



Education & Skills
Funding Agency

Funding claims user guide

January 2020

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Introduction

The aim of this document is to:

- provide an overview of the funding claims process
- provide detailed key user functionality
- demonstrate key areas of the system
- identify where and who to go for further help and support

It covers the following:

1. How do I make a funding claim?
2. Filing in the form
3. How to submit your claim
4. Reports
5. Help and support



How do I make a funding claim?

To get started:

1. Go to <https://submitlearnerdatabeta.fasst.org.uk/>
2. Sign in to the service using your usual IDAMS log in details
3. Choose 'Funding claims: view and submit from the options on screen'

Figure 1: an example of how to access funding claims

GOV.UK Submit learner data

BETA This is a new service – your [feedback](#) will help us to improve it.

A N Other UKPRN:12345678 [Sign out](#)

What do you want to do?

- Upload ILR (Individualised Learner Records) data
- Upload EAS (Earnings Adjustment Statement)
- Upload ESF (European Social Fund) supplementary data
- Funding claims: view and submit

or

- Download reports

[Continue](#)

Help and support

ESFA support desk

Telephone: 0370 267 0001
Monday to Thursday, 9:00am to 5:00pm
Friday, 9:00am to 4:00pm

Email: sde.servicedesk@education.gov.uk

Tools and services

- [FIS \(Funding Information Service\)](#)
- [LARS \(Learning Aims Reference Service\)](#)
- [ILR Learner entry tool](#)
- [ILR FileMerge](#)

4. You'll be taken to a summary page. If a funding claim is due, you'll see a green button labelled 'Review and Edit'. Click that button to get started.

Figure 2: an example showing submissions and claim dates

GOV.UK Submit learner data

BETA This is a new service – your [feedback](#) will help us to improve it.

A N Other UKPRN:12345678 [Sign out](#)

Funding claim submissions

Mid Year (R06) Funding Claim 2019 to 2020

Open for submission [Review and Edit](#)

Last submitted: 29 January 2020 at 4:00pm	View submission
Last submitted: 29 January 2020 at 3:59pm	View submission
Last submitted: 29 January 2020 at 3:57pm	View submission
Last submitted: 24 January 2020 at 12:08pm	View submission
Last submitted: 24 January 2020 at 9:34am	View submission

14 days

until Mid Year (R06) Funding Claim 2019 to 2020 closes on Thursday 13 February at 5:00pm

More actions

- [Submit another file type](#)
- [View ILR data](#)

Filling in the form

If you have contracts for both adult funding and 16 to 19 funding, these parts of the form are separate, across 2 web pages.

You can save the form to complete later at any time.

For **mid-year and year-end funding claims:**

We need you to supply up-to-date figures for delivery.

We will pull through the 'delivery to date' figures based on your ILR/EAS data submissions. As a provider, you need to fill in the 'forecasted delivery' for each field for the rest of the year.

For the deliverables lines that are none formula funded (e.g. community learning – programme funding) you will need to enter your actual delivery and forecast figures from your own records as these are not pulled through your ILR/EAS data submissions.

In your **final funding claim:**

You only need to agree the figures, as we will use your ILR/EAS to pull through your actual delivery figures.

The 'exceptional adjustments' column must only be used to make changes if you've agreed an exceptional adjustment with us beforehand.

For the deliverables lines that are none formula funded (e.g. community learning), you will need to enter your actual delivery from your own records as these are not pulled through your ILR/EAS data submissions.

Figure 3: a funding claims form example. You can save the form using the buttons at the bottom of the form.

Mid Year (R06) Funding Claim 2019 to 2020

ESFA funded Adult Education Budget (non-procured)

Adult Education Budget contract value = £1,352,053.00
 ...of which Community Learning contract value = £26,496.00

	Delivery to date (£)	Forecasted delivery (£)	Total delivery (£)
Adult Skills - programme funding	£0.00	<input type="text" value="£0.00"/>	£0.00
Adult Skills - learning support	£0.00	<input type="text" value="£0.00"/>	£0.00
Learner Support - 19+ hardship	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>	£0.00
Learner Support - 20+ childcare	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>	£0.00
Learner Support - residential access fund	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>	£0.00
Learner Support - administration expenditure	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>	£0.00
Community Learning - programme funding	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>	£0.00
ESFA funded Adult Education Budget (non-procured) Total	£0.00	£0.00	£0.00

Advanced Learner Loans Bursary

Loans Bursary contract value = £322,122.00

	Delivery to date (£)	Forecasted delivery (£)	Total delivery (£)
Bursary funding	£0.00	<input type="text" value="£0.00"/>	£0.00
Hardship	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>	£0.00
Childcare	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>	£0.00
Residential access fund	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>	£0.00
Area costs	£0.00	<input type="text" value="£0.00"/>	£0.00
Excess claims	£0.00	<input type="text" value="£0.00"/>	£0.00
Administration expenditure	<input type="text" value="£0.00"/>	<input type="text" value="£0.00"/>	£0.00
Advanced Learner Loans Bursary Total	£0.00	£0.00	£0.00

Errors

You will not be able to submit a form until it's clear of any errors. Errors will appear in line, where the problem is on the form in red text.

As soon as the errors are corrected, you will be able to continue.

Figure 4: an example of an error that stops you from submitting your form.

Mid Year (R06) Funding Claim 2019 to 2020

ESFA funded Adult Education Budget (non-procured)

Adult Education Budget contract value = £1,352,053.00
...of which Community Learning contract value = £26,496.00

	Delivery to date (£)	Forecasted delivery (£)	Total delivery (£)
Adult Skills - programme funding	£0.00	This figure can be a maximum of 8 digits plus 2 decimal places. £999,999,999.99	£0.00

How to submit your claim

When you are happy with the figures on the form select 'Save and continue'.

We will validate your form and let you know if there is anything that does not seem correct, e.g. not entering data we were expecting figures for. You can choose to go back and edit your form or continue.

If you continue or if everything looks fine with your form, you will see a declaration which you need to read and agree to.

Tick the check box to agree and then select 'Confirm and submit'.

You will receive a confirmation message and an explanation of what happens next.

Once you have submitted your Final Funding Claims on Submit Learner Data, you will be able to view and sign it on Manage Your Education and Skills Funding within 15 minutes.

Figure 5: a validation message example

Please check your data

AEB Community Learning - Programme Funding

You entered: £0.00

Are you sure you want to leave the figure at £0.00?

[Edit](#)

[Continue](#)

Figure 6: a declaration example

Your declaration

As far as I know, this funding is complete and is in line with published 2019 to 2020 funding and performance management rules:

[Adult education budget funding rules](#)

[Advanced learner loans funding rules](#)

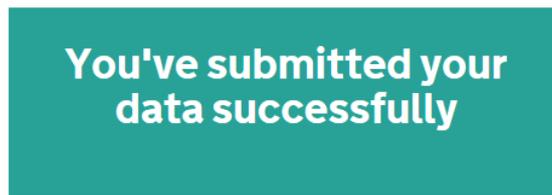
[Advice: funding regulations for post-16 provision](#)

I confirm the data is correct

[Save and finish later](#)

[Confirm and Submit](#)

Figure 7: the confirmation example



[View your funding claim submissions](#)

What happens next

You can edit your data and submit again until 13 February 2020.

[What did you think of this service?](#) (takes 30 seconds)

Submission reports

We will store all your submissions going forward. You can access them any time from the 'Funding claim submissions' page.

Select 'View submission' next to the submission report you want to view. You will then see a page that presents you with the data you submitted.

Figure 8: how to view your submissions on the 'Your submissions' page

The screenshot shows the 'Submit learner data' page on GOV.UK. The page header includes the GOV.UK logo and the text 'Submit learner data'. Below the header, there is a 'BETA' notice: 'This is a new service - your feedback will help us to improve it.' The user is logged in as 'A N Other' and has a 'Sign out' link. The main heading is 'Funding claim submissions'. There are two main sections for submissions:

- Mid Year (R06) Funding Claim 2019 to 2020**
 - Status: Open for submission
 - Action: [Review](#) (green button)
 - Last submitted: 24 January 2020 at 11:55am [View submission](#)
 - Last submitted: 17 January 2020 at 2:35pm [View submission](#)
- Final funding claim 2018/19**
 - Last submitted: 17 October 2019 at 11:48am [View submission](#)

On the right side, there is a blue box with a white border containing the text: '14 days until Mid Year (R06) Funding Claim 2019 to 2020 closes on Thursday 13 February at 5:00pm'. Below this box is a 'More actions' section with two links: [Submit another file type](#) and [View ILR data](#).

Help and support

Email: sde.servicedesk@education.gov.uk

Enquiry form: [ESFA enquiry form](#)

Telephone: 0370 267 0001

ESFA Support Desk opening hours

9:00am to 5:00pm Monday to Thursday

9:00am to 4:00pm Friday

8:30am to 6:00pm On ILR return days

The ESFA Support Desk is closed weekends and bank holidays. Queries can be raised out of hours by email.



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