



Skills Funding
Agency

Earnings adjustment statement guidance 2016 to 2017

Version 1

This document sets out how to use the 2016 to 2017 earnings adjustment statement (EAS) for the adult education budget, Skills Funding Agency funded traineeships, 16 to 18 apprenticeships, adult apprenticeships and the advanced learner loans bursary.

September 2016

Of interest to colleges, training organisations and employers.

Contents

Introduction and purpose of the document.....	3
Understanding the terminology	3
How this document can help you	3
Changes from the 2015 to 2016 forms.....	3
Accessing the EAS forms.....	4
The type of programme you can claim funding for	4
The categories you can claim funding for within each programme	5
How and when to complete the claim forms.....	5
Details of what you can claim in the EAS.....	6
Excess learning support	6
Exceptional learning support	7
Audit adjustments	7
Authorised claims	7
Learner support	8
16 to 19 traineeship bursary and free meals fund claims	8
Advanced learner loans bursary	9
The Funding summary report.....	9
Annex 1: Screenshot of the Earnings Adjustment Statement.....	11

Introduction and purpose of the document

This document describes the features of the earning adjustment statement (EAS) for the 2016 to 2017 funding year. The EAS is an online form 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, please read this document along with our:

- [SFA funding rules 2016 to 2017](#)
- [SFA funding rates and formula 2016 to 2017](#)
- [ILR specification, validation rules and appendices 2016 to 2017](#)

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 Advanced Learner 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 the Funding summary report; one of our headline funding reports.

Changes from the 2015 to 2016 forms

There are no significant changes to the data requirements for the main EAS form. The 'Classroom Learning' and 'Workplace Learning' funding lines have been merged into the 'Other Learning' funding line within the adult education budget (AEB).

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-funded traineeships.
 - Adult apprenticeships.
 - Adult education budget– traineeships and ‘Other Learning’. The previous ‘Classroom Learning’ and ‘Workplace Learning’ funding lines have been merged into the ‘Other Learning’ funding line.
 - Advanced learner loans bursary.
3. The detailed funding line types you can claim funding for are:
 - 16 to 18 apprenticeships and Skills Funding Agency-funded traineeships:
 - 16 to 18 apprenticeships
 - 16 to 18 trailblazer apprenticeships
 - 16 to 18 traineeships
 - 16 to 19 traineeships bursary
 - adult apprenticeships:
 - 19 to 23 apprenticeships
 - 24+ apprenticeships
 - 19 to 23 trailblazer apprenticeships
 - 24+ trailblazer apprenticeships
 - adult education budget – traineeships and ‘Other Learning’:
 - 19 to 24 traineeships
 - AEB – other learning
 - advanced learner loans bursary:
 - advanced learner loans bursary

The categories you can claim funding for within each programme

4. The following categories are available for each funding line type except for the 16 to 19 traineeships bursary, unless noted otherwise.
 - Excess Learning Support.
 - Exceptional Learning Support.
 - Audit Adjustments.
 - Authorised Claims – except for the Advanced Learner Loans Bursary.
 - Learner Support – except for the Advanced Learner Loans Bursary.
5. The following categories are only available for the 16 to 19 traineeships bursary.
 - Vulnerable Student Bursary.
 - Discretionary Bursary.
 - Free Meals.
6. You can find further information on learning support, learner support and evidence requirements in the [SFA funding rules 2016 to 2017](#).

How and when to complete the claim forms

7. You must have supporting evidence for each funding line type and category.
8. The EAS is not the cumulative value for the funding year; it is the funding claimed for each month.
9. 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.
10. 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.

11. 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.
12. 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, R13 and the final R14 collection in October 2017.
13. 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.
14. For technical queries about submitting the EAS, please contact the [service desk](#).

Details of what you can claim in the EAS

Excess learning support

15. 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.
16. 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 2016, finishes on the 30 August 2016 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.

17. We expect providers to only claim for the funding they need.

- For example, a learner needs support for two months only; £100 in the first month and £200 in the second month equalling £300 in total. We expect you to only claim for two monthly payments of £150 to cover the total cost, we do not expect you to claim £50 excess in the second month.

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. You must not use this field 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 [SFA funding rules 2016 to 2017](#) or advised by us.

Learner support

23. You should not use this field for learner support for 16 to 19 traineeship bursary or the advanced learner loans bursary.

24. Learner support funding can only be claimed for:

- 16 to 18 apprenticeship frameworks
- adult apprenticeship frameworks
- 19 to 24 traineeships if you do not have a discretionary learner support (DLS) budget as described in the funding rules. For more information on DLS, please see the [SFA funding rules 2016 to 2017](#).

16 to 19 traineeship bursary and free meals fund claims

25. The 16 to 19 traineeship bursary and free meals fund can only be claimed for 16 to 19 traineeship learners funded by the SFA. Please read our [SFA funding rules 2016 to 2017](#) in conjunction with the [EFA's 16 to 19 bursary fund guide for 2016 to 2017](#) when claiming for the [16 to 19 education: financial support for students](#). You should also refer to the EFA's free meals advice [further education free meals: advice for FE funded institutions](#).

26. 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.

27. 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 2016 to 31 July 2017.

28. 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 [GOV.UK](#).

29. Once the application has been approved by the learner support service, you can claim the funding using the EAS.

Advanced learner loans bursary

30. Contract-funded providers can claim additional learner and learning support funding for learners with advanced learner loans where the fixed monthly rate does not cover the full cost of the support provided. The monthly rate will depend upon the details entered in the ILR for code ALB1, ALB2 or ALB3. 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.
31. For contract-funded providers, the 'Excess Support' column may include a mixture of learner and learning support. You can find full details in the [SFA Funding Rules 2016 to 2017](#).
32. Grant-funded providers should only claim excess learning support through the EAS.
33. If learning support for a single learner with an advanced learner 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 an [SFA: exceptional learning support - cost form](#) which has been agreed by us.
34. Where you claim the advanced learner loans bursary you must retain audit evidence for the overall cost of support provided, including the funding earned using the ILR.
35. For further information on what you can claim, please read the [SFA funding rules 2016 to 2017](#).

The Funding summary report

36. The funding claimed from the EAS is added to the funding earned in the ILR in the Funding summary report.
37. When you submit the EAS form it will not automatically trigger the generation of a Funding summary report. You need to resubmit your ILR file after the EAS file for the EAS data to be included in the Funding summary report.

38. 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.
39. The Funding summary report 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.
40. The example below shows the EAS funding lines for 16 to 18 apprenticeships.

16-18 Apprenticeships Budget					
16-18 Apprenticeships					
	Aug	Sep	Oct	Nov	
LR 16-18 Apprenticeships Programme Funding (£)	62,187.39	37,011.93	19,475.05	18,400.98	
LR 16-18 Apprenticeships Learning Support (£)	150.00	150.00	150.00	150.00	
ILR Total 16-18 Apprenticeships (£)	62,337.39	37,161.93	19,625.05	18,550.98	
EAS 16-18 Apprenticeships Audit Adjustments (£)	303.03	99,999,999.99	0.00	0.00	
EAS 16-18 Apprenticeships Authorised Claims (£)	-404.04	-99,999,999.99	0.00	0.00	
EAS 16-18 Apprenticeships Excess Learning Support (£)	101.01	999,999.99	0.00	0.00	
EAS 16-18 Apprenticeships Learner Support (£)	505.05	999,999.99	0.00	0.00	
EAS Total 16-18 Apprenticeships Earnings Adjustment (£)	505.05	1,999,999.98	0.00	0.00	
Total 16-18 Apprenticeships (£)	62,842.44	2,037,161.91	19,625.05	18,550.98	
16-18 Trailblazer Apprenticeships					
	Aug	Sep	Oct	Nov	
LR 16-18 Trailblazer Apprenticeships Programme Funding (Core Government Contribution, Maths and English) (£)	0.00	0.00	22,071.00	55,911.00	
LR 16-18 Trailblazer Apprenticeships Employer Incentive Payments (Achievement, Small Employer, 16-18) (£)	0.00	297,000.00	0.00	0.00	1.6
LR 16-18 Trailblazer Apprenticeships Learning Support (£)	0.00	0.00	0.00	0.00	
ILR Total 16-18 Trailblazer Apprenticeships (£)	0.00	297,000.00	22,071.00	55,911.00	1.6
EAS 16-18 Trailblazer Apprenticeships Audit Adjustments (£)	-808.08	0.00	0.00	0.00	
EAS 16-18 Trailblazer Apprenticeships Authorised Claims (£)	909.09	0.00	0.00	0.00	
EAS 16-18 Trailblazer Apprenticeships Excess Learning Support (£)	606.06	0.00	0.00	0.00	
EAS Total 16-18 Trailblazer Apprenticeships Earnings Adjustment (£)	707.07	0.00	0.00	0.00	
Total 16-18 Trailblazer Apprenticeships (£)	707.07	297,000.00	22,071.00	55,911.00	1.6
16-18 Traineeships					
	Aug	Sep	Oct	Nov	
LR 16-18 Traineeships Programme Funding (£)	36,858.70	36,858.70	0.00	0.00	
ILR Total 16-18 Traineeships (£)	36,858.70	36,858.70	0.00	0.00	
EAS 16-18 Traineeships Audit Adjustments (£)	1,111.11	0.00	0.00	0.00	
EAS 16-18 Traineeships Authorised Claims (£)	1,212.12	0.00	0.00	0.00	
EAS 16-18 Traineeships Excess Learning Support (£)	1,010.10	0.00	0.00	0.00	
EAS 16-19 Traineeships Bursary Vulnerable Student Bursary (£)	1,313.13	0.00	0.00	0.00	
EAS 16-19 Traineeships Bursary Free Meals (£)	1,515.15	0.00	0.00	0.00	
EAS 16-19 Traineeships Bursary Discretionary Bursary (£)	1,414.14	0.00	0.00	0.00	
EAS Total 16-18 Traineeships Earnings Adjustment (£)	7,575.75	0.00	0.00	0.00	
Total 16-18 Traineeships (£)	44,434.45	36,858.70	0.00	0.00	
Total 16-18 Apprenticeships Budget (£)	107,983.96	2,371,020.61	41,696.05	74,461.98	1.6
Total 16-18 Apprenticeships Budget Cumulative (£)	107,983.96	2,479,004.57	2,520,700.62	2,595,162.60	4.2

Annex 1: Screenshot of the Earnings Adjustment Statement

The screenshot below is an example of what the EAS looks like on the Hub.

Month	Open Date	Errors/Warnings			
- August	10 August 2016				
16-18 Apprenticeships and Skills Funding Agency-funded Traineeships - August					
	Excess Learning Support	Exceptional Learning Support	Audit Adjustments	Authorised Claims	Learner Support
16-18 Apprenticeships	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
16-18 Trailblazer Apprenticeships	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
16-18 Traineeships	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Vulnerable Bursary	Discretionary Bursary	Free Meals		
16-19 Traineeships Bursary	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Adult Apprenticeships - August					
	Excess Learning Support	Exceptional Learning Support	Audit Adjustments	Authorised Claims	Learner Support
19-23 Apprenticeships	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19-23 Trailblazer Apprenticeships	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
24+ Apprenticeships	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
24+ Trailblazer Apprenticeships	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Adult Education - Traineeships and Other Learning - August					
	Excess Learning Support	Exceptional Learning Support	Audit Adjustments	Authorised Claims	Learner Support
19-24 Traineeships	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
AEB-Other Learning	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Advanced Learner Loans - August					
	Excess Learning or Learner Support	Exceptional Learning Support	Audit Adjustments		
Advanced Learner Loans Bursary	<input type="text"/>	<input type="text"/>	<input type="text"/>		
September	7 September 2016				
October	7 October 2016				