



2013/14 – Earnings Adjustment Statement

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Publication intent Public

Introduction

1. The Earnings Adjustment Statement (EAS) is an online process that providers can use to claim funding that is not reported in the Individualised Learner Record (ILR). This funding falls into the following categories:
 1. Excess Learning Support
 2. Exceptional Learning Support
 3. Audit Adjustments
 4. Authorised Claims
 5. Learner Support.
2. Further information on Learning and Learner Support can be found in the [Funding Rules 2013/2014](#).
3. The categories above are claimed against various funding line types within the Adult Skills Budget. These funding line types are:
 1. 16-18 Apprenticeships
 2. 16-18 Traineeships
 3. 16-18 Traineeship Bursary
 4. 19-23 Apprenticeships
 5. 24+ Apprenticeships
 6. Classroom Based Provision
 7. Workplace Learning
 8. 24+ Advanced Learning Loans Bursary.
4. The EAS replaces the Training Provider Statement (TPS) that was used in 2012/13. In general, the process is very similar, although the design of the input form has been changed to reflect current funding policy. A copy of the form is reproduced in Annex 1.

5. For 16-19 Traineeship Bursary Claims, please refer to Traineeships Section of this document.

Accessing the EAS

6. The online EAS is not yet available. As an interim measure you are able to upload the EAS as a spreadsheet using Online Data Collections (OLDC) by using 'Attach', a new function for 2013/14. A copy of the spreadsheet can be found in Annex 2. Further details can be found [here](#).

How the EAS works

7. The EAS is available for each [collection period](#) during the funding year. You must enter the funding claimed for each category; this is in addition to any funding being earned from the ILR and should represent the value being claimed for each of the categories for that month. It is not the cumulative value for the funding year. The total amount of funding claimed in each of the collection period's EAS will be summarised to calculate the total claimed for the funding year.
8. For providers 'paid on actuals' it is expected that an EAS will be submitted each month. The value of that month's EAS will be included in any funding due in the next monthly payment.
9. For providers 'paid on profile' it will be an organisational decision on the frequency that the EAS is submitted. However, the Agency expects that most providers will submit an EAS at least every quarter.
10. It is important that each EAS claim has supporting evidence retained by the provider as appropriate for each funding line types and section.
11. If you have any technical queries about submitting the EAS, including what to do if you make a mistake, please contact the [service desk](#).
12. The information from the EAS will be used in the Provider Funding Report (PFR) Financial Summary Report when the full version is available. Currently the interim version does not include it.

EAS Sections

Excess Learning Support

13. The value claimed is the additional amount over and above the set amount of monthly Learning Support generated through data reported in the ILR. Where Excess Learning Support is claimed there must be evidence to support the total cost of the learning support, not just the Excess Learning Support claimed. Where the learner is on a 16-18 Traineeship and supported by the Agency or planned learning is less than 1 month, providers can claim all learning support through Excess Learning Support.

Exceptional Learning Support

14. Where Learning Support for a single learner is greater than £19,000 in a funding year then the excess over this amount must be claimed as Exceptional Learning Support and entered on the EAS. This funding can only be claimed where a Learning Support costs form has been submitted and agreed by the Agency.

Audit Adjustments

15. Where as part of an audit you are required to repay funding to the Agency you will be asked to use this section. This would only be used where you are not correcting ILR data as a part of the finding from an audit. It can only be used for funding relating to the current year. Repayments must be entered as a negative figure (-xxxx.xx). This field must not be used for any audit adjustments from a different funding year. We will advise you when to use this section.

Authorised Claims

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

Learner Support

17. This section covers Learner Support only for Apprenticeships. It must not be used for any funding relating to Discretionary Learner Support.

16-19¹ Traineeship Bursary Fund claims

18. Please read the Skills Funding Agency Funding Rules 2013/14 in conjunction with the EFA's 16-19 Bursary Fund Guide for 2013/14 when claiming for the 16-19 Bursary.

19. The 16-19 Bursary Fund has two elements – an element for learners in defined vulnerable groups ('vulnerable-student bursaries') and a discretionary element awarded by providers to young people that best fit the needs and circumstances of their learners ('discretionary bursaries'). Claims for the vulnerable-student bursaries and the discretionary bursaries must be totalled together (if both are being claimed) and entered as one single amount within the Excess Learning Support box in the 16-19 Traineeships Bursary section.

20. 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 1st August 2013 to 31st July 2014.

21. For the vulnerable-student bursary element of the 16-19 Bursary fund, you must first apply for the funding from the Learner Support Service. Once the application has been approved by the Learner Support Service, you can claim the funding using the EAS. Details of how to do this can be found in the Funding Rules 2013/2014.

24+ Advanced Learning Loans

¹ Although the title is 16-19 the bursary fund can only be used for learners aged 16 to 18 years old and funded through the EFA's funding method.

22. You can claim additional funding from the 24+ Advanced Learning Loans Bursary where the monthly rate does not cover the full cost of the support provided. You must only claim the additional funding needed each month, and you must continue to claim the standard funding rate(s) using the ILR. Where you claim 24+ Advanced Learning Loans Bursary you must retain audit evidence for the overall cost of support provided, including the funding earned using the ILR. This box may include a mixture of Learner and Learning Support, even though the row is labelled as Learning Support due to the nature of the bursary. Full details can be found in the funding rules.

Earnings Adjustment Statement Form 2013/2014



General Information

Collection Period:

Monthly Totals by Funding Stream

	16-18 Apprenticeships		16-18 Traineeships			Adult Skills Budget			FE Loans	
	16-18 Apprenticeships	16-18 Traineeships	16-18 Traineeships Bursary	19-23 Apprenticeships	24+ Apprenticeships	Classroom Based Provision	Workplace Learning	24+ Advanced Learning Loans Bursary		
Excess Learning Support	2 <input type="text"/>	<input type="text"/>	9 <input type="text"/>	10 <input type="text"/>	15 <input type="text"/>	20 <input type="text"/>	24 <input type="text"/>	28 <input type="text"/>		
Exceptional Learning Support	3 <input type="text"/>	<input type="text"/>	<input type="text"/>	11 <input type="text"/>	16 <input type="text"/>	21 <input type="text"/>	26 <input type="text"/>	29 <input type="text"/>		
Audit Adjustments	4 <input type="text"/>	7 <input type="text"/>	<input type="text"/>	12 <input type="text"/>	17 <input type="text"/>	22 <input type="text"/>	28 <input type="text"/>	<input type="text"/>		
Authorised Claims	5 <input type="text"/>	8 <input type="text"/>	<input type="text"/>	13 <input type="text"/>	18 <input type="text"/>	23 <input type="text"/>	27 <input type="text"/>	<input type="text"/>		
Learner Support	6 <input type="text"/>	<input type="text"/>	<input type="text"/>	14 <input type="text"/>	19 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Confirm and Submit

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

Note: It is understood that the save and submission functions will be handled outside of the form as part of standard collections portal functionality

EASR04CollectionAnnexA [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Page Layout Page Break Preview Custom Views Full Screen

Ruler Gridlines Message Bar Formula Bar Headings


Zoom 100% Zoom to Selection

New Window Arrange All Freeze Panes Hide Split View Side by Side Synchronous Scrolling Reset Window Position Window

Save Workspace Switch Windows Macros

M17

Click to add header



Earnings Adjustment Statement

Please read the notes page before completing this form. Please only complete the cells in yellow.

Provider Name UK Provider Registration Number (UKPRN)

	16-18 Apprenticeships	16-18 Traineeships	Adult Skills Budget			FE Loans		
	16-18 Apprenticeships	16-18 Traineeships	16-18 Traineeships Bursary	19-23 Apprenticeships	24+ Apprenticeships	Classroom Based Provision	Workplace Learning	24+ Advanced Learning Loans Bursary
Excess Learning Support	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Exceptional Learning Support	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Audit Adjustment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Authorised Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Learner Support	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Request completed by

Name

Position in Organisation

Email Address

Date of Completion

Please confirm that you have the authority to act on behalf of the applicant organisation

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

EAS EAS Notes

Page: 1 of 1

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