): All students aged under 19 (excluding 14-16 direct funded students), who have ESFA 16-19 funding and are identified in the ILR as Education and Skills Funding Agency (ESFA) - 16-19 funded (Source of funding code = 107 and Funding model = 25) and are not recorded as having high needs (HNS).
  - 16-19 High Needs Students: All students aged under 19 (excluding 14-16 direct funded students), who have ESFA 16-19 funding and are identified in the ILR as Education and Skills Funding Agency (ESFA) - 16-19 funded (Source of funding code = 107 and Funding model = 25) and are recorded as having high needs (HNS).
  - 19-24 Students with an EHCP: we have a statutory duty to fund students who are 19 to 24 years old, and who have an Education, Health and Care Plan (EHCP).
  - 19+ Continuing Students (excluding EHCP): 19 to 24 year old students not recorded as having an EHCP who are continuing the study programme they started when they were aged under 19
  - 14-16 Direct Funded Students: we fund 14- to 16-year-olds who are enrolled at ESFA-funded institutions who arranged to directly recruit young people in this age group.
23. Students who are funded by adult contracts, but whose funding is calculated by the 16 to 19 funding calculation, are covered by the following funding line types:
- 16-18 Traineeships (Adult funded)
  - 19+ Traineeships (Adult funded)
24. Students who were previously in the 'Adult Skills Funded EFA Model' funding line type are now 16 to 19 funded and will be included in the '19+ Continuing Students (excluding EHCP)' funding line type. These students should be recorded as Education and Skills Funding Agency (ESFA) - 16-19 funded (Source of funding code = 107 and Funding model = 25).
25. Each section below details the individual funding report.

## **16-19 Summary of Funding by Student Report**

26. This report shows the funding earned by each individual student.
27. This report shows students who pass ILR validation, are recorded as having provision funded through the 16 to 19 funding model (Funding Model = 25).
28. The report shows all students who are recorded with basic post 16 eligibility, regardless of whether they qualify as a start (and therefore for 16 to 19 funding) or not. This is different to the funding claim report, which only shows students who are valid starts.
29. We show information for each student; we group them according to their funding line type.
30. The report contains a new field from the 2018/19 ILR, the Campus identifier. This identifies the campus within a college group and no longer, a separate legal entity but previously operated as an incorporated college with a UKPRN. Institutions returning the campus identifier will be able to use this field to filter the data in this report by the different campus IDs returned.
31. The report is a CSV file.

## **16-19 Funding Claim Report**

32. This report shows the funding earned by an institution according to the ILR return that has been loaded into FIS and the Hub. It enables institutions to track how much funding they have earned to date.
33. This report shows only students who pass ILR validation, are recorded as having provision funded through the 16 to 19 funding model (Funding Model = 25) and who count for funding by passing the qualifying period.
34. We split the student numbers by funding line type and funding band. This allows institutions to ensure students are being recorded in the ILR correctly with regard to age, funding model and source of funding and, in particular, to identify any students in line D '19+ Continuing Students (excluding EHCP)'.

35. The '16-19 Students (including High Needs Students)' funding line, Band B, is a combined total of the number of students in the '16-19 High Needs Students' and '16-19 students (excluding High Needs Students)' funding line types.
36. Students in the '14 to 16 Direct Funded' funding line earn no funding through the 16 to 19 funding calculation and are therefore represented by student numbers only in all 16 to 19 reports based on the funding calculation.
37. Students funded through adult contracts, but have their funding calculated by the 16 to 19 funding calculation, are not included in this report. These students fall under the following funding line types in the funding calculation:
  - 16-18 Traineeships (Adult funded)
  - 19+ Traineeships (Adult funded)
38. Students who were previously in the 'Adult Skills Funded EFA Model' funding line type are now 16-19 funded and will be included in the '19+ Continuing Students (excluding EHCP)' funding line type. These students should be recorded as Education and Skills Funding Agency (ESFA) - 16-19 funded (Source of funding code = 107).
39. The report also forms a key part of the funding claim that institutions return to us, which provides us with an assurance statement by the relevant accounting officer over the regularity of the institution's funding claim and ILR data returns. The report itself includes a declaration for signing by the accounting officer. It is also used for institutions, where reconciliation is appropriate, to determine whether any funds paid for 2018 to 2019 will be recovered for underperformance.
40. The line '2018 to 2019 Condition of Funding removal' shows the funding we have removed from your 2018 to 2019 allocation due to students not complying with the condition of funding on English and mathematics in 2016 to 2017.
41. The total funding (less condition of funding removal) figure will form the basis of the outturn used for all institutions, to ensure that we calculate the outturn and allocation figures on a consistent basis.
42. The report is a PDF flat report.

## **High Needs Students Summary Report**

43. This report will help to improve recording of students with high needs.
44. This report shows only students who pass ILR validation, are recorded as having provision funded through the 16 to 19 funding model (Funding Model = 25), whose source of funding is the Education and Skills Funding Agency (ESFA) – 16 to 19 (SOF = 107), and who count for funding by passing the qualifying period.
45. The report splits students in each funding line type according to whether they have an Education, Health and Care Plan (EHCP), and their high needs student (HNS) status.
46. There is no link between EHCP and HNS. It is possible to record a student with a HNS status and no EHCP, or vice versa.
47. The '16-19 Students (including High Needs Students)' reporting band, Band B, is a combined total of the number of students in the '16-19 High Needs Students' and '16-19 students (excluding High Needs Students)' funding line types.
48. You must record students with the HNS learner FAM code for us to count them as high needs. If a student has an EHCP, but does not have a HNS status in the ILR, then we do not count them as having high needs.
49. The report is a PDF flat report.

## **High Needs Students Detail Report**

50. This report shows the same information as the high needs summary report (see section above) at student level. It shows you the EHCP and HNS statuses for students.
51. The report contains a new field from the 2018/19 ILR, the Campus identifier. This identifies the campus within a college group and no longer, a separate legal entity but previously operated as an incorporated college with a UKPRN. Institutions returning the campus identifier will be able to use this field to filter the data in this report by the different campus IDs returned.
52. The report is a CSV file.

## Maths and English Report

### Description

53. This report gives the maths and English status of every student, showing whether they have achieved at least a GCSE grade C/4 in each subject and whether they are currently studying for a valid qualification in the subject. We also identify those learners exempt from the COF and those where the COF does not apply.
54. The report reflects the condition of funding policy and we designed it to help institutions check their data about the condition of funding on maths and English and identify data recording errors in the key fields we use to determine the maths and English status.
55. More information on the condition of funding is available on gov.uk.
56. The report contains a new field from the 2018/19 ILR, the Campus identifier. This identifies the campus within a college group and no longer, a separate legal entity but previously operated as an incorporated college with a UKPRN. Institutions returning the campus identifier will be able to use this field to filter the data in this report by the different campus IDs returned.

### Information used

57. The report uses several pieces of information to determine the student's status.

### GCSE qualification grade

MathGrade	Determines the prior attainment status of the student in relation to maths GCSE. Students with an A*, A, B, C, 9, 8, 7, 6, 5, 4 GCSE maths qualification grade will show as having attained GCSE maths at grade A*-C or GCSE grade 9 to 4. We recognise students with a grade D or grade 3 GCSE maths qualification will show as having a maths GCSE grade D or grade 3.
EngGrade	Determines the prior attainment status of the student in relation to English GCSE. Students with an A*, A, B, C, 9, 8, 7, 6, 5, 4 GCSE English qualification grade will show as having attained GCSE English at grade A*-C or GCSE grade 9 to 4. We recognise students with a grade D or grade 3 GCSE English qualification will show as having an English GCSE grade D or grade 3.

## Funding and monitoring (FAM) type MCF/ECF

FAM type	MCF	<p>Determines that a student is exempt from the condition of funding for maths.</p> <ul style="list-style-type: none"> <li>• The student has met the GCSE Maths condition of funding as they hold an approved equivalent UK qualification.</li> <li>• The student is undertaking / completing a valid maths GCSE or equivalent qualification at another institution through collaboration with the home institution.</li> </ul> <p>Students with this FAM type and code 1 or code 2 will show as being a maths exemption.</p> <p>Students with this FAM type and code 3 will show as having attained GCSE maths at grade A*C or grade 9 to 4.</p> <p>Students with this FAM type and code 4 will show as studying a recognised maths condition of funding qualification.</p>
	ECF	<p>Determines that a student is exempt from the condition of funding for English.</p> <ul style="list-style-type: none"> <li>• The student has met the GCSE English condition of funding as they hold an approved UK overseas qualification.</li> <li>• The student is undertaking / completing a valid English GCSE or equivalent qualification at another institution through collaboration with the home institution.</li> </ul> <p>Students with this FAM type and code 1 or code 2 will show as being an English exemption.</p> <p>Students with this FAM type and code 3 will show as having attained GCSE English at A*-C or grade 9 to 4.</p> <p>Students with this FAM type and code 4 will show as studying a recognised English condition of funding qualification.</p>

## Funding and monitoring (FAM) type LDM (learning delivery monitoring)

LDM code 331	Used to determine if the student is enrolled on a Prince's Trust TEAM programme that meets the condition of funding. This code must be recorded on a core aim that is one of the following Prince's Trust learning aim reference numbers: 60023995, 60027307, 60027629, 60032121, 60032868, 60033344
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## LARS validity

EFAConFundMaths	Determines if an aim in a student's 16 to 19 study programme is recognised as meeting the condition of funding for maths. We identify aims with this LARS validity and condition of funding type 1 as a maths GCSE qualification. We identify aims with this LARS validity and condition of funding type 2 as a maths stepping stone qualification.
EFAConFundEnglish	Determines if an aim in a student's 16 to 19 study programme is recognised as meeting the condition of funding for English. We identify aims with this LARS validity and condition of funding type 1 as an English GCSE qualification. We identify aims with this LARS validity and condition of funding type 2 as an English stepping stone qualification.

## Possible statuses

58. There are seven possible statuses for each subject.

### Maths

- Condition of Funding Does Not Apply
- Exempt from the GCSE Mathematics A\*-C requirement or 9 to 4 requirement
- Has Maths, Studying Maths
- Has Maths, Not studying Maths
- Doesn't have Maths, Studying Maths
- Has Maths GCSE Grade D or Grade 3, Not studying GCSE Maths
- Doesn't have Maths, Not Studying Maths

## English

- Condition of Funding Does Not Apply
- Exempt from the GCSE English A\*-C requirement or 9 to 4 requirement
- Has English, Studying English
- Has English, Not studying English
- Doesn't have English, Studying English
- Has English GCSE Grade D or Grade 3, Not studying GCSE English
- Doesn't have English, Not Studying English

59. The note 'Condition of Funding Does Not Apply' will appear against these categories of student.

- Students on study programmes continuing from the 2014 to 2015 funding year and who have not started a new study programme.
- Students on a programme of less than 150 planned hours in the academic year.
- Students under the age of 16.
- Students in one of these funding line types:
  - 16 to 18 Traineeships (Adult funded)
  - 19+ Traineeships (Adult funded)

60. The category 'Has Maths GCSE Grade D or Grade 3, Not studying GCSE Maths' will appear against students who match the following criteria.

- Have a MathGrade of D or 3.
- Are in rate band:
  - 540+ hours (Band 5), or
  - 450+ hours (Band 4a).
- Are not recorded as a
  - traineeship student with a programme type of 24, or
  - continuing their study programme from the 2015 to 2016 funding year.

- Are not studying an aim which has
    - a LARS validity of EFAConFundMaths, and
    - a condition of funding type 1.
61. The category 'Has English GCSE Grade D or Grade 3, Not studying GCSE English' will appear against students who match the following criteria.
- Have an EngGrade of D or 3.
  - Are in rate band:
    - 540+ hours (Band 5), or
    - 450+ hours (Band 4a).
  - Are not recorded as a
    - traineeship student with a programme type of 24, or
    - continuing their study programme from the 2015 to 2016 funding year.
  - Are not studying an aim which has
    - a LARS validity of EFAConFundEnglish, and
    - a condition of funding type 1.
62. Each maths and English qualification undertaken by a student also has to meet a qualifying period to count as a qualification meeting the condition of funding (6 weeks for a qualification with a planned length of 24 weeks or more, and 2 weeks for a qualification with a planned length of less than 24 weeks). The condition of funding relates to enrolments rather than exam entries. This means that a student who has enrolled on a valid maths or English qualification but who has not met the qualifying period will be shown as '...Not Studying Maths/English'.
63. The report is a CSV file.
64. You can use the csv file to filter for particular statuses using Excel, making it quick and easy to find students whose data you may need to correct.

# Adult and apprenticeship funding reports

## Funding line types for adults and apprenticeships

65. The line types in the funding reports for adult programmes are below.

### 16-18 Traineeships budget

- a. **16-18 Traineeships** – 16-18 year olds studying a traineeship and funded through an adult contract. We calculate the funding line type ‘16 to 18 Traineeships (Adult funded)’ through the 16-19 calculation - see paragraph 23.

### Adult Education Budget (AEB)

- b. **19-24 Traineeship:** 19-24 year olds studying a traineeship. There are 3 separate funding line types for 19-24 traineeships:
  - i. **19-24 Traineeship (procured from Nov 2017):** Traineeships where the learner was 19 or older on 31 August of the funding year when they started the traineeship, which started in November 2017 or later, and funded within the procured contracts for the AEB.
  - ii. **19-24 Traineeship (non-procured):** Traineeships where the learner was 19 or older on 31 August of the funding year when they started the traineeship, and funded within the AEB but not under a procured AEB contract.
  - iii. **19+ Traineeships (Adult funded):** Learners studying a traineeship who were funded under the 16-19 calculation and an adult contract, where their programme is continuing on 1 August 2018 and the learner is 19 on 31 August 2018. See also paragraph 23. In 2018 to 2019, we will pay for this funding through the 16-18 traineeships budget instead of the AEB.
- c. **AEB - Other Learning:** 19+ year olds funded under the AEB who are not studying a traineeship. We no longer calculate a funding line type for ‘25+ Students with an EHCP’ (as previously calculated through the 16-19 funding calculation). The funding line types for AEB - Other Learning are:

- i. **AEB - Other Learning (procured from Nov 2017):** Learning aims that are not within traineeships or apprenticeships, where the learner was 19 or older on 31 August of the funding year when they started the learning aim, where the learning aim started in November 2017 or later, and funded within the procured contracts for the AEB.
- ii. **AEB - Other Learning (non-procured):** Learning aims that are not within traineeships or apprenticeships, where the learner was 19 or older on 31 August of the funding year when they started the learning aim, and funded within the AEB but not under a procured AEB contract.

### **16-18 Apprenticeships Budget for starts before 1 May 2017**

- d. There are two funding line types for apprentices who started an apprenticeship before 1 May 2017, who were aged under 19 at the start or are older apprentices we treat as 16-18 year olds because they could not start when they were 16-18 for eligible reasons. The funding line types are:
  - i. **16-18 Apprenticeship:** Apprenticeship frameworks funded under the 'Adult skills' funding model (FM35).
  - ii. **16-18 Trailblazer Apprenticeship:** Apprenticeship standards funded under the trailblazer funding pilot recorded under the 'Other Adult' funding model (FM81).

### **Adult Apprenticeships Budget for starts before 1 May 2017**

- e. There are two funding line types for apprentices who started an apprenticeship before 1 May 2017, who were aged 19-23 at the start (apart from exceptions in the 16-18 category) or are older apprentices we treat as 19-23 year olds for eligible reasons. This category can also include a small number of apprentices who were aged 24 at the start of an apprenticeship framework that started before 1 August 2013; we treat these as 19-23 year olds. The two funding line types are:
  - i. **19-23 Apprenticeship:** Apprenticeship frameworks funded under the 'Adult skills' funding model (FM35).

- ii. **19-23 Trailblazer Apprenticeship:** Apprenticeship standards funded under the trailblazer funding pilot and recorded under the 'Other Adult' funding model (FM81).
- f. There are two funding line types for apprentices who started an apprenticeship before 1 May 2017, who were aged 24 or older at the start (apart from the exceptions in the 16-18 and 19-23 categories above). The funding line types are:
- i. **24+ Apprenticeship:** Apprenticeship frameworks funded under the 'Adult skills' funding model (FM35).
  - ii. **24+ Trailblazer Apprenticeship:** Apprenticeship standards funded under the trailblazer funding pilot and recorded under the 'Other Adult' funding model (FM81).

#### **Non-Levy Contracted Apprenticeships Budget for starts on or after 1 May 2017**

- g. **16-18 Apprenticeships (non-Levy):** This category includes apprentices who started an apprenticeship from 1 May 2017, who were aged under 19 at the start or are older apprentices we treat as 16-18 year olds because they could not start when they were 16-18 for eligible reasons, funded under the apprenticeships funding model (FM36) under a non-levy contract (recorded as ACT2 in the Apprenticeship Contract Type field in the ILR). Funding line types for this category are:
- i. **16-18 Apprenticeship (From May 2017) Non-Levy Contract (non-procured):** For apprentices not funded within procured contracts.
  - ii. **16-18 Apprenticeship Non-Levy Contract (procured):** For apprentices funded under a procured contract.

Any learning aims in 2018 to 2019 that previously had a funding line type of '16-18 Apprenticeship (From May 2017) Non-Levy Contract' in the 2017 to 2018 year will be re-labelled as '16-18 Apprenticeship (From May 2017) Non-Levy Contract (non-procured)' unless their contract has changed.

h. **Adult Apprenticeships (non-Levy):** This category includes apprentices who started an apprenticeship from 1 May 2017, who were aged 19 or older at the start (apart from exceptions in the 16-18 category) and funded under the apprenticeships funding model (FM36) under a non-levy contract (recorded as ACT2 in the 'Apprenticeship Contract Type' field in the ILR). Funding line types for this category are:

- i. **19+ Apprenticeship (From May 2017) Non-Levy Contract (non-procured):** For apprentices who are not funded within procured contracts.
- ii. **19+ Apprenticeship Non-Levy Contract (procured):** For apprentices funded under a procured contract.

Any learning aims in 2018 to 2019 that previously had a funding line type of '19+ Apprenticeship (From May 2017) Non-Levy Contract' in the 2017 to 2018 year will be re-labelled as '19+ Apprenticeship (From May 2017) Non-Levy Contract (non-procured)' unless their contract has changed.

#### **Levy Contracted Apprenticeships Budget for starts on or after 1 May 2017**

- i. **16-18 Apprenticeships (Levy):** This category includes apprentices who started an apprenticeship from 1 May 2017, who were aged under 19 at the start or are older apprentices we treat as 16-18 year olds because they could not start when they were 16-18 for eligible reasons, or because the ILR record does not contain enough information to accurately calculate their age at start and are being funded under the apprenticeships funding model (FM36) under a levy contract (recorded as ACT1 in the 'Apprenticeship Contract Type' field in the ILR). The funding line type for this category is **16-18 Apprenticeship (From May 2017) Levy Contract.**
- j. **Adult Apprenticeships (Levy):** This category includes apprentices who started an apprenticeship from 1 May 2017, who were aged 19 or older at the start (apart from exceptions in the 16-18 category) and are being funded under the apprenticeships funding model (FM36) and are under a levy contract (recorded as ACT1 in the 'Apprenticeship Contract Type' field in the ILR). The funding line type for this category is **19+ Apprenticeship (From May 2017) Levy Contract.**

### **Advanced Loans Bursary Budget**

k. The funding line type '**Advanced Learner Loans Bursary**' is used for learning aims funded under an advanced learner loan that are either generating area costs or where the provider is claiming learning support and/or learner support for them. This funding line type includes the career learning pilot earnings.

66. The ESF funding calculation does not use the terminology of 'Funding line types', and uses a system of 'deliverables' to represent different parts of an ESF contract.

### **Adult Funding Claim Report**

67. This is a report to show what will be included in the funding claims process for adult skills; recorded under Funding model 35 (Adult skills), excluding apprenticeships and any provision funded under a procured contract. This report no longer contains any Funding model 25 (16 to 19 (excluding apprenticeships)) learners where the Source of Funding is 105 (Education and Skills Funding Agency (ESFA) - Adult) and the learner was aged 19 or over on 31 August 2018.

68. It combines earnings from the ILR and the EAS and we generate this after you submit the ILR and/or the EAS; it does not matter what order you submit the ILR or EAS.

69. This report does not contain any funding for apprenticeships or procured AEB provision as we pay these monthly on 'actuals' from 2018 to 2019. See paragraph 65 for information on the funding line types for adults.

70. If your ILR and/or EAS submissions generate no earnings for this report, this report will be blank.

71. This is an Excel file; we will not provide an additional CSV file this year.

## **ALLB Occupancy Report**

72. This is a detailed report that contains the funding for support payments and area costs for learners funded through an Advanced Learner Loan; recorded through Funding model 99 (Non-funded) with a Learning Delivery Funding and Monitoring Type 'ADL' ('Advanced Learner Loans indicator'). It does not include EAS data as the EAS data is at an aggregate level, not at a detailed level.
73. This does not include any earnings from the career learning pilot; recorded with the Learning Delivery Monitoring code 359. See also the Career Learning Pilot section.
74. This report contains the key information about the learning aim references, learners and the month your data generated any earnings.
75. All Funding model 99 aims with the ADL code are included in this report. If there are no Funding model 99 aims with the ADL code in your ILR submission, this report will be blank.
76. This is a CSV file.

## **Apprenticeship Data Match Report**

77. This is a report for provision under Funding model 36 (Apprenticeships from 1 May 2017). This report matches the key information between the ILR and the apprenticeship service where the apprentice is under a levy-contract (recorded under Apprenticeship Contract Type (ACT) 1).
78. This report is generated after every ILR file submission, and again just after the end of the collection period. This allows for changes made in the apprenticeship service after the ILR submission.
79. If the data matches between the two systems, the reports are blank. If one of the key elements we attempt to match does not match, we will record this in this report. We refresh the apprenticeship service data hourly during the ILR window being open. If the correction needs making on the apprenticeship service, you do not need to resubmit your ILR file if you are confident that this is the only mismatch although we recommend resubmitting the ILR file to ensure there are no further errors with the other data aspects we match.

80. The example of the data matching error report in paragraph 83 shows the different errors we report and the description of these. Where we find multiple errors for the same apprentice, there will be a corresponding line in the report for each error. Where possible, we will group these by the ‘Learner reference number’.
81. We supply the apprenticeship service value where we have been able to match the ULN. We supply these to make it easier to compare the values and decide which value needs correcting.
82. We have added a new error code; you can now identify when the employer has either paused or stopped payments.
83. A sample of a data matching error report is below:

<b>Rule Name</b>	<b>Description</b>	<b>ILR value</b>	<b>Apprenticeship service value</b>
DLOCK_01	No matching UKPRN record found	9999999	8888888
DLOCK_02	No matching ULN found	123456789	(blank)
DLOCK_03	No matching standard code found	21	22
DLOCK_04	No matching framework code found	440	441
DLOCK_05	No matching programme type code found	2	3
DLOCK_06	No matching pathway code found	9	7
DLOCK_07	No matching negotiated cost of training and assessment found	7250	7300
DLOCK_08	Multiple matching records found on the apprenticeship service	123456789	Multiple values will not be reported
DLOCK_09	The learning delivery start month is before the agreed start month	10/06/2018	(blank)
DLOCK_10	The employer has stopped the apprenticeship		
DLOCK_11	The employer is not currently a levy payer		
DLOCK_12	The employer has paused payments for this apprentice		

84. If there are no data matching errors, this report will be blank.
85. This is a CSV file.

## **Apps Additional Payment Report**

86. This is a report for earnings generated under Funding model 36 (Apprenticeships from 1 May 2017). We will only generate this report when the ILR submission window has closed. This does not include any earnings claimed through the EAS as the EAS data is at an aggregate level, not at a detailed level.
87. The report shows the additional payments generated for you or the employer or for the apprentice where the apprentice is a 16- to 18-year-old or an eligible 19- to 24-year-old.
88. The intention of the report is to show which employers have had an additional payment generated for them. The report shows the employer identifier from the ILR and the employer name from the Apprenticeship Service where one or both of these are present.
89. We base the rows in this report primarily on the payments made for each collection from R01 to R14, rather than having a row for each apprentice in the latest ILR return. Where there are no longer ILR earnings (for example, an apprentice has been removed from an ILR file) the details from the ILR file will not be shown, and there will be no earnings, but the negative payments generated will be shown. In this scenario, it is likely that a positive payment will be in a report for an earlier collection and a negative payment for the collection where you removed the apprentice.
90. Where we generate apprentice, provider and employer additional payments, we will show these payments on separate rows.
91. Where there are earnings generated but no payments made (for example, if there is a data matching error for the apprentice), the apprentice will not be included on this report.
92. This is a CSV file.

## **Apps Co-Investment Contributions Report**

93. We have renamed this report from the 'Apps Co-Funding Contributions' report to the 'Apps Co-investment Contributions report'.
94. This is a report for earnings generated under Funding model 36 (Apprenticeships from 1 May 2017). We will only generate this report when the ILR submission window has closed. It does not include EAS data as the EAS data is at an aggregate level, not at a detailed level.

95. This report shows the co-investment required from employers for each month, for each apprentice. We identify the employer using the Employer identifier recorded in the ILR. We only supply the employer name for levy-contracted apprenticeships, and this is the name recorded on the apprenticeship service.
96. For small employers, co-investment is not required for some apprentices depending on their age, and they will not be included on this report. See the [Apprenticeship Technical Funding Guide for starts from May 2017](#) for more information.
97. If you are delivering apprenticeships to your own staff, you do not need to record any co-investment payments on the ILR. In these cases, please record the Learning and Delivery Monitoring (LDM) code 356 ("Apprenticeship being delivered to own employees"). However, these apprentices will still be included in this report to indicate the co-investment that is still required, even though we do not expect to see payment transactions recorded in the ILR.
98. In some exceptional cases we may authorise you to use LDM code 361 ('Waiver to record payment records for apprenticeships') for apprenticeships not being delivered to your own staff, if we agree there is no requirement for co-investment payments to be recorded. However, these apprentices will still be included in this report to indicate the co-investment that is still required, even though we do not expect to see payment transactions recorded in the ILR.
99. If no co-investment is required, this report will be blank.
100. We base the rows in this report primarily on payments made for each collection from R01 to R14, rather than having a row for each apprentice in the latest ILR return.
101. Where there are no longer ILR earnings (for example, an apprentice has been removed from an ILR file) the details from the ILR file will not be shown, but the payments generated will be shown. In this scenario, it is likely that a positive payment will be in a report for an earlier collection, and a negative payment shown for the collection where you removed the apprentice.
102. Where there are earnings generated but no payments made (for instance if there is a data matching error for the apprentice), the apprentice will not be included on this report.
103. This is a CSV file.

## **Apps Indicative Earnings Report**

104. This is a report for earnings generated under Funding model 36 (Apprenticeships from 1 May 2017). It does not include EAS data as the EAS data is at an aggregate level, not at a detailed level.
105. This is a detailed report for apprenticeships and contains the key information about each apprentice, their learning activity and their expected earnings generated each month.
106. This report shows a row for each learning aim, except in cases where you negotiate a new price during an apprenticeship, when we show multiple rows for one learning aim with different prices.
107. We generate this report during the ILR submission window, before the payment process at the end of the collection period occurs. As a result, this report does not show how the total earnings for programme funding break down into contributions expected from the employer and payments from co-investment or the levy account, because this breakdown is not known at the point the report is processed.
108. See paragraph 65 for information on the funding line types for apprenticeships.
109. All Funding model 36 aims are included in this report, regardless of whether there are earnings. If there are no Funding model 36 aims in your ILR submission, this report will be blank.
110. This is a CSV file.

## **Apps Monthly Payment Report**

111. This is a report for payments generated under Funding model 36 (Apprenticeships from May 2017). We will only generate this report when the ILR submission window has closed so that we can match ILR data with the apprenticeship service at the end of each ILR collection. It does not include EAS data as the EAS data is at an aggregate level, not at a detailed level.
112. We have removed earnings from this report from last year, to make this report simpler. For earnings, please see the Apps Indicative Earnings Report.

113. The report explains how we will pay earnings; through co-investment, from a digital account, or a combination of the two.
114. This report contains the key information about each apprentice, their learning activity, and the funding earned each month (both programme funding and additional payments) and the payments generated.
115. This report shows a row for each learning aim, except in cases where you negotiate a new price during an apprenticeship, when we show multiple rows for one learning aim with different prices. If you change the contract type for an apprentice, this will generate multiple rows for each learning aim.
116. We base the rows shown in this report primarily on the payments made for each collection from R01 to R14.
117. Where there are no longer ILR earnings (for example, an apprentice has been removed from an ILR file) the details from the ILR file will not be shown, but the negative payments generated will be shown. In this scenario, it is likely that we will show a positive payment in this report in a column for an earlier collection and a negative payment in this report for the collection where you removed the apprentice.
118. Because we do not base the rows in this report on the latest ILR file, there will be some instances where the aim sequence number shown on the report does not match the aim sequence number in the latest ILR record.
119. Where there are earnings generated but no payments made (for example, if there is a data matching error for the apprentice), the apprentice will not be included on this report.
120. There are payments columns corresponding to the end of each ILR collection period, as these payments depend on the information in the apprenticeship service at that point. For example, an apprentice who started in June but was not included in the ILR returns until the 'R14' return would appear in this report with payments shown in the R14 columns. These payments would depend on the balance available in their employer's account as at the end of the R14 collection.
121. We have split the employer payments from the payments for learning support, English and maths, and additional payments for providers.

122. See paragraph 65 for information on the funding line types for apprenticeships.

123. If your ILR submission generates no payments for this report, this report will be blank.

124. This is a CSV file.

### **Reconciling the Apps Monthly Payment report with remittance advice documents**

125. We will not show the values you have entered in the Earnings Adjustment Statement in the Apps Monthly Payment report. However, they are included in remittance advice documents and in payments, so these values cannot be reconciled using this report.

126. The Apps Monthly Payment report shows payments derived from ILR data for the 2018 to 2019 year only. However, the remittances earlier in the 2018 to 2019 year may contain funding relating to 2017 to 2018 ILR data, for example, from ILR collections R13 and R14. The payments from 2017 to 2018 ILR data will not be shown in this report.

127. In some cases, this report shows records with a funding line type of 'None'. These instances can occur when your ACT dates do not match the dates of the learning aim and the funding calculation cannot identify which funding line type to allocate to that funding. For example, the ACT date is only one month long but the programme aim is one year long – after the first month, the funding line type will be 'None'. We will not pay any values against this funding line type, so we recommend you filter out this funding line type when reconciling with remittance advice documents.

128. The table below shows how the columns in the report correlate to the classifications in the remittance advice documents.

Remittance title	Apps Monthly Payment Report data items
<p>16 to 18 non-levy apprenticeships <i>(previously called '16 to 18 non levy apprenticeships')</i></p>	<p><b>Where</b> the 'Funding line type' is:</p> <ul style="list-style-type: none"> <li>• '16-18 Apprenticeship (From May 2017) Non-Levy Contract (non-procured)' <b>OR</b></li> <li>• '16-18 Apprenticeship Non-Levy Contract (procured)'</li> </ul> <p><b>Sum</b> the following fields for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14):</p> <ul style="list-style-type: none"> <li>• The 'Co-investment payment for' column</li> <li>• The columns for: <ul style="list-style-type: none"> <li>• 'payments for learning support, disadvantage and framework uplifts'</li> <li>• 'English and maths payments'</li> <li>• 'Provider additional payments'</li> </ul> </li> </ul> <p>(this excludes the employer and apprentice additional payments)</p>
<p>16 to 18 non-levy apprenticeships additional payments for employers <i>(previously called '16 to 18 non levy apprenticeships employer')</i></p>	<p><b>Where</b> the 'Funding line type' is:</p> <ul style="list-style-type: none"> <li>• '16-18 Apprenticeship (From May 2017) Non-Levy Contract (non-procured)' <b>OR</b></li> <li>• '16-18 Apprenticeship Non-Levy Contract (procured)'</li> </ul> <p><b>Sum</b> the 'Employer additional payments' columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14)</p>

Remittance title	Apps Monthly Payment Report data items
<p>16 to 18 non-levy apprenticeships additional payments for individuals <i>(the previous title was '16-18 NonLevy Additl payments Individuals')</i></p>	<p><b>Where</b> the 'Funding line type' is:</p> <ul style="list-style-type: none"> <li>• '16-18 Apprenticeship (From May 2017) Non-Levy Contract (non-procured)' <b>OR</b></li> <li>• '16-18 Apprenticeship Non-Levy Contract (procured)'</li> </ul> <p><b>Sum</b> the 'Apprentice additional payments' columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14)</p>
<p>19+ non-levy apprenticeships <i>(the previous title was '19+ non levy apprenticeships')</i></p>	<p><b>Where</b> the 'Funding line type' is:</p> <ul style="list-style-type: none"> <li>• '19+ Apprenticeship (From May 2017) Non-Levy Contract (non-procured)' <b>OR</b></li> <li>• '19+ Apprenticeship Non-Levy Contract (procured)'</li> </ul> <p><b>Sum</b> the following fields for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14):</p> <ul style="list-style-type: none"> <li>• The 'Co-investment payment for' column</li> <li>• The columns for: <ul style="list-style-type: none"> <li>• 'payments for learning support, disadvantage and framework uplifts'</li> <li>• 'English and maths payments'</li> <li>• 'Provider additional payments'</li> </ul> </li> </ul> <p>(this excludes the employer and apprentice additional payments)</p>
<p>19+ non-levy apprenticeships additional payments for employers <i>(the previous title was '19+ non levy apprenticeships employer')</i></p>	<p><b>Where</b> the 'Funding line type' is:</p> <ul style="list-style-type: none"> <li>• '19+ Apprenticeship (From May 2017) Non-Levy Contract (non-procured)' <b>OR</b></li> <li>• '19+ Apprenticeship Non-Levy Contract (procured)'</li> </ul> <p><b>Sum</b> the 'Employer additional payments' columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14)</p>

Remittance title	Apps Monthly Payment Report data items
19+ non-levy apprenticeships additional payments for individuals <i>(the previous title was '19+ NonLevy Additl payments Individuals')</i>	<p><b>Where</b> the 'Funding line type' is:</p> <ul style="list-style-type: none"> <li>• '19+ Apprenticeship (From May 2017) Non-Levy Contract (non-procured)' <b>OR</b></li> <li>• '19+ Apprenticeship Non-Levy Contract (procured)'</li> </ul> <p><b>Sum</b> the 'Apprentice additional payments' columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14)</p>
16 to 18 levy funded apprenticeships <i>(the previous title was '16 to 18 Levy funded by levy')</i>	<p><b>Sum</b> the 'Levy payment for' the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14)</p> <p><b>Where</b> the 'Funding line type' is '16-18 Apprenticeship (From May 2017) Levy Contract'</p>
16 to 18 levy apprenticeships funded by co-investment <i>(the previous title was '16 to 18 Levy co-invested')</i>	<p><b>Sum</b> the 'Co-investment payment for' the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14)</p> <p><b>Where</b> the 'Funding line type' is '16-18 Apprenticeship (From May 2017) Levy Contract'</p>
16 to 18 levy apprenticeships funded by ESFA <i>(the previous title was '16 to 18 Levy funded by ESFA')</i>	<p><b>Sum</b> the columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14) for</p> <ul style="list-style-type: none"> <li>• 'payments for learning support, disadvantage and framework uplifts'</li> <li>• 'English and maths payments'</li> <li>• 'Provider additional payments'</li> </ul> <p><b>Where</b> the 'Funding line type' is '16-18 Apprenticeship (From May 2017) Levy Contract'            (this excludes the employer and apprentice additional payments)</p>

Remittance title	Apps Monthly Payment Report data items
<p>16 to 18 levy apprenticeships additional payments for employers <i>(the previous title was '16 to 18 Levy employer')</i></p>	<p><b>Sum</b> the 'Employer additional payments' columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14) <b>Where</b> the 'Funding line type' is '16-18 Apprenticeship (From May 2017) Levy Contract'</p>
<p>16 to 18 levy apprenticeships additional payments for individuals <i>(the previous title was '16-18 Levy Additl payments Individuals')</i></p>	<p><b>Sum</b> the 'Apprentice additional payments' columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14) <b>Where</b> the 'Funding line type' is '16-18 Apprenticeship (From May 2017) Levy Contract'</p>
<p>19+ levy funded apprenticeships <i>(the previous titles to be summed were: '19+ Levy funded by levy' and '19+Levy LevyFunded')</i></p>	<p><b>Sum</b> the 'Levy payment for' column for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14) <b>Where</b> the 'Funding line type' is '19+ Apprenticeship (From May 2017) Levy Contract'</p>
<p>19+ levy apprenticeships funded by co-investment <i>(the previous titles to be summed were: '19+ Levy co-invested' and '19+Levy Colnvested')</i></p>	<p><b>Sum</b> the 'Co-investment payment for' column for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14) <b>Where</b> the 'Funding line type' is '19+ Apprenticeship (From May 2017) Levy Contract'</p>
<p>19+ levy apprenticeships funded by the ESFA <i>(the previous titles to be summed were: '19+ Levy funded by ESFA' and '19+Levy AgencyFund')</i></p>	<p><b>Sum</b> the columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14) for</p> <ul style="list-style-type: none"> <li>• 'payments for learning support, disadvantage and framework uplifts'</li> <li>• 'English and maths payments'</li> <li>• 'Provider additional payments'</li> </ul> <p><b>Where</b> the 'Funding line type' is '19+ Apprenticeship (From May 2017) Levy Contract' (this excludes the employer and apprentice additional payments)</p>

Remittance title	Apps Monthly Payment Report data items
<p>19+ levy apprenticeships additional payments for employers <i>(the previous title was '19+ Levy employer')</i></p>	<p><b>Sum</b> the 'Employer additional payments' columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14) <b>Where</b> the 'Funding line type' is '19+ Apprenticeship (From May 2017) Levy Contract'</p>
<p>19+ levy apprenticeships additional payments for individuals <i>(the previous title was '19+ Levy Additl payments Individuals')</i></p>	<p><b>Sum</b> the 'Apprentice additional payments' columns for the appropriate periods (August (R01), September (R02) up to the latest collection which may include R13 or R14) <b>Where</b> the 'Funding line type' is '19+ Apprenticeship (From May 2017) Levy Contract'</p>

## **Career Learning Pilot Occupancy Report**

129. This is the detailed report for the pilot; recorded with the Learning Delivery Monitoring (LDM) code 359 ('Career learning pilot') either as:

- a. an Advanced Learner Loan under Funding model 99 (Non-funded) with a Learning Delivery Funding and Monitoring Type 'ADL' ('Advanced Learner Loans indicator'),  
**OR**
- b. under Funding model 81 (Other Adult).

130. This report contains the key information about the learning aim references, learners and the month your data generated any earnings.

131. All learning aims with the LDM code 359 recorded under funding models 99 or 81 are included in this report, regardless of whether there are earnings. If there are no LDM code 359 aims recorded under funding models 99 or 81 in your ILR submission, this report will be blank.

132. This is a CSV file.

## **CL Summary of Learners by Non-Single Budget Category Report**

133. This is an aggregated report detailing the number of learners and enrolments for the former 'Community Learning' programme recorded under Funding model 10 (Community Learning).

134. All Funding model 10 learning aims are included in this report. If there are no Funding model 10 learning aims in your ILR submission, this report will be blank.

135. This is a PDF file.

## **EAS Funding Report**

136. This is a report detailing the valid rows of data from the corresponding EAS Data submission as they appeared in your submission.

137. We generate this report after you submit the EAS. If you do not submit EAS data, we will not generate this report.

138. You can find this report in the EAS submission area of your active, completed or archived reports after you upload your file to the Hub.

139. This is a csv file.

### **ESF Supplementary Data Funding Report**

140. This is a report detailing the valid rows of data from your ESF Supplementary Data submission as they appeared in your submission.

141. Where there is a Cost Type of 'Unit Cost' or 'Unit Cost Deduction', this report will look up the corresponding value for the deliverable you are claiming against, and this will be added to the Value column.

142. We generate this report after you submit the ESF Supplementary Data. If you do not submit an ESF Supplementary data file, we will not generate this report.

143. You can find this report in the ESF Supplementary Data submission area of your active, completed or archived reports after you upload your file to the Hub.

144. This is a csv file.

### **ESF Aim and Deliverable Report**

145. This is the most detailed report for the European Social Fund programme; recorded under Funding model 70 (ESF).

146. This report is generated after the ILR is submitted and after the supplementary data submission. Note that the supplementary data is not included in the report.

147. This contains the key information about the learning aim, the learner, the deliverables and unit costs (if applicable). Where a learning aim has multiple deliverables generated or a deliverable with earnings in two months, we show a row for each deliverable for each month.

148. All Funding model 70 aims are included in this report, regardless of whether there are earnings. If there are no Funding model 70 aims in your ILR submission, this report will be blank.

149. This is a CSV file.

## **ESF Funding Summary Report**

150. This is the summary report for the European Social Fund programme; recorded under Funding model 70 (ESF).

151. We generate this report after you submit the ILR and/or the supplementary data submission; it does not matter which order you submit the data.

152. We show this report as a spreadsheet with a tab for each relevant contract number. Each tab aggregates the funding for each month by deliverable lines. It also combines earnings from the ILR and the supplementary data. The report shows all months of the ESF programme, because you can return the supplementary data with information going back to the start of a provider's contract.

153. If your ILR and/or supplementary data submissions generate no earnings, this report will be blank.

154. This is an Excel file.

## **Funding Summary Report**

155. This is the summary report for earnings recorded under:

- Funding model 35 (Adult skills)
- Funding model 36 (Apprenticeships from 1 May 2017)
- Funding model 81 (Other Adult – for trailblazer standards only). It does not include the career learning pilot earnings recorded under this funding model.
- Funding model 25 (16 to 19 (except apprenticeships)) where the Source of Funding is 105 (Education and Skills Funding Agency (ESFA) - Adult)
- Funding model 99 (Non-funded) where the learner attracts loans bursary funding. It does not include the career learning pilot earnings recorded under this funding model.

156. The main changes to this report from 2017 to 2018 are:

- We have reordered the report to bring together apprenticeship 'carry-in' contracts that are no longer applicable to new starts
- We do not include the 25+ Students with an EHCP funding line in 2018 to 2019.
- Some loans bursary earnings will be excluded as these will be reported separately under the career learning pilot reports
- The traineeships funded under the 16-19 funding model that subsequently turn 19 are now included in the 16-18 traineeships section instead of the AEB section.

157. We generate this report after you submit the ILR and/or the Earnings Adjustment Statement (EAS); it does not matter what order you submit the ILR or the EAS.

158. The key programmes this report covers are:

- the Adult Education Budget (for provision which is formula-funded)
- apprenticeships that started before 1 May 2017
- apprenticeships that started from 1 May 2017
- traineeships funded through the Adult Education Budget or the 16 to 18 Traineeships budget
- Advanced Learning Loans bursary; except earnings from the career learning pilot

159. This report aggregates the funding for each month by funding age band, by programme and key funding line type. It also combines earnings from the ILR and the EAS. The months in this report are the months when you delivered the learning, or other dates from the ILR such as the actual end date for achievements, rather than the month of payment.

160. For Funding model 36 apprentices, this report gives a summary of total earnings per apprentice, which may include a contribution from the employer. As we produce this report during the ILR submission window, it does not show the payments from levy or co-investment, as we do not know this information at this point. However, we will produce another version of this report at period-end that will show details of payments. See Funding Summary Report (produced at period end) for more information.

161. See paragraph 65 for information on the funding line types for adults and apprenticeships.
162. If your ILR and/or EAS submissions generate no earnings, this report will be blank.
163. This is an Excel file.

### **Funding Summary Report (produced at period end)**

164. This version of the report includes the apprenticeship payments we calculate when we match ILR data with the apprenticeship service at the end of each ILR collection.
165. The structure is similar to the Funding Summary Report produced following ILR submissions (as described from paragraph 155). However, we base the figures for apprenticeships that started from 1 May 2017 onwards on the payments calculated at the end of each collection. This will show the split between payments from co-investment and from levy accounts.
166. The figures shown for each month in the report will relate to the month of delivery, which is a different basis to reports such as the Apps Monthly Payment report that shows payments against the 14 collection periods in a year.
167. If your ILR and/or EAS submissions generate no earnings or payments, this report will be blank.
168. This is an Excel file.

### **Main Occupancy Report**

169. This is the detailed report for adult skills; recorded under Funding model 35 (Adult skills) and some learners with learning aims recorded under Funding model 25 and Source of Funding 105 (Education and Skills Funding Agency (ESFA) - Adult).
170. It contains the key information about the learning aims, the learner and the funding generated each month. It does not include EAS data as the EAS data is at an aggregate level, not at a detailed level.

171. For provision funded under Funding model 25, we show a row representing all funding for that learner within that funding model. For Funding model 35 provision, we show a row for each learning aim.
172. See paragraph 65 for information on the funding line types for adults and apprenticeships.
173. All aims recorded under the Funding models noted in paragraph 169 are included in this report, regardless of whether there are earnings. If there are no aims recorded under the Funding models noted in paragraph 169 in your ILR submission, this report will be blank.
174. This is a CSV file.

### **Non-Contracted Apprenticeships Activity Report**

175. This report shows learning aims for apprenticeships starting from 1 May 2017 where the ILR details for the learning aims have passed validation and we have calculated earnings, but where there is no relevant contract in place that would allow us to make payments for those earnings.
176. An example is where a provider has a non-Levy contract for adult apprentices, but not for apprentices aged 16 to 18. Because the ILR validation rules do not reject the ILR data if the apprentice's age does not match the contracts held by the provider, we will generate earnings for these apprentices.
177. The report shows some ILR details for each learning aim, and some derived funding information such as the funding line type and the total earnings in each month. Where a learning aim has multiple price episodes within the year, we show a row for those price episodes without a matching contract.
178. This is a CSV file.

## **Summary of Funding Model 35 Funding Report**

179. This report shows the earnings generated under Funding model 35 (Adult skills) by the programme type.
180. See paragraph 65 for information on the funding line types for adults and apprenticeships.
181. If your ILR submission generates no earnings, this report will be blank.
182. This is a CSV file.

## **Trailblazer Apprenticeships Employer Incentives Report**

183. This report shows the employer incentives that have been generated for each employer for apprenticeship standards funded under the trailblazer pilot; recorded under Funding model 81 (Other Adult).
184. If your ILR submission generates no earnings, this report will be blank.
185. This is a CSV file.

## **Trailblazer Apprenticeships Occupancy Report**

186. This report shows the detailed information at learning aim level for apprenticeship standards funded under the trailblazer pilot; recorded under Funding model 81 (Other Adult) and where the programme type (Progtype) = 25 (Apprenticeship standard).
187. All aims recorded under the trailblazer pilot are included in this report, regardless of whether there are earnings. If there are no aims recorded under the trailblazer pilot in your ILR submission, then this report will be blank.
188. This is a CSV file.

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