



Education & Skills  
Funding Agency

# 2017 to 2018 ILR Funding Reports

## Version 2

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

November 2017

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

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

1. This document sets out the details of the funding reports that are generated when an Individualised Learner Record (ILR) is submitted to the Education and Skills Funding Agency (ESFA).
2. This document combines both sets of previous report guidance for both young people and adult programmes; it covers the funding reports generated through the following 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 only
  - Non-funded (Funding model 99) - for provision funded through Advanced Learner Loans which attracts loans bursary funding

## **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 to this document from version 1**

6. We have updated the document with new information about how funding will be recorded under the new procured contracts for the Adult Education Budget and non-levy apprenticeships, and a new section on the funding line types contained within the funding reports for adult and apprenticeship programmes. All changes are highlighted in yellow for ease.

## Data Sources

7. 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 2017 to 2018](#) 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 2017 to 2018](#)
  - [Earnings Adjustment Statement \(EAS\) guidance 2017 to 2018](#)
8. We may make changes to these documents.
9. We primarily source the data in these reports from our funding calculations. For more information about the funding calculations please refer to:
  - [the 16 to 19 funding calculation specification](#)
  - the [adult funding calculations](#).

## What are funding reports?

10. Funding reports are sets of detailed information showing the earnings we have calculated for you. These reports are designed 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.
11. The reports are generated after you submit an ILR file, an earnings adjustment statement (EAS) or a supplementary data file. After each submission has been processed, the reports are made available to download from [the Hub](#). As well as the reports triggered by submissions, there are three apprenticeship reports which are generated after the ILR submission window has closed.
12. We have produced these reports and guidance in collaboration with our Technical User Group.

13. For most of these reports, there are additional checks made in our systems which could result in values shown in the report not being paid. 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 shown on 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.
14. The Funding Information System (FIS) software also produces some of these reports; these are indicative versions which do not include information we hold centrally.
15. The reports range from headline funding reports which aggregate learner and learning aim information into the earnings by programme, to detailed reports at learning aim level.
16. 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).

17. The table below explains at a high level which report relates to each programme.

	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 Co-Funding Contributions Report			X				
Apps Indicative Earnings Report			X				
Apps Monthly Payment Report			X				
CL Summary of Learners by Non-Single Budget Category Report							X
EAS Submission Report		X	X	X	X		
ESF Aim and Deliverable Report						X	
ESF Funding Summary Report						X	
Funding Summary Report		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						
Summary of Funding Model 35 Funding by Learner Report		X			X		
Summary of Funding Model 35 Funding Report		X			X		
Supplementary Data Report						X	
Trailblazer Apprenticeships Employer Incentives Report		X					
Trailblazer Apprenticeships Occupancy Report		X					

## 16-19 Funding reports

18. We group funded students together into funding lines.
  - 16-19 Students (excluding High Needs Students): All students aged under 19, 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, 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 to 24 year old students not recorded as having an EHCP (see the next funding line type) are placed into the 19+ continuing students type.
  - 14-16 Direct Funded Students: we fund 14- to 16-year-olds who are enrolled at ESFA-funded institutions who have made arrangements to directly recruit young people in this age group.
19. 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:
  - 25+ Students with an EHCP
  - 16-18 Traineeships (Adult funded)
  - 19+ Traineeships (Adult funded)
20. 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).
21. Each section below details the individual funding report.



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

22. This report shows the funding earned by each individual student.
23. This report shows students who pass ILR validation, are recorded as having provision funded through the 16 to 19 funding model (Funding Model = 25).
24. 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.
25. Information for each student is shown, and they are grouped according to their funding line type.
26. The report can be consumed as an CSV file.

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

27. This report shows the funding earned by an institution according to the ILR return that has been loaded into FIS. It enables institutions to track how much funding they have earned to date.
28. 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.
29. Student numbers are split by funding line type. 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)').
30. 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.
31. 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.

32. Students who are funded through adult contracts but have their funding calculated by the 16 to 19 funding calculation are not shown in this report. These students fall under the following funding line types in the funding calculation:
- 25+ Students with an EHCP
  - 16-18 Traineeships (Adult funded)
  - 19+ Traineeships (Adult funded)
33. 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).
34. 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 to be signed by the accounting officer. It is also used for institutions, where reconciliation is appropriate, to determine whether any funds paid for 2017 to 2018 will be recovered for underperformance.
35. The report relies on the following outputs from the 16 to 19 funding calculation.

<b>Field on report</b>	<b>Field output by funding calculation</b>
Retention Factor	PrvRetentFactHist
Programme Cost Weighting Factor	ProgWeightHist
Area Cost	AreaCostFact1618Hist
Disadvantage Proportion	PrvDisadvPropnHist
Funding Line Type	FundLine
Funding Band	RateBand
Reference Date	LearnStartDate
Total Funding	OnProgPayment
Large Programme Proportion	PrvHistLrgProgPropn

36. The report includes a line to show how much funding will be removed for failing to meet the condition of funding.
37. The line '2017 to 2018 Condition of Funding removal' shows the funding that has been removed from your 2017 to 2018 allocation due to students not complying with the condition of funding on English and mathematics in 2015 to 2016.

38. The total funding (less condition of funding removal) figure will form the basis of the outturn used for all institutions, to ensure that the outturn and allocation figures are calculated on a consistent basis.
39. The report can be consumed as a PDF flat report.

### **High Needs Students Detail Report**

40. This report shows the same information as the high needs summary report (see section below) at student level. It shows you the EHCP and HNS statuses for students.
41. The report can be consumed as an CSV file.

### **High Needs Students Summary Report**

42. This report will help to improve recording of students with high needs.
43. 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.
44. 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.
45. 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.
46. 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.
47. Students have to be recorded with the HNS learner fam to be counted 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.
48. The report can be consumed as a PDF flat report.

## Maths and English Report

### Description

49. This report gives the maths and English status of every student, showing whether they have achieved at least a GCSE grade C in each subject and whether they are currently studying for a valid qualification in the subject. Those recorded as exempt from the condition of funding are also shown as such. The students to whom the condition of funding does not apply are also shown.
50. The report fully reflects the condition of funding policy and is designed to help institutions credibility check their data pertaining to the condition of funding on maths and English and identify data recording errors in the key fields that are used to determine the maths and English status.
51. More information on the condition of funding is available on gov.uk.

### Information used

52. 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. Students with a grade D or grade 3 GCSE maths qualification will be recognised 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. Students with a grade D or grade 3 GCSE English qualification will be recognised 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 which 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. Aims with this LARS validity and condition of funding type 1 will be recognised as a maths GCSE qualification. Aims with this LARS validity and condition of funding type 2 will be recognised 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. Aims with this LARS validity and condition of funding type 1 will be recognised as an English GCSE qualification. Aims with this LARS validity and condition of funding type 2 will be recognised as an English stepping stone qualification.

## Possible statuses

53. 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

54. 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:
  - 25+ High Needs Students
  - 16 to 18 Traineeships (Adult funded)
  - 19+ Traineeships (Adult funded)

55. 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.
56. 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.
57. 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'.
58. The report is available as a csv file.
59. The csv file can be used to filter for particular statuses using Excel, making it quick and easy to find students whose data may need to be corrected.



# Adult and apprenticeship funding reports

## Funding Line Types for adults and apprenticeships

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

### 16 to 18 traineeships budget

- a. **16 to 18 traineeships** – 16 to 18 year olds studying a traineeship where they are funded through an adult contract. The funding line type '16 to 18 Traineeships (Adult funded)' is calculated by the 16 to 19 calculation - see paragraph 19.

### Adult Education Budget

- b. **19 to 24 traineeship:** 19 to 24 year olds studying a traineeship. There are 3 separate funding line types for 19 to 24 traineeships:
  - i. **19 to 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 are funded within the procured contracts for the AEB.
  - ii. **19 to 24 traineeship (non-procured):** traineeships where the learner was 19 or older on 31 August of the funding year when they started the traineeship, where the provision is funded within the AEB but not within the procured contracts for the AEB. We have replaced the former funding line type of '19-24 Traineeship' with this new funding line type in the funding calculation.
  - iii. **19+ Traineeships (Adult funded):** Learners studying a traineeship who were funded under the 16 to 19 calculation and an adult contract, where their programme is still continuing on 1 August 2017 and the learner is 19 on 31 August 2017. See also paragraph 19.
- c. **AEB - Other Learning:** 19+ year olds being funded under the AEB who are not studying a traineeship. In 2017 to 2018 we changed this to exclude students who were previously funded under the 16 to 19 funding calculation (except traineeships described above) and are 19 or older on 31 August 2017; these now remain within the 16 to 19 funding system - see paragraph 20. 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 is 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, where the provision is funded within the AEB but not within the procured contracts for the AEB. We have replaced the former funding line type of 'AEB - Other Learning' with this new funding line type in the funding calculation.
- iii. **25+ Students with an EHCP:** Learners with an education, health and care plan (EHC plan) who started a study programme aged 24 or under, who were funded under the 16 to 19 calculation where their programme is still continuing on 1 August 2017 and the learner is 25 or older on 31 August 2017. This category is extremely rare. See also paragraph 19.

#### **16 to 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 who are treated as 16 to 18 year olds because they could not start when they were 16 to 18 for eligible reasons. The funding line types are:
  - i. **16 to 18 apprenticeship:** apprenticeship frameworks funded under the 'Adult skills' funding model (FM35).
  - ii. **16 to 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 to 23 at the start (apart from exceptions in the 16 to 18 category) or are older apprentices who are treated as 19 to 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 to 23 year olds. The two funding line types are:
- i. **19 to 23 apprenticeship:** apprenticeship frameworks funded under the 'Adult skills' funding model (FM35).
  - ii. **19 to 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 to 18 and 19 to 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 to 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 who are treated as 16 to 18 year olds because they could not start when they were 16 to 18 for eligible reasons, and are being funded under the apprenticeships funding model (FM36) and are 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 to 18 apprenticeship (from May 2017) non-levy contract:** this funding line type is currently used but will be replaced when the calculation is changed to support the new procured contracts.
  - ii. **16 to 18 apprenticeship (from May 2017) non-levy contract (non-procured):** this funding line type will replace the funding line type in the previous paragraph for apprentices not funded within procured contracts.
  - iii. **16 to 18 apprenticeship non-levy contract (procured):** this new funding line type will be added for apprentices who are funded under a procured contract.
- 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 to 18 category) and are being funded under the apprenticeships funding model (FM36) and are 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:** this funding line will be replaced when the calculation is changed to support the new procured contracts.
  - ii. **19+ apprenticeship (from May 2017) non-levy contract (non-procured):** this funding line type will replace the funding line type in the previous paragraph who are not funded within procured contracts.
  - iii. **19+ apprenticeship non-levy contract (procured):** this new funding line type will be added for apprentices who are funded under a procured contract.

## **Levy contracted apprenticeships budget for starts on or after 1 May 2017**

- i. **16 to 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 who are treated as 16 to 18 year olds because they could not start when they were 16 to 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) 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 **16 to 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 to 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.
62. 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**

63. 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.
  - Funding model 25 (16 to 19 (excluding apprenticeships)) 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 2017

64. It combines earnings from the ILR and the EAS and is generated after the ILR is submitted and after the EAS is submitted.
65. This report does not contain any funding for apprenticeships. This is a change from the 2016 to 2017 year where some adult apprenticeship provision was included in the funding claim
66. We have updated the funding line types for AEB to distinguish learners funded under a procured contract from November 2017 or under a non-procured contract. The procured provision is not included in this report. See paragraph 61 for information on the funding line types for adults.
67. If no earnings are generated, this report will be blank.

### **ALLB Occupancy Report**

68. This is a detailed report that contains the funding for support payments and area costs for learners funded through an Advanced Learner Loan.
69. This report contains the key information about the learning aim references, learner and the month any earnings were generated.
70. If no earnings are generated, this report will be blank.

### **Apprenticeship Data Match Report**

71. 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 being funded under a levy-contract (recorded under Apprenticeship Contract Type (ACT) 1).
72. 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.

73. 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. The apprenticeship service data is refreshed 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 being matched.
74. The example of the data matching error report in paragraph 76 shows the different errors that can be reported and the description of these. Where multiple errors are found for the same apprentice, there will be a corresponding line in the report for each error. Where possible these will be grouped by the 'Learner reference number'.
75. The apprenticeship service value is supplied where we have been able to match the ULN. These are supplied to make it easier to compare the values and decide which value needs correcting.
76. 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	10/06/2017	(blank)
DLOCK_10	The employer has paused the apprenticeship		
DLOCK_11	The employer is not currently a levy payer		

## **Apps Co-Funding Contributions Report**

77. This is a report for earnings generated under Funding model 36 (Apprenticeships from 1 May 2017). This report will only be generated when the ILR submission window has closed.
78. This report shows the co-investment required from employers for each month, for each apprentice. The employer is identified 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.
79. 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.
80. If no co-investment is required, this report will be blank.

## **Apps Indicative Earnings Report**

81. This is a report for earnings generated under Funding model 36 (Apprenticeships from 1 May 2017).
82. This report is a detailed report for apprenticeships and contains the key information about each apprentice, their learning activity and their expected earnings generated each month.
83. This report shows a row for each learning aim, except in cases where a new price is negotiated during an apprenticeship, when multiple rows can be shown for one learning aim with different prices.
84. This report is generated 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.



85. We will update the funding line types for Funding model 36 apprentices to include apprentices starting under a procured contract for employers who do not pay the apprenticeship levy. The existing **non-levy** funding line types will be relabelled to indicate they apply to non-procured apprenticeship starts, with new funding line types created for procured apprenticeship starts. The funding line types for **levy-contracted** provision remains unchanged. See paragraph 61 for information on the funding line types for apprenticeships.
86. If no earnings are generated, this report will be blank.

## **Apps Monthly Payment Report**

87. This is a report for earnings and payments generated under Funding model 36 (Apprenticeships from May 2017). This report will only be generated 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.
88. The report explains how earnings will be paid, either through co-investment, from a digital account, or a combination of the two.
89. 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.
90. This report shows a row for each learning aim, except in cases where a new price is negotiated during an apprenticeship, when multiple rows can be shown for one learning aim with different prices.
91. 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 earnings for June and July but 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.

92. We will update the funding line types for Funding model 36 apprentices to include apprentices starting under a procured contract for employers who do not pay the apprenticeship levy. The existing **non-levy** funding line types will be relabelled to indicate they apply to non-procured apprenticeship starts, with new funding line types created for procured apprenticeship starts. The funding line types for **levy-contracted** provision remains unchanged. See paragraph 61 for information on the funding line types for apprenticeships.
93. If no earnings are generated, this report will be blank.

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

94. This is an aggregated report detailing the number of learners and enrolments for the former 'Community Learning' programme.
95. If no learners or enrolments have been recorded, this report will be blank.

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

96. This is the most detailed report for the European Social Fund programme; recorded under Funding model 70 (ESF).
97. 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.
98. 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, a row is shown for each deliverable for each month.
99. If no earnings are generated, this report will be blank.

## **ESF Funding Summary Report**

100. This is the summary report for the European Social Fund programme; recorded under Funding model 70 (ESF).
101. This report is generated after the ILR is submitted and after the supplementary data submission.
102. This report is shown 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 the supplementary data can be returned with information going back to the start of a provider's contract.
103. If no earnings are generated, this report will be blank.

## **Funding Summary Report**

104. 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)
  - 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
105. The main changes to this report from 2016 to 2017 are:
- the removal of 'Offender Learning and Skills Service' funding lines
  - the removal of 'Other Learning (EFA Model) Programme Funding' line as these are no longer funded through the AEB
  - 16 to 18 traineeships are recorded separately under the 16 to 18 traineeships budget; previously they were included in the 16 to 18 apprenticeships budget.

106. This report is generated after the ILR is submitted and after the Earnings Adjustment Statement (EAS) is submitted.
107. 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
108. 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.
109. For Funding model 36 apprentices, this report gives a summary of total earnings per apprentice, which may include a contribution from the employer. As the report is produced during the ILR submission window, it does not show the payments from levy or co-investment, as this information will not be known.
110. We will update the funding line types for Funding model 36 apprentices to include apprentices starting under a procured contract for employers who do not pay the apprenticeship levy. The existing **non-levy** funding line types will be relabelled to indicate they apply to non-procured apprenticeship starts, with new funding line types created for procured apprenticeship starts. The funding line types for **levy-contracted** provision remains unchanged. See paragraph 61 for information on the funding line types for apprenticeships.
111. We have also updated the funding line types for AEB to include learners under a procured contract from November 2017. We have relabelled the existing funding line types as non-procured provision, and we have added new fields for procured provision from 1 November 2017. See paragraph 61 for information on the funding line types for adults.
112. If no earnings are generated, this report will be blank.

## **Main Occupancy Report**

113. 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).
114. It contains the key information about the learning aims, the learner and the funding generated each month.
115. For provision funded under Funding model 25, a row is shown representing all funding for that learner within that funding model. For Funding model 35 provision, a row is shown for each learning aim.
116. We have updated the funding line types for AEB to include learners under a procured contract from November 2017. We have relabelled the existing funding line types as non-procured provision, and we have added new fields for procured provision from 1 November 2017. See paragraph 61 for information on the funding line types for adults and apprenticeships.
117. If no earnings are generated, this report will be blank.

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

118. This report shows the earnings generated under Funding model 35 (Adult skills) by learner and their name.
119. We have updated the funding line types for AEB to include learners under a procured contract from November 2017. We have relabelled the existing funding line types as non-procured provision, and we have added new fields for procured provision from 1 November 2017. See paragraph 61 for information on the funding line types for adults and apprenticeships.
120. If no earnings are generated, this report will be blank.

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

121. This report shows the earnings generated under Funding model 35 (Adult skills) by the programme type.
122. We have updated the funding line types for AEB to include learners under a procured contract from November 2017. We have relabelled the existing funding line types as non-procured provision, and we have added new fields for procured provision from 1 November 2017. See paragraph 61 for information on the funding line types for adults and apprenticeships.
123. If no earnings are generated, this report will be blank.

## **Trailblazer Apprenticeships Employer Incentives Report**

124. 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).
125. If no earnings are generated, this report will be blank.

## **Trailblazer Apprenticeships Occupancy Report**

126. 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).
127. If no earnings are generated, this report will be blank.

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