



GREATER MANCHESTER COMBINED AUTHORITY ADULT EDUCATION BUDGET: ILR SUBMISSION GUIDANCE

Of interest to all providers, delivering GMCA AEB funded provision

Version 3

February 2022



ILR Submission Guidance for GMCA Adult Education Providers for 2021/22 Academic Year

This document provides guidance on ILR submissions for Adult Education Budget (AEB) providers with funding agreements in place with Greater Manchester Combined Authority (GMCA).

This document will refer to the use of Devolved Area Monitoring (DAM) codes. These codes will be used largely to monitor delivery of GMCA AEB funding flexibilities.

DAM codes are similar to Learning Delivery Monitoring (LDM) codes (used for ESFA funded learners) but are to be used by devolved areas only. There will be 6 available fields in which to input DAM codes against each learning aim.

A list of all available DAM codes has been published by the ESFA, however, only those contained within this document will be able to be used by providers delivering to GM residents. Annex 1 details the codes valid for GM AEB delivery.

Source of Funding

For all GMCA funded AEB provision, providers must use the Source of Funding (SOF) code 110 to designate the relevant provision as delivery to a GM resident.

Learning Start Date Postcode

For all GMCA AEB provision, the Learning Start Date Postcode field (LSDPostcode) must be a GM postcode.

The list of all postcodes by devolved area can be found on the [Gov.uk website](#).

This list will be updated on a quarterly basis.

Additionally, GMCA will provide an Excel document containing all GM postcodes derived from the list above.

Due to the quarterly update of this reference data, GMCA will allow the use of a generic postcode, ZZ99 9ZZ, to be used for cases where a postcode has not yet appeared on this list (in the case of new builds, for example). **However, providers should speak to GMCA before they submit an ILR return with this code.**

GMCA expects this generic postcode to be updated during the academic year to ones on the list and its use will be heavily monitored.

Procured Provision

All providers that hold a contract for services arrangement with GMCA (as opposed to a grant funded agreement) must input the DAM code 002 in one of the 6 DAM code fields available against all their GMCA funded AEB learners.

The purpose of this code is to distinguish between grant and procured AEB provision.

As a result, providers with grant funded agreements with GMCA should not input this code against GM learners they deliver to.

Low Wage Pilot Activity

Where a provider wishes to fully fund an aim through the low wage pilot, DAM code 010 and DAM code 023 must be inputted into the DAM code fields available against the relevant learning aim. You will be able to claim Full Funding for this learning aim using FFI: 1

In conjunction with GMCA's Devolved AEB funding and performance management rules 2021-2022, this flexibility is available only where:

- The learner is eligible for Co-Funding for the aim;
- The learner is employed and earns less than £19,305.00 per annum; and
- The learner is enrolled on a learning aim up to and including Level 2.

For all Community Learning aims (FM:10), the use of the Low Wage Pilot should **NOT** be used, as this does not affect the funding received.

British Sign Language Flexibility

Where a provider has permission to Fully-Fund an aim using GMCA's British Sign Language (BSL) flexibility, DAM code 009 and DAM code 023 must be inputted into the DAM code fields available against the relevant learning aim. You will be able to claim Full Funding for this learning aim using FFI: 1

In conjunction with GMCA's Devolved AEB funding and performance management rules 2021-2022, this flexibility is available only where the learner is enrolled on:

- Entry level award in BSL (accredited by iBSL or ABC);
- Level 1 certificate in BSL (accredited by Signature, iBSL or ABC); and
- Level 2 certificate in BSL (accredited by Signature, iBSL or ABC).

Licence to Practise Flexibility

Where a provider has permission to fund a licence to practise in conjunction with GMCA's Devolved AEB funding and performance management rules 2021-2022, the provider must record this as a separate learning aim in the ILR.

The Learning Aim Reference for this aim is **Z1100001**

Learners enrolled on this aim must also be enrolled for relevant additional Construction aims as per GMCA's Devolved AEB funding and performance management rules 2021-2022.

Fully Funded Level 2 Aims for 24+ Learners Flexibility

Where a provider wishes to fully fund an aim through the fully funded Level 2 aims, in conjunction with GMCA's Devolved AEB funding and performance management rules 2021-2022, DAM code 036 and DAM code 023 must be inputted into the DAM code fields available against the relevant learning aim. You will be able to claim Full Funding for this learning aim using FFI: 1

Level 3 Units Flexibility

Where a provider wishes to fully fund an aim through the fully funded Level 3 units, in conjunction with GMCA's Devolved AEB funding and performance management rules 2021-2022, DAM code 057 and DAM code 023 must be inputted into the DAM code fields available against the relevant learning aim. You will be able to claim Full Funding for this learning aim using FFI: 1

If you have identified a learning aim for a Level 3 Unit but it is not currently funded via the LARS, please contact your Performance and Contract Officer. All these aims will be forwarded to the ESFA for the LARS to be amended.

Learners from the Liverpool City Region

Some grant providers have been given an allocation for delivery to learners from the Liverpool City Region. This allocation has been identified on your allocation figures. Where an eligible provider wishes to deliver learning to a resident of the Liverpool City Region, in conjunction with GMCA's Devolved AEB funding and performance management rules 2021-2022, the DAM code 001 must be inputted into the DAM code fields available against the relevant learning aim.

This code is not to be used if: -

- The learner is a GM resident

- The learner is a non GM or non LCR resident
- You do not have an allocation to engage with LCR residents
- The learner is enrolled with a Subcontractor of the Prime

Sector Based Work Academies

As we are looking to gain a clear understanding of what the devolved AEB is positively supporting and funding, we are starting to monitor unidentifiable learning aims. For providers who provide a provision, that meets the definition of a Sector Based Work Academy (SBWA), for residents to access, the use of DAM Code 013 should be used. Normal funding rules will apply for all learning aims.

Economically Inactive

Where a provider wishes to fully fund an aim for a learner who is unemployed but not claiming any benefits, DAM code 022 and DAM code 023 must be inputted into the DAM code fields available against the relevant learning aim. You will be able to claim Full Funding for this learning aim using FFI: 1

Full Funding can only be claimed if the learner is 'Available and Looking for Work' – Employment Status: 11

ESOL

Where a provider wishes to fully fund an ESOL aim for a learner who is unemployed, not claiming any benefits, and/or not allowed to look for work, DAM code 056 and DAM code 023 must be inputted into the DAM code fields available against the relevant learning aim. You will be able to claim Full Funding for this learning aim using FFI: 1

National Level 3 Qualification

Where a provider wishes to fully fund an aim through the National Level 3 allocation, in conjunction with ESFA's AEB Funding Rules 2021-2022 and the National Level 3 guidance, the LDM 378 must be inputted into the LDM code fields available against the relevant learning aim. You will be able to claim Full Funding for this learning aim using FFI: 1

Eligible Learning Aims must be detailed on the National Level 3 Learning Aims list. You can only use this funding if you have received an allocation to deliver these courses.

Local Level 3 Qualification

Where a provider wishes to fully fund an aim through the Local Level 3 allocation, in conjunction with GMCA's AEB Funding and Performance Rules 2021-2022 and the Local Level 3 guidance, DAM 035 and DAM 023 must be inputted into the DAM code fields available against the relevant learning aim. You will be able to claim Full Funding for this learning aim using FFI: 1

Eligible Learning Aims must be detailed on the GM Level 3 Learning Aims list.

You can only use this funding if you have received an allocation to deliver these courses.

Response to COVID – 19

Where a provider wishes to continue to use a learning aim that was requested during the Response to COVID-19, DAM 055 and DAM023 must be inputted into the DAM code fields available against the relevant learning aim. You will be able to claim Full Funding for this learning aim using FFI: 1

A full list of newly created codes can be found in Annex 2 and will be monitored throughout 2021-2022.

Other codes may have been created during this time by other Devolved Authorities but only the new ones on the GM list will be funded.

Digital Skills Legal Entitlement

Where a provider wishes to deliver a Level 2 ICT for User qualification, DAM058 and DAM023 must be inputted into the DAM code fields available against the relevant learning aim. You will be able to claim Full Funding for this learning aim using FFI: 1

A full list eligible codes can be found in Annex 3 and will be monitored and updated accordingly throughout 2021-2022.

Annex 1 – List of GM Codes with usage description

Description	Code	Existing/New
Source of Funding	SOF 110	Remains the same for 2021-2022
Learners from the Liverpool City Region	DAM 001	Remains the same – Only used for LCR residents & if you have an allocation
Procured Provision	DAM 002	Remains the same for 2021-2022
British Sign Language Flexibility	DAM 009 & 023	Remains the same for 2021-2022
Low Wage Pilot Activity	DAM 010 & 023	Remains the same for 2021-2022
Sector Based Work Academies	DAM 013	Remains the same for 2021-2022
Economically Inactive Learners	DAM 022 & 023	Remains the same for 2021-2022
GM Local Level 3	DAM 035 & 023	Only to be used against GM Local Level 3 Qualifications
Fully Funded Level 2 Aims for 24+ Learners Flexibility	DAM 036 & 023	Remains the same for 2021-2022
Response to COVID-19	DAM 055 & 023	NEW code for 2021-2022
ESOL Provision	DAM 056 & 023	NEW code for 2021-2022
Level 3 Units Flexibility	DAM 057 & 023	NEW code for 2021-2022
Digital Skills Legal Entitlement	DAM 058 & 023	NEW code and definition of the code for 2021-2022
National Skills Fund – Level 3	LDM 378	Only to be used against National Skills Fund Level 3 Qualifications
Licence to Practise Flexibility	Z1100001	Remains the same for 2021-2022 – to be used in conjunction with a valid Construction Learning Aim

Annex 2 – GM Learning Aims – Agreed for Response to COVID-19

Learning Aim Reference	Learning Aim Title
Z0009163	Care Certificate for Health and Social Care sector
Z0009164	Emergency 1st Aid at Work Certificate
Z0009165	Hospitality, Catering and Retail Infection Prevention
Z0009166	FLT novice operator training
Z0009167	PCV Cat D Driver Training
Z0009168	LGV Cat C Driver Training
Z0009371	Reach FLT

Annex 3 - Digital Skills Legal Entitlement

Learning Aim Reference	Learning Aim Title
60363113	Ascentis Level 2 Certificate in Digital Skills for Business
50062426	BCS Level 2 Certificate in IT User Skills (ECDL Extra) (ITQ)
60106347	BCS Level 2 ECDL Award in IT User Skills
60112372	BCS Level 2 ECDL Certificate in IT User Skills
60182404	BCS Level 2 Certificate in IT User Skills (ECDL Core)
60164621	BIIAB Level 2 Diploma In IT User Skills (ITQ)
60164943	BIIAB Level 2 Certificate In IT User Skills
50067060	City & Guilds Level 2 Award for IT Users (ITQ)
50067242	City & Guilds Level 2 Certificate for IT Users (ITQ)
50067606	City & Guilds Level 2 Diploma for IT Users (ITQ)
60009937	City & Guilds Level 2 Diploma in IT User Skills
60097759	Gateway Qualifications Level 2 Award In IT User Skills (ITQ)
60097772	Gateway Qualifications Level 2 Diploma In IT User Skills (ITQ)
60124696	Gateway Qualifications Level 2 Award In E-Safety
60140483	Gateway Qualifications Level 2 Certificate In IT User Skills (ITQ)
60342432	Gateway Qualifications Level 2 Award in Digital Skills for Work
60349578	Highfield Level 2 Award in Digital Skills for the Workplace (RQF)
60349608	Highfield Level 2 Certificate in Digital Skills for the Workplace (RQF)
60363708	Highfield Level 2 Award in IT User Skills (RQF)
60363733	Highfield Level 2 Diploma in IT User Skills (RQF)
6036371X	Highfield Level 2 Certificate in IT User Skills (RQF)
60162739	iCQ Level 2 Certificate for IT Users (ITQ) (RQF)
60177421	iCQ Level 2 Diploma for IT Users (ITQ) (RQF)
6014211X	iCQ Level 2 Award in Digital Marketing Using Social Media (RQF)
60075508	IAO Level 2 Certificate In IT User Skills (ITQ)

50112399	NCFE Level 2 Certificate in IT User Skills (ITQ)
60331148	NCFE Level 2 Certificate in Digital Skills for Work
60339160	NCFE Level 2 Certificate in Data Analysis
6002012X	NCFE Level 2 Diploma in IT User Skills
50078148	NOCN Level 2 Certificate in IT User Skills (ITQ)
60341051	NOCN Level 2 Award in Digital Productivity Skills
60341063	NOCN Level 2 Certificate in Digital Productivity Skills
60361529	NOCN Level 2 Award in Digital Skills
60361530	NOCN Level 2 Certificate in Digital Skills
50066857	OCR Level 2 Award in IT User Skills (ITQ)
50067436	OCR Level 2 Certificate in IT User Skills (ITQ)
50067448	OCR Level 2 Diploma in IT User Skills (ITQ)
60010629	OCR Level 2 Extended Certificate in IT User Skills (ITQ)
60093389	OCNLR Level 2 Award in IT User Skills (ITQ)
60093390	OCNLR Level 2 Certificate in IT User Skills (ITQ)
60093407	OCNLR Level 2 Diploma in IT User Skills (ITQ)
60329518	OCNLR Level 2 Award in Digital Skills
60336675	OCNLR Level 2 Award in Digital Literacy
6032952X	OCNLR Level 2 Certificate in Digital Skills
60166058	OCN NI Level 2 Award in Geographical Information Systems
60103334	Open College Network West Midlands Level 2 Certificate in IT User Skills
50078197	Pearson BTEC Level 2 Diploma for IT Users (ITQ)
50078203	Pearson BTEC Level 2 Award for IT Users (ITQ)
60016334	Pearson BTEC Level 2 Diploma in IT User Skills (ITQ)
5007832X	Pearson BTEC Level 2 Certificate for IT Users (ITQ)
6018257X	ProQual Level 2 Award in Cyber Security Awareness for Business
60336468	TQUK Level 2 Certificate in IT User Skills (RQF)
60344805	TQUK Level 2 Certificate in Principles for Digital Skills in Employment (RQF)